



Preparing for MassHealth Changes

Lytec Setup:

In an effort to help you prepare for the MassHealth changes that are set to on **May 26, 2009**, we have outlined some important steps you will need to take to correctly set up your Lytec system.

1. If you would like to store your patient's NEW MassHealth number in Lytec until they become effective, we recommend putting it in the **Patient's Chart** under **Claim #**. **Please Note:** If you are using an ANSI based clearinghouse such as RelayHealth, Navicure, Medavant you will need to use **Notes** in the patient file.

Patients - HALLIE J BOHL

Patient Chart: WEEE

Responsible Party: <Self>

Claim Information | Diagnosis/Reminders | Contacts | Appointments | Patient Images | Custom Fields

Patient Information | P=Mass Health | S=TUFTS | T=Harvard Pl... | Associations

Insurance

Insurance Code: MAH

Insurance Name: Mass Health

Type: Nongroup

Group Number:

Insured ID Number: 12345678

Authorization: [Search]

Claim Number: **NEW MASSHEALTH ID**

Effective Dates: From: 02/01/2008 To: 02/08/2010

Insured: Johnson, Daniel

Relation to Insured: Spouse

Number of Visits Allowed/Used: P = 10/8 S = 0

Prepayment Balance: \$1794.00

Primary Insurance Balance: \$0.00

Secondary Insurance Balance: \$50.00

Tertiary Insurance Balance: \$0.00

Patient Balance: \$265.00

Next Appointment: No Next Appointment

Previous Appointment: 10/24/2008

2. Under the **Provider** file you need to add a new **Insurance ID** for your provider's taxonomy # with a "ZZ" qualifier. You will need to make sure that the taxonomy number is entered on the same line for EVERY provider in your practice. Make note of the line number this is placed on.

Providers

Provider Code: ATL

Name and Address | License | Other IDs | Insurance IDs | Contacts | Defaults | Custom Fields

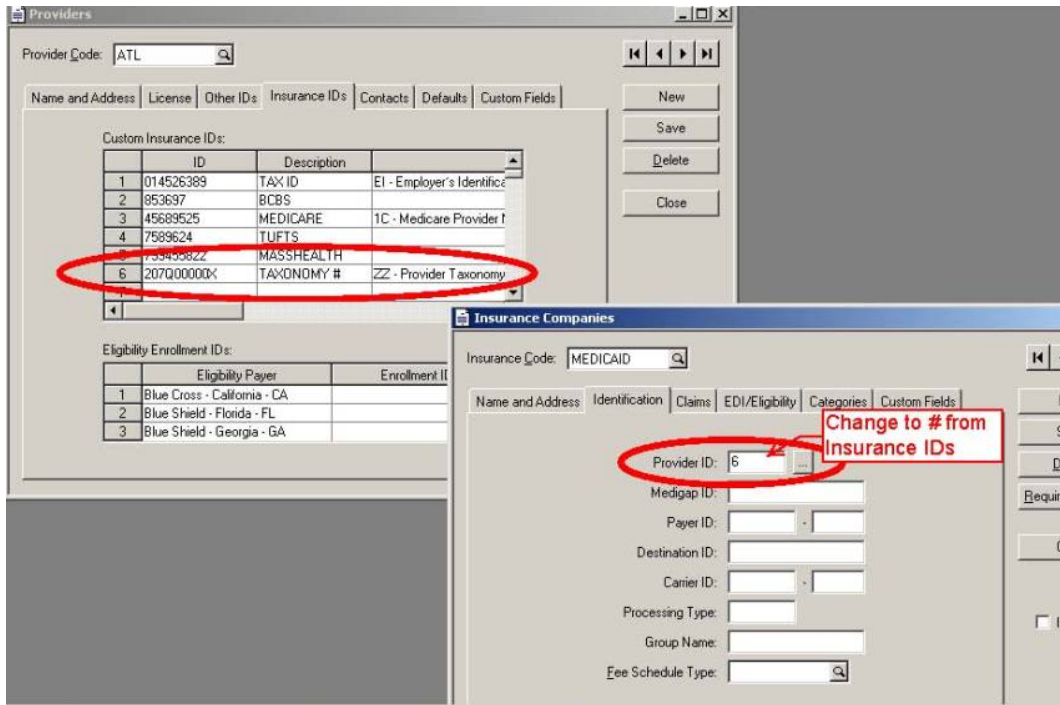
Custom Insurance IDs:

ID	Description	
1	014526389	TAX ID
2	853697	BCBS
3	45689525	MEDICARE
4	7589624	TUFTS
5	20645666	MASSHEALTH
6	207Q0000X	TAXONOMY #

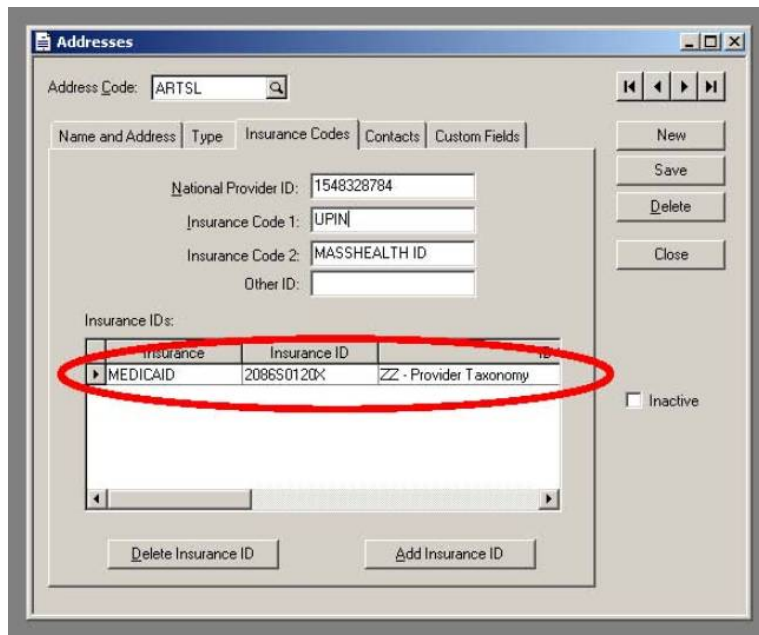
Eligibility Enrollment IDs:

Eligibility Payer	Enrollment ID
1	Blue Cross - California - CA
2	Blue Shield - Florida - FL
3	Blue Shield - Georgia - GA

3. If you currently have a taxonomy number already entered in your system in **Provider Custom Field 2**, you will need to leave it where it is so that claim submission will not be disrupted until the changes are implemented. Upon the deadline date, you will need to go to **Lists> Insurance Companies> MassHealth** and change the **Provider ID** to the new taxonomy line just created in step 2 above.



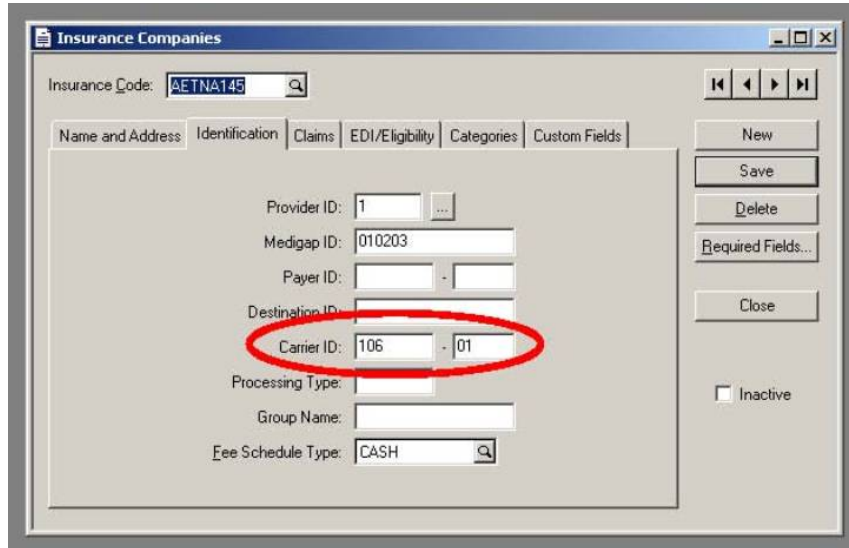
4. For each **Referring Physician (Lists> Addresses)** you will need to enter that provider's taxonomy # in the **Insurance ID Matrix** of **Addresses**. You will need to leave the current MassHealth ID for the referring physician in **Insurance Code 2** so that claim submission will not be disrupted until the changes are implemented.



5. For all of your active **Insurance Companies** you will need to enter that payer's **Carrier Code**. A list of carrier codes can be found in the MassHealth Appendix C:

<http://www.mass.gov/Eeohhs2/docs/masshealth/providermanual/appx-c-all-draft.pdf>

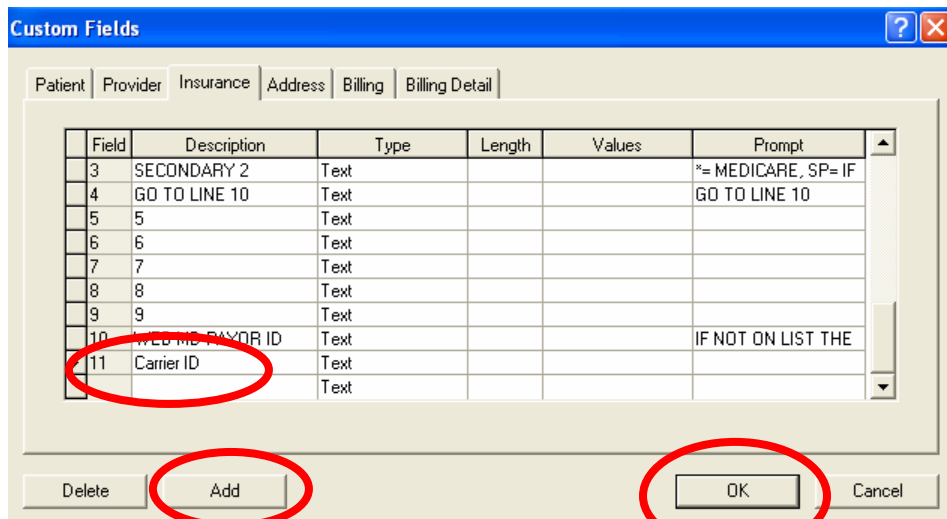
Please Note: If you are using an ANSI based clearinghouse such as RelayHealth, Navicare, Medavant you will not be able to enter these carrier codes until the deadline date so that claim submission is not disrupted. In addition, you will **ONLY** need to enter your carrier codes in this field.



The screenshot shows the 'Insurance Companies' form with the 'Identification' tab selected. The 'Carrier ID' field, which contains '106 - 01', is circled in red. Other fields include Insurance Code (AETNA145), Provider ID (1), Medigap ID (010203), Payer ID, Destination ID, Processing Type, Group Name, and Fee Schedule Type (CASH). Buttons for New, Save, Delete, Required Fields..., Close, and Inactive are visible on the right.

6. You will also need to enter the **Carrier Code** in an **Insurance Custom Field**. To add a **Custom Field** go to **Settings> Custom Fields** and click on the **Insurance** tab.

Click **Add** and in the **Description** field type **Carrier ID** and then click **OK**.



The screenshot shows the 'Custom Fields' dialog box with the 'Insurance' tab selected. A table lists custom fields, with a new entry 'Carrier ID' (Field 11) circled in red. The 'Add' and 'OK' buttons at the bottom are also circled in red.

Field	Description	Type	Length	Values	Prompt
3	SECONDARY 2	Text			*= MEDICARE, SP= IF
4	GO TO LINE 10	Text			GO TO LINE 10
5	5	Text			
6	6	Text			
7	7	Text			
8	8	Text			
9	9	Text			
10	WEB ME PAYER ID	Text			IF NOT ON LIST THE
11	Carrier ID	Text			
		Text			

7. To enter the **Carrier Code** in the **Custom Field** that you just created in **Step 6**, go to **Lists> Insurance Companies** and click on the **Custom Field** tab. Enter the same **Carrier Code** that has been entered in the **Carrier ID** field on the **Identification** tab using the format XXX XX. For example, 106 01.

Insurance Code: AETNA145 * This record is in use. You can view it, but not modify or delete it.

Name and Address | Identification | Claims | EDI/Eligibility | Categories | Custom Fields

	Description	Value
1	MEDIGAP	
2	SECONDARY 1	
3	SECONDARY 2	
4	GO TO LINE 10	
5	5	
6	6	
7	7	
8	8	
9	9	
10	WEB MD PAYOR ID	
11	Carrier ID	106 01

Buttons: New, Save, Delete, Required Fields..., Close

Options: Inactive, NPI Only

What Else?

Please see the **MassHealth All Provider Bulletin 181, October 2008** which discusses their implementation plan (deadline is no longer January 5, 2009) and explains what to do with the new provider numbers that they began mailing on November 5th.

In addition, after you have completed these steps, and before the deadline date of **May 26, 2009**, you will need schedule a telephone appointment with CHS so we can put on your new MassHealth HCFA; please call Ryan at: 800.250.8687 for scheduling.

Please note that this information is based on our research. Each office is responsible for their own research and set up. Changes to MassHealth that are not related to claim submission need to be determined by your office.

Based on your contract, charges for this new form may apply. We cannot schedule a phone appointment for your new form until this set up has been completed in your system.

For additional research tools please see the list of links below:

MassHealth Website:

www.mass.gov/masshealth

New Medicaid Management Information System:

www.mass.gov/masshealth/newmmis

Full License Application (taxonomy numbers can be found on pages 6 & 7):

http://www.massmedboard.org/physician/pdf/full_application.pdf

MassHealth All Provider Bulletin 181, October 2008:

http://www.mass.gov/Eeohhs2/docs/masshealth/bull_2008/all-181.pdf