

## **"Paperless" Provider Enrollment Features will be available in the New Information Technology System (MITS) and MITS Web Portal Coming in December 2010!**

In the prior release we introduced you to MITS, giving you a high-level preview. For this release will focus specifically on provider enrollment and re-enrollment, and Provider Data Maintenance in the new MITS and how these features will benefit Ohio Medicaid providers when MITS goes live December 2010.

### ***Provider Enrollment features in MITS***

Provider Enrollment is the MITS business function that will offer online enrollment and update capabilities for all provider types interested in becoming an Ohio Medicaid provider.

The 'new' MITS Web Portal Provider Enrollment features will include:

- Submission of new Provider Enrollment applications via the MITS Web Portal. Providers are guided through this process by a new Provider Enrollment wizard;
- The option for providers to attach documents through the MITS Web Portal that are required to verify certification and licensure with their application;
- Allows providers to quickly check the status of a new application online by using an Application Tracking Number (ATN) that will be assigned to the application. The ATN serves as a receipt of the application submission;
- Providers will be able to complete the application at a later time if the process is interrupted, and allows the provider up to three days to make updates to the application prior to submission through the MITS Web Portal;
- Providers will be able to validate their information through self-service tools, and keep their information up-to-date which will help during the periodic re-enrollment process; and
- Generate reminder notices 120 days prior to the date that the re-enrollment is due as an alert to the provider of the need to re-enroll.

To ensure the Provide Enrollment application is accurate and complete the Web Portal functionality will:

- Check for duplicate enrollment applications and status;
- Screen for required data such as NPIs, Tax IDs, and CLIA numbers;
- Verify provider status with internal and external entities; and
- Facilitate and increase efficiency of the Provider Enrollment application process.

The online application process will also include the enrollment of other entities that do business with Medicaid such as trading partners and sub-recipient State agency providers.

**Note:** Paper applications will **not** be accepted after MITS Go-Live. New applicant provider enrollment will only be available via the MITS Web Portal. If a new provider applicant sends in any kind of paper enrollment packet, it will be sent back. The paper application forms that are currently posted on the Web will be taken down.

### ***The 'new' MITS Web Portal Provider Data Maintenance business function***

The Provider Data Maintenance business function maintains comprehensive, current, and historical information about providers who are eligible to participate in the Ohio Medicaid program. This function of the 'new' MITS Web Portal will:

- Encourage the participation of qualified providers by making enrollment and re-enrollment an online, efficient, and accurate process;
- Help ensure that providers are qualified to render specific services by applicant screening for state licensure, certification, and specialty and sub-specialty certification;
- Provide for the processing of provider contracts and changes in a timely and accurate manner;
- Maintain control over all provider data;
- Maintain all demographic and provider specific rate information to support claims processing and reporting functions;
- Establish and maintain a single provider repository with:
  - o demographic information;
  - o certification and licensure information;
  - o reimbursement rates;
  - o summary of financial information; and
- Maintain functions to support provider training activities.

Providers will also be able to:

- Receive and acknowledge receipt of alerts and notices from within their Global Message viewer;
- Search the provider message archive for all provider alerts regardless of the intended audience. For example, an optician can view all messages sent to optometrists;
- Use the Demographic Maintenance panel to view and verify address, bank, contact, phone numbers, and other information related to billing; and
- View or download reference extract files, such as fee schedules, Provider handbooks, frequently asked questions (FAQs), forms, and other publications.

Provider Data Maintenance and the entire new system, MITS, will meet the requirements of the National Provider Identification (NPI) standards of the Health Insurance Portability and Accountability Act (HIPAA).

### ***When will providers and other stakeholders be trained?***

- An extensive statewide outreach and training strategy is in development, with training to begin this fall.
- Watch for the most current news on the MITS Web site, <http://jfs.ohio.gov/mits/communication.stm>, about training and registration, and make plans for you and your staff to attend a seminar or webinar.

### ***Remember to keep informed and keep in touch***

These information releases are to provide you with ongoing insight into some of the changes that will take place when "Go-Live" occurs in December 2010. We appreciate all you do to provide quality services to Ohio's Medicaid consumers! ODJFS is committed to working closely with you during the transition and the successful implementation of our new MITS. For the most up-to-date information about the MITS Web Portal, as well as information on MITS functionality, tools and how the replacement system will impact you as a provider, log on <http://jfs.ohio.gov/mits/communication.stm>.