MassHealth Flu Vaccine Program
Flu Vaccine Program

- All MassHealth members are eligible
  - For MassHealth members up to and including age 18
    - cost of administering the flu vaccine
    - MA Department of Public Health provides the flu vaccines
  - For MassHealth members age 19 and older
    - cost of the flu vaccine
    - cost of administering the flu vaccine
Providers Eligible to Participate

- Local Public Health Departments (LPHDs)
  - LPHDs must already be enrolled in the Massachusetts Department of Public Health (MDPH) Vaccine Program

- Public School Districts (PSDs) if there is no LPHD in the municipality
  - PSDs must already be enrolled in the MDPH Vaccine Program

Flu vaccine program will begin September 1, 2012
Where Is Program Information Posted?

MassHealth will e-mail the enrollment packets to LPHDs and PSDs who are participating in the MDPH Flu Vaccine Program.

Information on the flu vaccine program for eligible LPHDs and PSDs:

- Comm-PASS: [www.comm-pass.com](http://www.comm-pass.com)
Enrollment Packet Materials

MassHealth Flu Vaccine Program
- Cover Letter
- Provider Application
- Provider Contract
- Application Checklist
- Application Fee Materials
- Massachusetts Substitute W-9 Form: Request for Taxpayer Identification Number and Certification
- Data Collection Form
- National Provider Identifier (NPI) Supplement
- Trading Partner Agreement
- Authorization for Electronic Funds Transfer (EFT) of MassHealth Payments
- Federally Required Disclosures Form
Application Fee

- Fee is mandated by Centers for Medicare & Medicaid Services (CMS)
- Fee is a one time payment; must be made **prior** to enrollment in the MassHealth Flu Vaccine Program
  - For 2012, the fee is $523
- “Attestation of Application Fee Payment”
  - Some LPHDs may already have paid this fee to Medicare
  - If so, submit the document with proof of payment; or
- “Hardship Exception Request”: submit this form if your LPHD or PSD believes that the fee represents a hardship
- Additional information: [http://www.mass.gov/eohhs/provider/insurance/masshealth/provider-application-fees.html](http://www.mass.gov/eohhs/provider/insurance/masshealth/provider-application-fees.html)
Application Fee on MassHealth Website
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Provider Application Fees

Provider applicants applying or reapplying to become a MassHealth provider may be required to pay a state an application fee. Federal law generally requires provider applicants for enrollment or reenrollment into a Medicaid program to pay a federal application fee. See 42 CFR 495.409 Implementing Section 495 of the Deficit Reduction Act of 2005.

Exempt from State Fee

- Individual physicians and non-physician practitioners
- Providers who are enrolled and have paid an application fee to Medicare or another state Medicaid program

About the Application Fee

- The application fee is $253 for calendar year 2012. The fee may change from year to year based on adjustments to the Consumer Price Index for Urban Areas (CPI-U).
- The application fee applies to provider applicants who are enrolling or reenrolling, and to providers adding a new service location.
- The fee is non-refundable. If a provider applicant does not meet participation requirements or does not submit the appropriate documentation required within the time frames requested, the fee will not be refunded. Any subsequent submissions of an application for enrollment or reenrollment to MassHealth would require payment of a new application fee.

Payment and Documentation of the Application Fee

If you are exempt or have an approved hardship request, MassHealth will not process your application until the application fee has been paid. To pay the application fee, provider applicants must use the secure payment site (linked below). The fee is processed through a secure payment site.

Payment Site

- Visit the MassHealth Payment Site.

Payments Made to Medicare or Another State’s Medicaid Program

If you have previously paid the application fee to Medicare or another state’s Medicaid program, you must complete the Application Fee Payment Form and submit it with your application. To do so, follow the link below.

Abatement of Application Fee Payment

- Submit the Abatement of Application Fee Payment Form.

Request for Hardship Exception

If the provider applicant believes the application fee would be a significant financial hardship, a Hardship Exception Request form may be submitted. To do so, click on the link below.

MassHealth will review your hardship request. MassHealth has the authority to approve or deny your hardship request. If MassHealth approves your request, MassHealth will forward it to the Centers for Medicare & Medicaid Services (CMS) for review. CMS will notify MassHealth about the status of your request. MassHealth will notify you of CMS’s decision. Please note that MassHealth cannot process your enrollment application until the hardship request has been adjudicated.

If your hardship exception request is approved, MassHealth will process your provider application, and a final determination of your application will be sent to the doing business address listed on your application.

If MassHealth or CMS denies your request, you may not appeal this decision, and MassHealth cannot process your provider enrollment application until the application fee is paid.

If your hardship exception request has been denied, MassHealth will notify you and give you 10 business days to pay the application fee. If the application fee is not paid within 10 business days, your application will be denied. You may submit your application along with the application fee at any time.

Hardship Exception Request Form

- Submit the Hardship Exception Request Form.
Application Fee on MassHealth Website

Providers should go to https://www.paybill.com/MassHealthApplicationFeeBillPay/ to access the web site to make a payment and for additional information.
National Provider Identifier (NPI)

CMS mandated NPIs on all health care claims

- LPHDs/PSDs are required to have an NPI to be reimbursed under the MassHealth Flu Vaccine Program
- All LPHDs/PSDs that submit claims to MassHealth or Medicare for services, including vaccinations, probably already have an NPI
- LPHDs or PSDs that do not have an NPI can apply on-line at https://nppes.cms.hhs.gov/NPPES/Welcome.do
  Estimated time to complete an on-line NPI application is 20 minutes
Send Enrollment Packet to --

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

- LPHDs/PSDs can submit claims
  - directly to MassHealth
  - sub-contract this service to vendors/billing agents
  - Direct Data Entry (DDE)

- MassHealth’s list of approved vendors can be found at: www.mass.gov/eohhs/docs/masshealth/privacy/hipaa-vendor-list-production.pdf
Program Requirements

■ LPHDs/PSDs must comply with the MDPH’s *Guidelines for Compliance with Federal and State Administration Requirements*, as of March 2012:
  www.mass.gov/eohhs/docs/dph/cdc/immunization/guidelines-vaccine-compliance.pdf

■ LPHDs/PSDs must comply with all MassHealth laws and regulations
Documentation Requirements

Please be sure to share with the patient the following information and encourage the patient to share this with their primary care provider:

- Member’s name
- Member’s date of birth
- Vaccine name
- Date of administration
Who Can I Contact at MDPH?

■ For enrollment into MDPH’s Vaccine Program, call (617) 983-6828

■ For clinical questions about vaccines and vaccine preventable disease, call the MDPH Immunization Program at (617) 983-6800

■ For more information about vaccination clinics and vaccination clinic tools, visit the MDPH Flu website at www.mass.gov/dph/flu and scroll down to “Vaccine Guidelines and Tools”
Who Can I Contact at MassHealth?

MassHealth Customer Service

- Call (800) 841-2900; Monday to Friday, 8:00 A.M.—5:00 P.M.
- E-mail: providersupport@mahealth.net