This job aid describes how to:

\* Update a Provider Profile via the MassHealth Provider Online Service Center, including:

- How to update a mailing address

- How to update a Medicare number

- How to add a new certification

Access Update Your MassHealth Profile

From the MassHealth Provider Online Service Center home panel:

1. Click Manage Provider Information.

2. Click Maintain Profile.

3. Click Update Your MassHealth Profile.

Access the Address Type Panel

On the Steps panel:

1. Click Address Type.

Change the Mailing Address

On the List of Address Types panel:

1. Click the Address Type that you want to change.

2. Enter your new mailing address in the Address Line 1 field.

3. Click Update to save your changes.

Access the Information Specialty Panel

On the Steps panel:

4. Click Information Specialty.

Change the Information Specialty

On the List of Information Specialties panel:

5. Click New Item.

6. Select Information Specialty from the drop-down list.

7. Enter the new date in the Effective Date field.

8. Enter 12/31/2299 in the End Date field.

9. Click Add to save the changes.

Access the Certification Panel

On the Steps panel:

10. Click Certification.

Add a New Certification

On the List of Certifications panel:

11. Click New Item.

12. Enter the certification number in the Certification Number field.

13. Select the certifying agency from the Agency Name drop-down list.

14. Enter the new date in the Effective Date field.

15. Enter 12/31/2299 in the End Date field.

16. Click Add to save the changes.

NewMMIS Job Aid: Update Provider Profile

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 1/4