Ohio | Medicaid Information Technology System

State & Local Government Solutions

Medicaid Information Technology System (MITS)

Provider Related Data Participant Guide

August 11, 2010

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Course Overview

Overview

The goal of this course is to provide you with the skills required to perform tasks associated with provider related data.

Objective(s)

After completing this course you should be able to:

- Add provider related data code information and other related data
- Update provider related code information and other related data
- Delete provider related data code information

Agenda

Topic	Time
Welcome and Introductions	10 minutes
Introduction to Provider Related Data	30 minutes
Adding Provider Related Data	30 minutes
Break	**15 minutes**
Updating Provider Related Data	20 minutes
Deleting Provider Related Data	20 minutes
Review	15 minutes
Total	**140**

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Introduction to Provider Related Data

Introduction

As business and policies change, you may need to add, update or remove provider related data codes. Adding provider related data impacts the codes and descriptions that display on the drop-down lists on the **Provider Information** and **Enrollment** panels.

Maintaining provider related data also allows you to maintain the reference data you use to make decisions.

Review the slides to see scenarios in which you may need to add, update or remove provider related data.

A policy change that requires a new code.

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Enrollment Request

The enrollment department requests a new code.

Department Request

A department requests a new code.

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Code Categories

Adding provider related data involves adding codes to a specific panel. Each code that you add must include related data, for example, a description. The table summarizes the panels you can use to change provider related data code information.

To:	Then Use this Panel:
Designate the use of provider address (i.e., pay to address and mail to address)	Address Usage Code
Specify application type codes and associated financial payers	Application Type
Maintain changes to existing address usage codes	Change Address
Maintain country code, country name, dialing code, area code, and indicators designating whether the country requires an internal address and phone number	Country
Maintain finger print status codes associated with owners and board participants as they progress through the background screening process	Finger Print Status
Specify languages spoken by members of a provider's organization	Language
Maintain provider agreement type codes	Agreement Type
Store background screening status codes which identify the status of a provider's background screening during the enrollment process	Background Screening Status
Store CLIA laboratory codes which include a laboratory type description	CLIA Lab Codes
Indicate whether the provider enrollment is active, inactive, or	Enroll Status Reason

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To:	Then Use this Panel:
denied for a provider contract and description for the denial	
Maintain identifier type codes for providers	Identifier Type
Store provider license information	License Modifier
Indicate the application status codes for providers	Application Status
Maintain provider certification codes and descriptions	Certification Status
Store comments entered and saved by the provider enrollment clerk or other authorized staff regarding the provider enrollment application	Comment Type **Note:** Once a comment is saved, it remains a permanent part of the application record.
Maintain contract and program enrollment status codes	Enrollment Status
Store the identifier type codes for providers	Identifier Type End Reason
Maintain provider license information	License Professional

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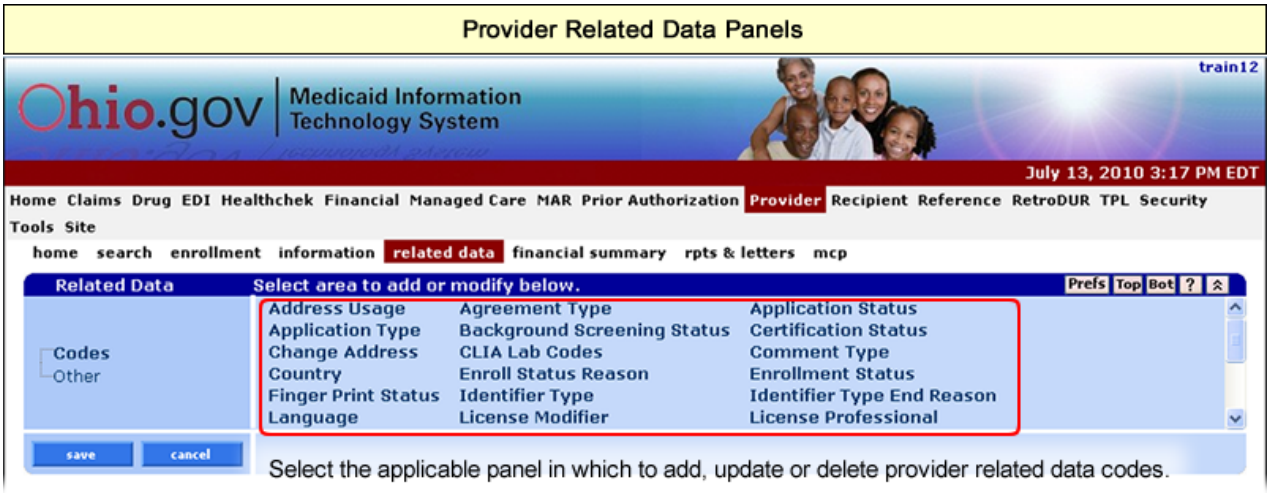
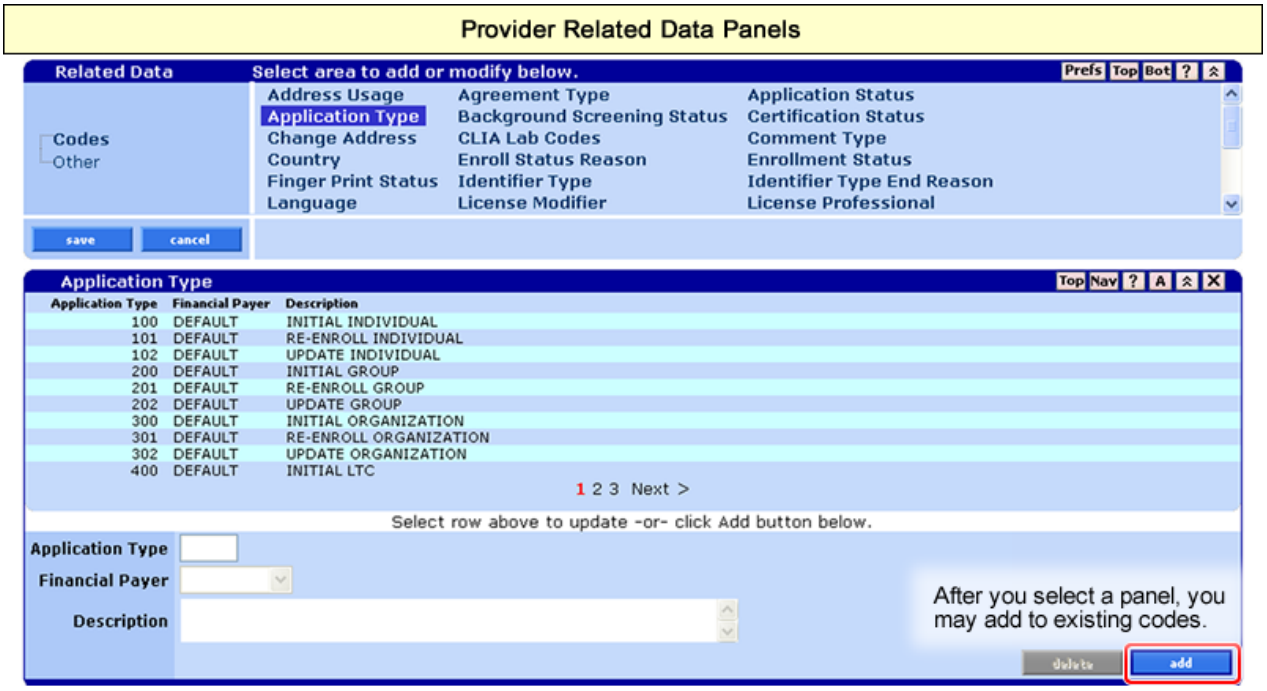
Using Provider Related Data Panels

While each category of provider related data has its own unique set of codes, common guidelines exist for adding, updating, or deleting the codes. Review the guidelines below.





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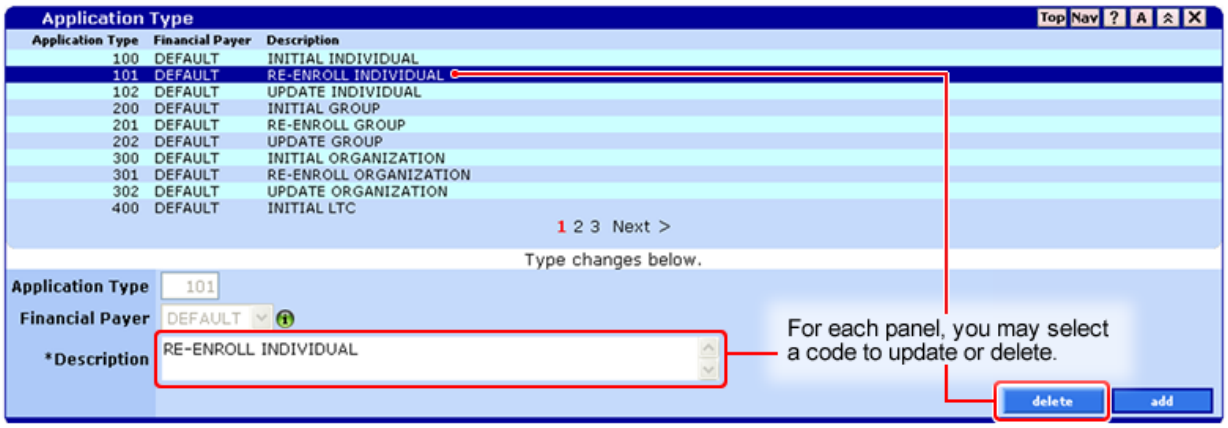
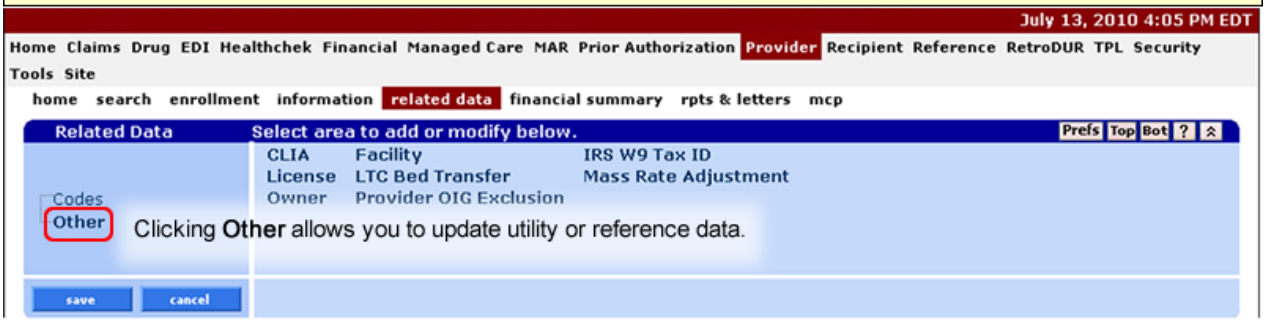
Provider Related Data Panels



Provider Related Data Panels



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Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic.

Review the topic if your score is below your standards.

A typical provider related data change is a change to an enrollment status code.

A. True

B. False

To update the description for a code related to a provider enrollment denial, access the _____ panel.

A. Identifier Type

B. Enroll Status Reason

C. Enrollment Type

D. Background Screening

Adding provider related data can occur for any of the following scenarios: Select all that apply.

A. Enrollment department request

B. Financial department request

C. A new OHP policy

D. A recipient request

Summary

In this lesson, you learned about the importance and process for maintaining provider related codes.

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Adding Provider Related Data

Overview

What

In this topic you learn how to:

- Add provider related data codes
- Add other provider related information

Who

Supervisor or manager who has the appropriate security level performs this task.

When

You complete this task as needed, for example, when:

- A policy change mandates a new code.
- Management dictates the need for a new code based on frequent Enrollment staff requests.
- Another department requests a new code.

Relevance

You must add codes or related data to ensure that the most accurate and current codes are available for provider enrollments. If you fail to keep codes or related data up-to-date, the integrity of the provider enrollment data is at risk. For example, if you fail to add a required code for a recent policy change, you might select a close match but be out of compliance with the new policy.

Note: You add reference data in addition to codes. The reference data does not display on the **Provider** panels.

Requirements

To perform this task you need:

- Appropriate security level
- Knowledge of OHP provider enrollment policies and procedures

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How To

Follow these steps from the MITS home page to add provider related data code information or other related information:

Step	Action
1	Select **Related Data** from the **Provider** menu**.**
2	To add information, follow these steps: **TO add:** — **THEN:** Code Information — Click **Codes.** **Note:** Codes is the default and should already be selected. Other Information — Click **Other.**
3	Click the appropriate area in which to add codes or other information.
4	Click **add**.
5	Type or select the required information.
6	Click **save**.

Success

You have successfully completed this task when the message "Save was Successful" displays.

Practice

Add a code to any of the following panels:

- Application Type
- Enrollment Status Specialty
- Type Specialty

If you add a code successfully, a confirmation message displays. Be prepared to describe the required fields that you needed to add and what code and description you specified.

Summary

In this topic, you learned how to add provider related data.

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Updating Provider Related Data

Overview

What

In this topic you learn how to:

- Update provider related data code information
- Update other related data provider information

Who

Supervisors or managers with the appropriate security level perform this task.

When

Update a code description when you need to correct an error, for example, a spelling error.

Relevance

This task is important because the enrollment staff requires up-to-date and accurate code descriptions to enroll and maintain provider records in accordance with OHP policies.

Requirements

To update related data information, you need:

- Appropriate security level
- Code area to change
- Code description to change

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Guidelines

Follow these guidelines to update provider related data:

- When you update a code, you can only update the code description. The code itself is not updatable.
- When you update other related information, the area you modify determines the fields you can select. For example, you cannot modify data on the **Provider OIG Exclusion** panel because this data is downloaded from the OIG office and is read-only data.

How To

Follow these steps from the MITS home page to update provider related data code information or other related information:

Step	Action
1	Select **Related Data** from the **Provider** menu.
2	Update information by following these steps: **TO UPDATE:** / **THEN:** Codes: a. Click **Codes**. **Note:** Codes is the default and should already be selected. b. Select the appropriate area for the code. c. Select the appropriate code from the list. d. Type the new description. Other Related Information: a. Click **Other.** b. Select the appropriate area for the code. c. Search for the information you want to change. d. Select the appropriate code from the list. e. Type or select the new information.
3	Click **save**.

Success

You have successfully completed this task when you see the message “Save was Successful".

Next Steps

Verify your updates on the applicable provider panels.

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Practice

Update the application type, enrollment status or specialty type code information that you added in the previous practice scenario.

After successfully completing the update, the message "Save was successful" displays.

Summary

In this topic, you learned how to update provider related data.

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Deleting Provider Related Data

Overview

What

In this topic you learn how to delete provider related data code information.

Who

Supervisors or managers with the appropriate level of security perform this task.

When

Delete a code when a code is incorrect or no longer valid.

Relevance

Delete a code to prevent the use of incorrect codes.

Requirements

Before you delete a code, you must confirm that the code is not used in any active records.

Guidelines

Follow these guidelines when you delete a provider related data code:

- If you delete an active code, you invalidate all records attached to that code.
- Run or request a query to verify a code is not being used.

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How To

Follow these steps from the MITS home page to delete provider related data code information:

Step	Action
1	Select **Related Data** from the **Provider** menu.
2	Click the appropriate panel in which you want to delete a code.
3	Select the appropriate code you want to delete.
4	Click **delete.**
5	Click **OK** to confirm the deletion.
6	Click **save**.

Success

You have successfully completed this task when you confirm the data code is no longer on the **Related Data** panel.

Note: MITS does **not** display a confirmation message for a successful deletion.

Practice

Delete the code you added and updated from the following panels:

- Application Type
- Enrollment Status Specialty
- Type Specialty

Confirm that you deleted the code or data.

Summary

In this topic, you learned how to delete provider related data.

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Review

Objectives

In this course, you learned how to:

- Add provider related data code information and other related data
- Update provider related code information and other related data
- Delete provider related data code information

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