The PACE program is a comprehensive health program that is designed to keep frail, older individuals living in the

community. PACE serves individuals who are 55 or older, certified to need nursing home care, and able to live

safely in the community at the time of enrollment. This job aid describes how to:

\* Search for a member record

\* Confirm the rate cell

\* Certify that the individual completed the MassHealth application

\* Submit the enrollment

Access Enroll/Disenroll PACE Members

From the MassHealth Provider Online Service Center home page:

1. Click Manage Members.

2. Click Enrollment.

3. Click Enroll/Disenroll PACE Members. The Member Search panel is displayed.

Search for Member Record

On the Member Search panel:

4. Verify your health plan’s provider ID defaults in the Provider ID field.

5. Enter the Member ID.

6. Enter the MassHealth member’s Last Name.

7. Enter the MassHealth member’s First Name.

8. Click Search to locate the member’s information. The Verification panel is displayed.

Verify Rate Cell

On the Verification panel:

9. Verify the rate cell is correct for the member.

10. Click Confirm to enroll the member in the rate cell. The Certification panel is displayed.

Certify Member

On the Certification panel:

11. Select the Certification checkbox to certify that the member has a MassHealth Enrollment package on

file.

12. Click Submit to submit the enrollment.

Note: This certifies that the member has completed a PACE Enrollment Agreement.

Confirmation

On the Confirmation panel:

13. Verify that the enrollment has been validated by NewMMIS.

Note: The member is enrolled as of the 1st calendar day of the subsequent month. The provider will

receive a confirmation via the 834 batch file transaction.

14. Click Enroll/Disenroll Another Member if you have additional enrollments or click Close to end the

process.

NewMMIS Job Aid: Enroll a Member in Plan for All Inclusive Care

for the Elderly (PACE)

MassHealth Provider Online Service Center 1 of 2 Revised: July 28, 2010

v2.2

Provider Online Service Center - Submit a Referral

MassHealth Provider Online Service Center Submit a Referral 1/2