

MASSHEALTH FLU VACCINE PROGRAM FOR LOCAL PUBLIC HEALTH PROVIDERS

The Commonwealth of Massachusetts Executive Office of Health and Human Services (EOHHS), Office of Medicaid (MassHealth), is enrolling eligible local public health providers for the provision of influenza vaccine to MassHealth members effective September 1, 2012. EOHHS will contract with Local Public Health Departments (LPHDs) and, for those municipalities where there are no LPHDs, EOHHS will contract with Public School Districts (PSDs), for the provision of influenza vaccine services.

LPHDs and PSDs that wish to receive payment for the administration and purchasing of influenza vaccine must enroll in the MassHealth Flu Vaccine Program. Before applying to the MassHealth Flu Vaccine Program, LPHDs and PSDs must be enrolled in the Massachusetts Department of Public Health (MDPH) Vaccine Program and administer flu vaccine services in accordance with the *Guidelines for Compliance with Federal and State Vaccine Administration Requirements*, which can be found at <http://www.mass.gov/eohhs/docs/dph/cdc/immunization/guidelines-vaccine-compliance.pdf>.

For providers enrolled in the MDPH Vaccine Program, MDPH provides flu vaccine for free for children up to and including age 18. For patients age 19 and older, providers have to purchase the flu vaccine. For MassHealth members not enrolled in MassHealth managed care organizations (MCOs), EOHHS will pay eligible LPHDs and PSDs for the vaccine and vaccine administration at fee-for-service rates. For MassHealth members enrolled in MCOs, eligible LPHDs and PSDs will be paid in accordance with the MCOs' reimbursement policies.

The following specifications must be fulfilled by the LPHDs and PSDs to participate in the MassHealth Flu Vaccine Program.

1. The LPHD or PSD providing vaccination services must be located in a Massachusetts municipality.
2. The LPHD or PSD must be enrolled in the MDPH Flu Vaccine Program. To enroll in the program, call the MDPH Vaccine Unit at 617-983-6828.
3. The LPHDs and PSDs must sign the MassHealth Flu Vaccine Program Provider Contract with MassHealth to become an eligible provider.
4. For MassHealth members up to and including age 18, the Office of Medicaid will pay LPHDs and PSDs for administering the influenza vaccine.
5. For MassHealth members age 19 and older, the Office of Medicaid will pay LPHDs and PSDs for purchasing and administering the vaccine.
6. LPHDs and PSDs that wish to receive payment for the provision of the influenza vaccine must administer the vaccine in a clinic open to the public in accordance with the MDPH's Guidelines for Compliance with Federal and State Vaccine Administration Requirements.

7. LPHDs and PSDs are permitted to subcontract their services. However, LPHDs and PSDs are responsible for enrolling in the MDPH Vaccine Program, contracting with MassHealth, and submitting MassHealth claims for review. LPHDs and PSDs will be issued a check upon review and approval of claims, and they are responsible for arranging payments with subcontractors.
8. LPHDs and PSDs must comply with all laws and regulations, rules, provider bulletins, and billing instructions applicable to participation in the MassHealth program.
9. For LPHDs' and PSDs' options relative to the federally-mandated application fee, please review www.mass.gov/eohhs/provider/insurance/masshealth/provider-application-fees.html LPHDs and PSDs which decide to pay the application fee to MassHealth must do so **before** submitting the enrollment packet. LPHDs and PSDs can pay the \$523 fee to MassHealth at <https://www.paybill.com/masshealthapplicationfeebillpay>. When doing so, applicants are prompted to provide their MassHealth Application Tracking Number. LPHDs and PSDs should use their MDPH Vaccine Provider PIN (5 digits) as the MassHealth Application Tracking Number. LPHDs and PSDs should provide MassHealth with payment verification of the \$523 fee with the enrollment materials.

MassHealth will e-mail enrollment packets to LPHDs and PSDs that participate in the MDPH Flu Vaccine Program. The enrollment packets will include the following documents.

1. MassHealth Flu Vaccine Program Provider Application
2. MassHealth Flu Vaccine Program Provider Contract
3. MassHealth Flu Vaccine Program Application Checklist
4. Application Fee materials
 - a. Announcement of Application Fee
 - b. Attestation of Application Fee Payment if the application fee was paid to Medicare or to another state's Medicaid program (PE-AAFP); or
 - c. Hardship Exception Request if the provider believes that it is unable to pay the application fee (PE-HER)
5. Massachusetts Substitute W-9 form: Request for Taxpayer Identification Number and Certification (Form MA-W-9)
6. Data Collection Form (DCF)
7. National Provider Identifier (NPI) Supplement
8. Trading Partner Agreement (TPA)
9. EFT/Direct Deposit Application (EFT-1) of MassHealth Payments
10. Federally Required Disclosures form (PE-FRD) with the exception of Section IV. C, Business Transactions

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

MassHealth Customer Service
Attention: Provider Enrollment and Credentialing
P.O. Box 9118
Hingham, MA 02043

Payment for Covered Services

The table attached to this notice lists codes that currently are covered for the cost of and administration of the influenza vaccine.

Billing Provisions

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

- Submit directly to MassHealth
- Subcontract this service to a vendor/billing agent
- Direct Data Entry (DDE)

Important Notes

- If LPHDs and PSDs are using State-provided free flu vaccine, they **should not** submit claims for the cost of vaccine to MassHealth or to the MassHealth MCOs as they will be denied.
- If LPHDs and PSDs are administering flu vaccines to MassHealth members enrolled in Managed Care Organizations, they **should** bill the health care plan, and NOT to MassHealth to avoid duplication of claims.
- The codes and rates are based on Division of Health Care Finance and Policy (DHCFP) publication 114.3 CMR 17.00 effective as of July 1, 2012 (<http://www.mass.gov/eohhs/gov/departments/hcf/regulations.html>). Please refer to the Payment for Covered Services section.

Reporting Requirements

To report data about administration of the seasonal influenza vaccine to a MassHealth member to that member's primary care clinician or primary care provider when sharing such information, is permissible under state and federal regulations. At a minimum, this entails providing the patient with a document that includes the following data elements and encouraging the patient to share this with their provider.

1. Member's name
2. Member's date of birth
3. Vaccine name
4. Date of administration

The MassHealth Flu Vaccine Program enrollment announcement has been distributed electronically using the Commonwealth of Massachusetts Procurement Access and Solicitation System (Comm-PASS). Applicants are solely responsible for completing and submitting the required MassHealth Flu Vaccine Program enrollment documents that are identified in this announcement and for checking Comm-PASS for any addenda or modifications that may subsequently be made to the enrollment documents.

Questions?

Frequently asked questions (FAQs) can be found at www.mass.gov/masshealth. Click on Information for Providers, then on MassHealth Flu Vaccine Program.

Any additional questions about the MassHealth Flu Vaccine Program, call MassHealth Customer Service at 1-800-841-2900 (Hours: Monday–Friday, 8:00 A.M.–5:00 P.M.) or send an e-mail to providersupport@mahealth.net.

LPHDs and PSDs also can participate in one of the MassHealth Flu Vaccine Program trainings. A schedule of trainings for LPHDs and PSDs can be found at <http://commed.umassmed.edu/sites/commed.umassmed.edu/files/Training%20Schedule%202012.pdf> . To register, please call 1-800-890-2986 or send an e-mail to vaccine.reimbursement@umassmed.edu.