OHIO MEDICAID CLAIMS SUBMISSION CHANGE NOTICE

TO: **Eligible Medicaid Providers**

FROM: **Patrick Tighe, Chief**
                Bureau of Claims Operations

SUBJECT: **Discontinuation of Paper Claims Submission**

You are receiving this notice because you or your practice(s) are submitting hard copy paper Medicaid claims to Ohio Medicaid via the P.O. Box in Akron, Ohio.

Effective **February 28, 2013**, Ohio Medicaid will no longer accept hard copy paper claims. **Any hard copy paper claims mailed to the P.O. Box in Akron, Ohio after this date will not be paid and will be returned to the sender.**

Beginning March 1, 2013 all Medicaid providers will be required to submit all Ohio Medicaid claims (UB04, CMS 1500, or ADA 2006) through either Electronic Data Interchange (EDI) or the Medicaid Information Technology System (MITS).

Electronic Data Interchange (EDI)

If you wish to begin submitting your Ohio Medicaid claims through EDI, you must contract with an **approved** Ohio Medicaid EDI Trading Partner (an organization that processes claims for individuals or practices). You will find the lists of approved Ohio Medicaid EDI Trading Partners on our website. Enter the following address into your web browser: **http://jfs.ohio.gov/ohp/index.stm**. In the middle box labeled 'Providers.' click on '**Provider Types**.' The page to come up is titled, 'Welcome Providers.' Under the bubble labeled 'Billing,' click on '**Trading Partners & EDI**.' Under the bubble labeled 'Companion Guides,' click on '**Authorized Trading Partners**.' We recommend that you call several of the listed Trading Partners to compare prices and services because they are not all the same.

Medicaid Information Technology System (MITS)

If you wish to begin submitting your Ohio Medicaid claims through the MITS web portal, and have never visited or used the portal before, we encourage you to read the document titled, '*Introduction: Provider Portal Features, General Information, Online Help and Getting Started*.' Enter the following address into your web browser: **http://jfs.ohio.gov/mits/index.stm**. Under the label of 'MITS Tips' in the upper right corner of the page, click on '**MITS Provider Training**.' The introduction document is the first document listed in the second box on that page. The document explains how to register if you have not already done so, how to submit a claim, and how to look up an individual's Medicaid eligibility. To access the MITS portal, go back to 'MITS

Tips' and click on: '**Click here to access MITS portal**.' Along the right side of this page, you can make several selections. If you have already registered in the MITS portal, you can access the secure portal and proceed to submit your claims. If you need assistance, please refer to the directions in the introduction document mentioned on page 1.

If you have never used the MITS portal and need to register and set up an account, click '**Provider Set Up/Registration**' in the third box on the right side. This page will allow you to set up an account by using your seven-digit Medicaid provider number and your last four digits of your Social Security Number or Tax Identification Number. **Submitting claims through the MITS portal is free**. Please use the introduction document mentioned on page 1 for further instruction if you need it or call the Medicaid Provider Call Center at 1-800-686-1516.

We urge you to act now to ensure future payment of your claims.