

NewMMIS Job Aid: Update Provider Profile

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**.

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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.