

# NewMMIS Job Aid: Enroll a Member in Senior Care Options (SCO)

Senior Care Options (SCO) is a comprehensive health plan that covers all of the services reimbursable under Medicare and MassHealth through a senior care organization and its network of providers. 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 SCO Members

From the MassHealth Provider Online Service Center home page:

1. Click **Manage Members**.
2. Click **Enrollment**.
3. Click **Enroll/Disenroll SCO Members**. The Member Search panel is displayed.

## Search for Member Record

On the **Member Search** panel:

4. Verify that 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.

**Note:** The search authenticates the user and validates eligibility. If the member is eligible to enroll in SCO, the user is navigated to the Verification panel.

## Verify Rate Cell

On the **Verification** panel:

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

**Note:** If the rate cell field is blank, the system will enroll the member as CW-Boston or Non-Boston.

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. The Confirmation panel is displayed.

**Note:** This certifies that the member has completed the requirements for a SCO applicant and submits the certification.

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## 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.