

MassHealth Flu and Adult Vaccine Program for Local Public Health Providers

Program Instructions: 2015-2016

The Commonwealth of Massachusetts Executive Office of Health and Human Services (EOHHS) Office of Medicaid (MassHealth), through the MassHealth Flu and Adult Vaccine Program for Local Public Health Providers, accepts applications from eligible Local Public Health Departments (LPHDs) and Public School Districts (PSDs) for the provision of certain (1) influenza (flu) vaccines; and, for LPHDs, (2) adult vaccines to eligible MassHealth members. These program Instructions include specific requirements for LPHDs and PSDs that may vary, based on flu *versus* adult components of this MassHealth program.

Providers are responsible for monitoring the Commonwealth of Massachusetts' eProcurement/Purchasing System ([COMMBUYS](#)) and obtaining the most updated documentation and notices posted on that site. To access the website for the MassHealth Flu and Adult Vaccine Program please click [here](#).

MassHealth Flu and Adult Vaccine Provisions

To be eligible for the **MassHealth Flu and Adult Vaccine Program**, LPHDs and PSDs must be enrolled on a calendar-year basis (January-December) in the Massachusetts Department of Public Health (MDPH) Immunization Program. Before applying, providers should call 617-847-3130 to confirm current enrollment in the MDPH Immunization Program. Enrollment and re-enrollment in the MDPH Immunization Program can be performed online through the [Massachusetts Immunization Information System \(MIIS\)](#) or by calling MDPH at 617-983-6828.

LPHDs are eligible to enroll in both the flu and adult components of this MassHealth program (details on the adult vaccine are provided below). PSDs are eligible to enroll only in this program's flu component.

For LPHDs and PSDs enrolled in the MDPH Immunization Program, MDPH provides flu vaccines at no cost for children up to and including age 18. LPHDs and PSDs may bill MassHealth for the administration of MDPH-supplied vaccines to MassHealth members but not for the MDPH-supplied vaccines themselves. For MassHealth members ages 19 and older, LPHDs must purchase the flu vaccines and may bill MassHealth for the cost of the vaccines themselves, as well as the administration of the vaccines.

Note: For MassHealth members not enrolled in Managed Care Organizations (MCOs), MassHealth will pay eligible LPHDs for non-MDPH supplied vaccines and vaccine administration at fee-for-service rates. For MassHealth members enrolled in MCOs, LPHDs, and PSDs should submit claims to the respective MCO.

Adult vaccines covered by the MassHealth Flu and Adult Vaccine Program

In addition to flu vaccines, MassHealth will pay LPHDs for the purchasing and administration of adult vaccines recommended by the U.S. Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). These include hepatitis A; hepatitis B; hepatitis A and hepatitis B (HepA-HepB); human papilloma virus (HPV); measles, mumps, and

rubella (MMR); meningococcal conjugate; meningococcal polysaccharide; pneumococcal conjugate; pneumococcal polysaccharide; tetanus toxoid adsorbed; tetanus and diphtheria toxoids, and acellular pertussis (Tdap); varicella; and zoster (shingles). Note: PSDs are not eligible to bill MassHealth for adult vaccines.

General Program Requirements

The following specifications must be fulfilled by LPHDs and PSDs in order to participate in this MassHealth program.

1. The LPHD or the PSD providing vaccine services must be located in Massachusetts.
2. The LPHD or the PSD must be enrolled in the MDPH Immunization Program on a calendar-year basis. Enrollment and re-enrollment in the MDPH Immunization Program can be performed either online by using [MMIS](#) or by calling 617-983-6828. Since MDPH requires enrollment in the Immunization Program on a calendar-year basis, an LPHD or PSD that wants to conduct a flu clinic—for example, in January 2016—must re-enroll for 2016 prior to that flu clinic in order to be paid by this MassHealth program.
3. The LPHD or the PSD must administer flu and, for LPHDs, adult vaccine services in a clinic open to the public in accordance with the [Guidelines for Compliance with Federal and State Vaccine Administration Requirements](#).
4. LPHDs must complete the MassHealth Flu and Adult Vaccine Program Provider Contract. PSDs must complete the MassHealth Flu Vaccine Provider Contract.
Note: LPHDs currently enrolled in the flu component of this MassHealth program that wish to receive payment for the provision of adult vaccines must complete and submit the Amended and Restated MassHealth Flu and Adult Vaccine Program Provider Contract.
5. While LPHDs and PSDs are permitted to subcontract their vaccine purchasing, storage, and administration services, they are responsible for overseeing their subcontractors' activities. LPHDs and PSDs must contract directly with MassHealth and submit claims to MassHealth. LPHDs and PSDs will be paid upon approval of their claims and are responsible for paying their subcontractors. LPHDs and PSDs will be held responsible for the protection of privacy data according to Section II, Paragraphs I and J of the program's contracts; therefore, they must put in place a privacy data provision in any subcontract agreement.
6. LPHDs and PSDs must comply with all laws and regulations, contract provisions, rules, provider bulletins, and billing instructions applicable to participation in MassHealth.

On an annual basis (typically August), MassHealth e-mails enrollment and informational packets to LPHDs and PSDs that are enrolled in the MDPH Immunization Program for that calendar year. Note: If your LPHD or PSD did not receive an enrollment packet by September 1, please call 617-847-3130. This also verifies your current enrollment in the MDPH Immunization Program. The enrollment packets include the following documents.

1. [MassHealth Flu and Adult Vaccine Program Instructions](#) (also posted on [COMMBUYS](#))
2. MassHealth Flu and Adult Vaccine Program Provider Application
3. LPHDs and PSDs must complete the appropriate MassHealth Vaccine Program Provider Contracts that are attachments in the enrollment packets.
4. [List of flu procedure codes and rates effective July 1, 2014](#) (also posted on [COMMBUYS](#))

5. For LPHDs only: [list of adult vaccine procedure codes and rates effective July 1, 2013](#) (also posted on [COMMBUYS](#))
6. [Data Collection Form \(DCF\)](#)
7. [National Provider Identifier \(NPI\) Supplement](#)
8. [Trading Partner Agreement \(TPA\)](#)
9. [Federally Required Disclosures Form \(PE-FRD\)](#) with the exception of Section IV, C, Business Transactions
10. [Massachusetts Substitute W-9 Form \(Form MA-W-9\)](#)
11. [Authorization for Electronic Funds Transfer of MassHealth Payments \(EFT-1\)](#)
 - LPHDs must have the municipality's treasurer sign the **MA-W-9** and the **EFT-1** forms.
 - PSDs must have a school administrator with financial authority for the school system sign the **MA-W-9** and **EFT-1** forms.

Included in the enrollment packet is a "MassHealth Flu and Adult Vaccine Program Provider Application Checklist" (also posted on [COMMBUYS](#)) to help ensure that your LPHD or PSD is submitting all of the required enrollment documents.

MassHealth offers **technical support** with the completion of the eight required enrollment documents. MassHealth strongly encourages that your **LPHD contact the MassHealth Customer Service Center** to help ensure that your enrollment materials are completed correctly prior to submission.

Tel: 1-800-841-2900

TTY: 1-800-497-4648 for persons who are deaf, hard of hearing, or speech disabled

Hours: Monday–Friday, 8:00 a.m.–5:00 p.m

➤ *Please ask for the MassHealth Flu and Adult Vaccine Program specialist.*

LPHDs and PSDs must complete and sign all applicable enrollment documents and submit them to the following address.

MassHealth Customer Service Center
Attention: Provider Enrollment and Credentialing
P.O. Box 9162
Canton, MA 02021-5213

The MassHealth Customer Service Center will inform your LPHD or PSD when it has been enrolled in the MassHealth Flu and Adult Vaccine Program. Once an LPHD or PSD is enrolled, it does not need to renew its provider contract unless instructed to do so by MassHealth. However, re-enrollment in the MDPH Immunization Program must be performed on a calendar-year basis in order to maintain eligibility for this MassHealth program.

LPHDs enrolled only in the flu component of this MassHealth program must submit the *Amended and Restated MassHealth Flu and Adult Vaccine Program Provider Contract* in order to be enrolled in the MassHealth adult vaccine component of the program.

Payment for Covered Services

Current procedure codes for the cost and administration of the [flu](#) and the [adult](#) vaccines may be accessed here. These are based on the published EOHHS [101 CMR 317.00 MEDICINE](#) (formerly 114.3 CMR 17.00), specifically, 101 CMR 317.03: General Rate Provisions section.

Please note the following relative to the procedure codes for 2015-2016.

- When MDPH supplies [flu](#) vaccines at no cost for children up to and including 18 years of age, please use the “SL” (State-supplied) modifier for the flu administration procedure codes.
- There may be a difference in the administration payment rate if the vaccine is MDPH-supplied.
- Administration procedure codes are age-based.
- I.C. stands for “individual consideration”— MassHealth payments will be based on the manufacturer’s invoice for the number of doses and the price per dose.

Note: Providers are responsible for keeping up to date with procedure codes and covered vaccines on [COMMBUYS](#).

Billing Provisions

LPHDs and PSDs may use the following options for claims submission.

- [Direct Data Entry \(DDE\)](#)
- [Subcontract service to a billing agent](#)

Providers must submit claims to MassHealth within 90 days of the service date. LPHDs and PSDs that use a billing vendor should ensure that the vendor submits the provider’s claims on a timely basis.

Reporting Requirements

LPHDs and PSDs should provide a document to MassHealth members to report the administration of the flu and/or adult vaccine(s) so that the members can share this information with their primary care provider when permissible under state and federal regulations.

At a minimum, LPHDs and PSDs should provide members with the following data and encourage members to share this information with their primary care provider.

1. Member’s name and date of birth
2. Member’s MassHealth identification number and type of coverage
3. Flu and/or adult vaccine name(s)
4. Date(s) of services when the vaccine(s) was/were administered

Questions about the MassHealth Flu and Adult Vaccine Program?

If you have any questions about the MassHealth Flu and Adult Vaccine Program, please contact the MassHealth Customer Service Center at 1-800-841-2900 or TTY: 1-800-497-4648 for persons who are deaf, hard of hearing, or speech disabled. (Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.) *Please ask for the MassHealth Flu and Adult Vaccine Program specialist.*

Questions about the MDPH Vaccine Program?

If you have clinical questions about vaccines or vaccine-preventable diseases, please call the MDPH Epidemiology and Immunization Unit at 617-983-6800.