

NewMMIS Job Aid: Enroll a Member in Plan for All Inclusive Care for the Elderly (PACE)

The PACE program is a comprehensive health program that is designed to keep frail, older individuals living in the community. PACE serves individuals who are 55 or older, certified to need nursing home care, and able to live safely in the community at the time of enrollment. This job aid describes how to:

- Search for a member record
- Confirm the rate cell
- Certify that the individual completed the MassHealth application
- Submit the enrollment

Access Enroll/Disenroll PACE Members

From the MassHealth Provider Online Service Center home page:

1. Click **Manage Members**.
2. Click **Enrollment**.
3. Click **Enroll/Disenroll PACE Members**. The **Member Search** panel is displayed.

Search for Member Record

On the **Member Search** panel:

4. Verify your health plan's provider ID defaults in the **Provider ID** field.
5. Enter the **Member ID**.
6. Enter the MassHealth member's **Last Name**.
7. Enter the MassHealth member's **First Name**.
8. Click **Search** to locate the member's information. The **Verification** panel is displayed.

Verify Rate Cell

On the **Verification** panel:

9. Verify the **rate cell** is correct for the member.
10. Click **Confirm** to enroll the member in the rate cell. The **Certification** panel is displayed.

Certify Member

On the **Certification** panel:

11. Select the **Certification** checkbox to certify that the member has a MassHealth Enrollment package on file.
12. Click **Submit** to submit the enrollment.

Note: This certifies that the member has completed a PACE Enrollment Agreement.

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Confirmation

On the **Confirmation** panel:

13. Verify that the enrollment has been validated by NewMMIS.

Note: The member is enrolled as of the 1st calendar day of the subsequent month. The provider will receive a confirmation via the 834 batch file transaction.

14. Click **Enroll/Disenroll Another Member** if you have additional enrollments or click **Close** to end the process.