NewMMIS Job Aid: Managed Care Providers –
834 and 820 Submission and Download

MCO, MBPH, SCO, and PACE providers have specific links available for the submission and download of 834 and 820 transactions. This job aid shows how to:

- Upload MCO and BH batch files

- Download MCO and BH responses

- Upload batch 834 SCO and PACE files

- Download 820 SCO and PACE confirmations

Upload MCO and BH Batch Files: Access Batch Upload panel

From the Provider Online Service Center home page:

1. Click **Manage Members**.

2. Click **Enrollment**.

3. Click **Upload MCO/BH Batch Files**.

4. Log-in with your UserName and Password.

5. The **Batch Upload** panel displays.

Upload MCO and BH Batch Files: Upload Batch File

On the **Batch Upload** panel:

6. Select **Provider ID** from the drop-down list.

7. Select **Transaction Type** from the drop-down list.

8. Click **Browse** to and navigate to the folder containing the batch files.

9. Select the desired file and click **Open**.

10. Click **Upload File**.

Upload MCO and BH Batch Files: Upload Confirmation

On the **Batch Upload Confirmation** panel:

11. Record the Tracking Number.

12. Click **Close**.

    Note: Click **Upload Another File** to upload another batch file.

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Download MCO and BH Batch Files: Access Download Response panel

From the Provider Online Service Center home page:

1. Click **Enrollment**.

2. Click **Download MCO/BH Responses**.

3. Click **Download Responses**. The **Search Criteria** panel displays.

Download MCO and BH Batch Files: Search for Download Response(s)

On the **Search Criteria** panel:

4. Select **Provider ID** from the drop-down list.

5. Do one of the following:

   • To inquire on a specific response, enter the **Tracking Number**

   • To download all of a certain type of transaction, select a **Transaction Type** from the drop-down list

6. If desired, enter a date range in the **From Date** and **To Date** fields to refine your results.

7. Click **Search**.

On the **Search Results** panel:

8. Confirm download responses.

   Note: to open a file, click the file name you wish to view. Then click **Open** to view the file or **Save** to save it to a specific location.

Upload Batch 834 SCO and PACE Files: Access Batch Upload panel

From the Provider Online Service Center home page:

1. Click **Manage Members**.

2. Click **Enrollment**.

3. Click **Upload Batch 834 SCO Files** OR **Upload Batch 834 PACE Files**. The **Batch Upload** panel displays.

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Upload Batch 834 SCO and PACE Files: Upload Batch File

On the **Batch Upload** panel:

4. Select **Provider ID** from the drop-down list.

5. Select **Transaction Type** from the drop-down list.

6. Click **Browse** to and navigate to the folder containing the batch files.

7. Select the desired file and click **Open**.

8. Click **Upload File**.

Upload Batch 834 SCO and PACE Files: Upload Confirmation

On the **Batch Upload Confirmation** panel:

9. Record the Tracking Number.

10. Click **Close**.

   Note: Click Upload Another File to upload another batch file.

Download 820 SCO and PACE Confirmations: Access Download Response panel

From the Provider Online Service Center home page:

1. Click **Manage Claims and Payments**.

2. Click **View SCO Payments** OR **View PACE Payments**.

3. Click **Download SCO 820 payment confirmations** OR **Download PACE 820 payment confirmations**. The **Search Criteria** panel displays.

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Download MCO and BH Batch Files: Search for Download Response(s)

On the **Search Criteria** panel:

4. Select **Provider ID** from the drop-down list.

5. Do one of the following:

   • To inquire on a specific response, enter the **Tracking Number**.

   • To download all of a certain type of transaction, select a **Transaction Type** from the drop-down list.

6. If desired, enter a date range in the **From Date** and **To Date** fields to refine your results.

7. Click **Search**.

On the **Search Results** panel:

8. Confirm download responses.

   Note: to open a file, click the file name you wish to view. Then click **Open** to view the file or **Save** to save it to a specific location.