

NewMMIS Job Aid: Copy a Claim Immediately

Copying a claim immediately after you have entered it and submitted it to MassHealth saves time when you are submitting several claims for the same services (e.g., flu shots) but for different members. This job aid describes how to:

- Copy a claim immediately after you have submitted it to MassHealth for payment.

Access Inquire Claim Status

From the MassHealth Provider Online Service Center home panel:

1. Click **Manage Claims and Payments**.
2. Click **Enter Single Claims**.
3. Enter the claim information and submit to MassHealth.

To Copy a Claim

From the Claim **Confirmation** panel:

4. Click **Copy**.

Continue with the Billing Information Panel

From the Billing Information panel:

5. Enter the claim information for the replaced claim as you would for any new claim.