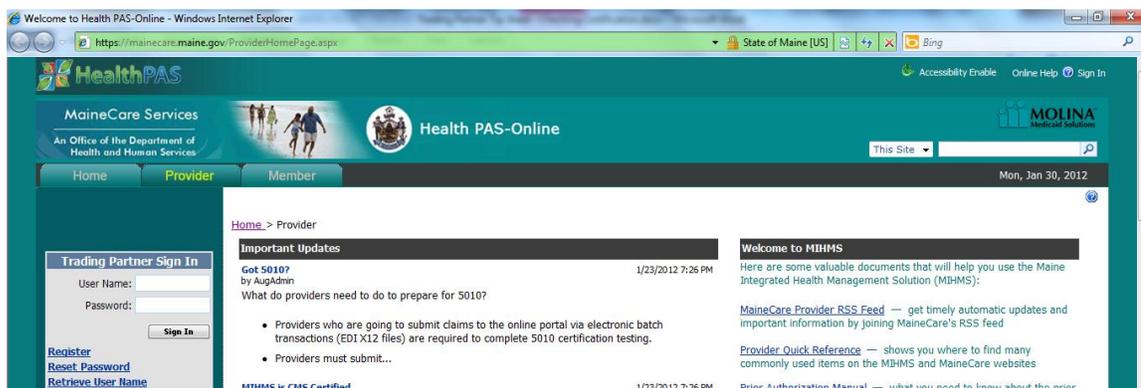




## How do I Update my Trading Partner Profile to Receive a HIPAA Version 5010 835 Transaction?

1. Go to the Health PAS-Online portal home page:  
<https://mainecare.maine.gov/ProviderHomePage.aspx>



2. Login to MIHMS with your trading partner ID and password.

### Trading Partner Sign In

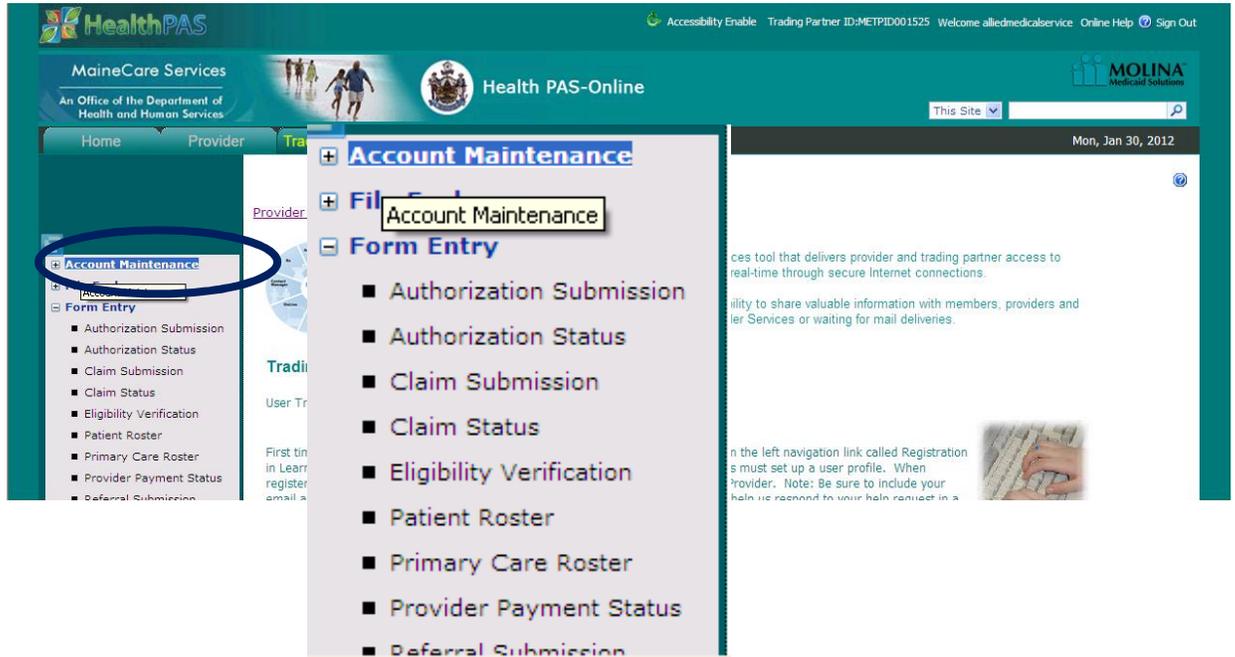
User Name:

Password:

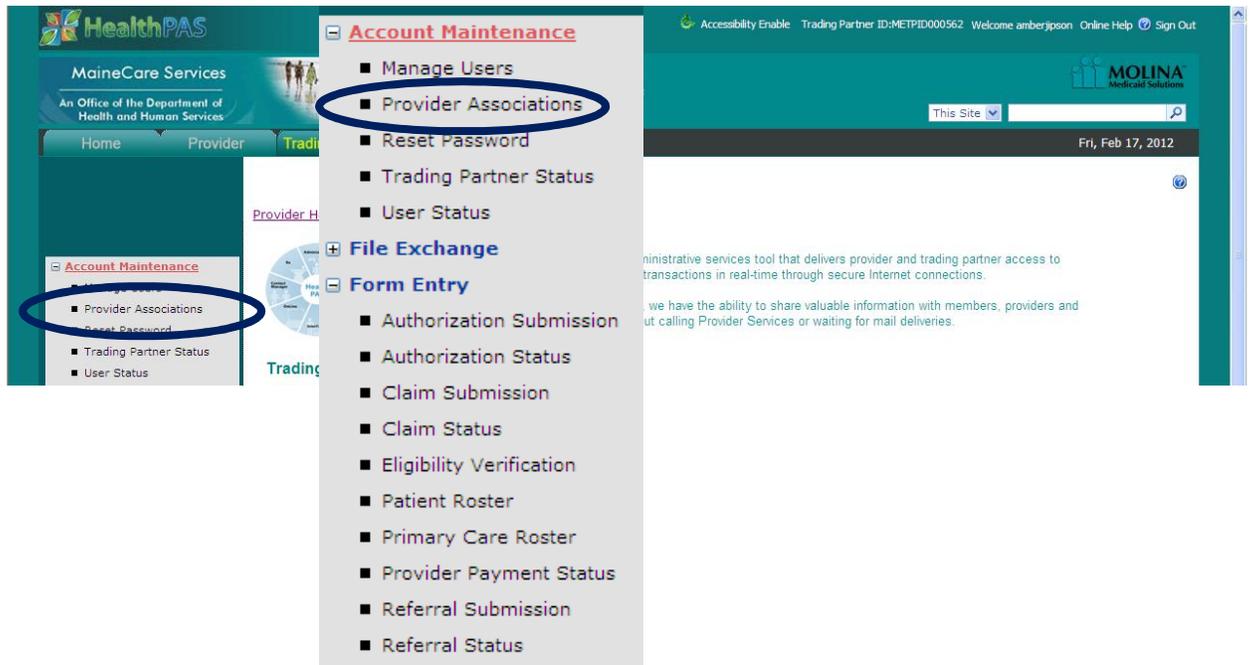
[Register](#)  
[Reset Password](#)  
[Retrieve User Name](#)



3. Click on Account Maintenance.



4. Click on Provider Association





- Find the trading partner profile you want to update and click the edit button. Note that the default 835 transaction setting for all trading partners is set to 4010 as shown in the screen shot below.

The following billing providers are associated with this trading partner account. Add additional billing/pay-to provider records by selecting the 'Add Provider' button. Billing provider associations must be established to use the direct data entry forms and provider maintenance features of Health PAS Online. By default your remittance advice(s) will be delivered to your online account in PDF format. If you wish to receive a physical copy by mail, deselect the check box below under the heading 'PDF RA'. Enable access to the 835 remittance advice by selecting an available delivery location from the menu. Available choices include 'My Account' and registered billing agencies and clearinghouses. If choosing a billing agency or clearinghouse, please verify the entity is prepared to process your 835 before making the selection.

Add New Provider  
Print

1 2 3

Provider Name	Provider ID/NPI	FED ID	PDF RA	835	835 Version	Action
			<input type="checkbox"/>	My Account	5010	Edit... Delete...
			<input type="checkbox"/>		4010A1	Edit... Delete...
			<input checked="" type="checkbox"/>	My Account	4010A1	<b>Edit...</b> Delete...
			<input checked="" type="checkbox"/>		4010A1	Edit... Delete...
			<input type="checkbox"/>		4010A1	Edit... Delete...
			<input checked="" type="checkbox"/>	My Account	4010A1	Edit... Delete...
			<input type="checkbox"/>		4010A1	Edit... Delete...
			<input type="checkbox"/>		4010A1	Edit... Delete...
			<input type="checkbox"/>		4010A1	Edit... Delete...
			<input checked="" type="checkbox"/>	My Account	4010A1	Edit... Delete...



## 6. Select the 5010 radio button and click update.

Trading Partner

Provider Home > Account Maintenance > Provider Associations

**Provider Associations**

The following billing providers are associated with this trading partner account. Add additional billing/pay-to provider records by selecting the 'Add Provider' button. Billing provider associations must be established to use the direct data entry forms and provider maintenance features of Health PAS Online. By default your remittance advice(s) will be delivered to your online account in PDF format. If you wish to receive a physical copy by mail, deselect the check box below under the heading 'PDF RA'. Enable access to the 835 remittance advice by selecting an available delivery location from the menu. Available choices include 'My Account' and registered billing agencies and clearinghouses. If choosing a billing agency or clearinghouse, please verify the entry is prepared to process your 835 before making the selection.

Add New Provider

Provider Name:

FED ID:

835: My Account

Provider ID:

PDF RA:

835 Version: 4010A  5010

Cancel Update

Print

1 2 3

Provider Name	Provider ID/NPI	FED ID	PDF RA	835	835 Version	Action
			<input type="checkbox"/>	My Account	5010	<span>Edit...</span> <span>Delete...</span>
			<input type="checkbox"/>		4010A1	<span>Edit...</span> <span>Delete...</span>
			<input checked="" type="checkbox"/>	My Account	4010A1	<span>Edit...</span> <span>Delete...</span>
			<input checked="" type="checkbox"/>		4010A1	<span>Edit...</span> <span>Delete...</span>
			<input type="checkbox"/>		4010A1	<span>Edit...</span> <span>Delete...</span>
			<input checked="" type="checkbox"/>	My Account	4010A1	<span>Edit...</span> <span>Delete...</span>
			<input type="checkbox"/>		4010A1	<span>Edit...</span> <span>Delete...</span>
			<input type="checkbox"/>		4010A1	<span>Edit...</span> <span>Delete...</span>
			<input type="checkbox"/>		4010A1	<span>Edit...</span> <span>Delete...</span>
			<input checked="" type="checkbox"/>	My Account	4010A1	<span>Edit...</span> <span>Delete...</span>



## 7. Your trading partner profile is now updated to receive HIPAA Version 5010 835 transactions.

**Trading Partner**

Provider Home > Account Maintenance > Provider Associations

**Provider Associations**

The following billing providers are associated with this trading partner account. Add additional billing/pay-to provider records by selecting the 'Add Provider' button. Billing provider associations must be established to use the direct data entry forms and provider maintenance features of Health PAS Online. By default your remittance advice(s) will be delivered to your online account in PDF format. If you wish to receive a physical copy by mail, deselect the check box below under the heading 'PDF RA'. Enable access to the 835 remittance advice by selecting an available delivery location from the menu. Available choices include 'My Account' and registered billing agencies and clearinghouses. If choosing a billing agency or clearinghouse, please verify the entity is prepared to process your 835 before making the selection.

1 2 3

Provider Name	Provider ID/NPI	FED ID	PDF RA	835	835 Version	Action
			<input type="checkbox"/>	My Account	5010	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input type="checkbox"/>		4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input checked="" type="checkbox"/>	My Account	5010	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input checked="" type="checkbox"/>		4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input type="checkbox"/>		4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input checked="" type="checkbox"/>	My Account	4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input type="checkbox"/>		4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input type="checkbox"/>		4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input type="checkbox"/>		4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>
			<input checked="" type="checkbox"/>	My Account	4010A1	<input type="button" value="Edit..."/> <input type="button" value="Delete..."/>

1 2 3

If you do not update your trading partner profile to receive a HIPAA Version 5010 835, the system will automatically send a HIPAA Version 4010 835 regardless of the claim file that was submitted. Starting on July 1, 2012, all trading partners will receive a HIPAA Version 5010 835. MIHMS will no longer process HIPAA Version 4010 transaction files after June 30, 2012. If you have any questions, please contact the MIHMS EDI Help Desk at 1-866-690-5585 and select option #3.