

# NewMMIS Job Aid: Batch Claims – Upload Batch Files

This job aid describes how to:

- Upload claim files and submit them to MassHealth for batch processing. This feature is advantageous to providers who have many claims to submit daily, such as hospitals or large group practices. Rather than filling out separate claims for each member, all the claims can be submitted via file upload for batch processing by MassHealth.

## Access Upload Batch Files

From the MassHealth Provider Online Service Center home panel:

1. Click **Manage Claims and Payments**.
2. Click **Batch Process Claims**.
3. Click **Upload Batch Files**.

## Access the Batch Upload Panel

From the **Batch Upload** panel:

1. Select **Provider ID** from the drop-down list.
2. Select **Transaction Type** from the drop-down list.
3. Click **Browse** to select the file to upload.
4. Click **Upload File**.

## Review the Batch Upload Confirmation Panel

From the **Batch Upload Confirmation** panel:

1. Review the **Batch Upload Confirmation** message.
2. Make a note of your tracking number.
3. Upload another file, if needed.