Instructions: Group linking an Individual

- Enter group user id and password into MITS secure portal.

- Click on "Group Members" link (If visible - Do not click on "Group Affiliation" link an error message will display.

- Click on the "Add" button to add additional members to the group (If the group does not currently have any members skip to the second bullet point)
- Enter Medicaid ID or NPI into the "Group Member ID/NPI" field
- Enter the effective date that you would like the member to be associated with the group into the "Effective Date" field.
- Click on the "Save" button to update and link the individual to the group. Additional members can be linked by repeating these steps.
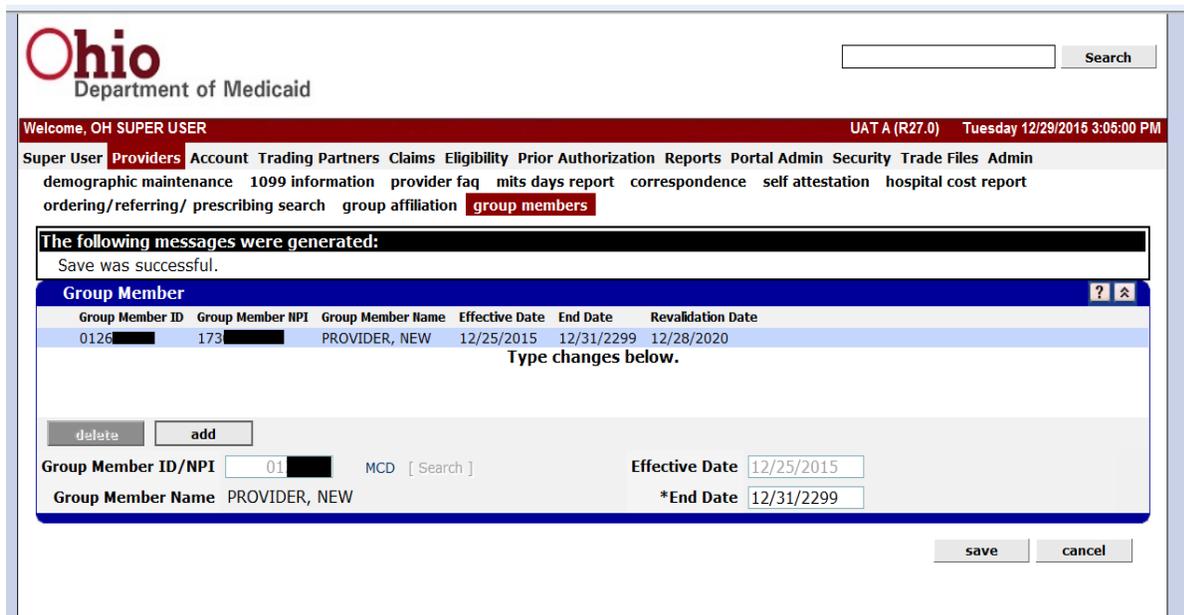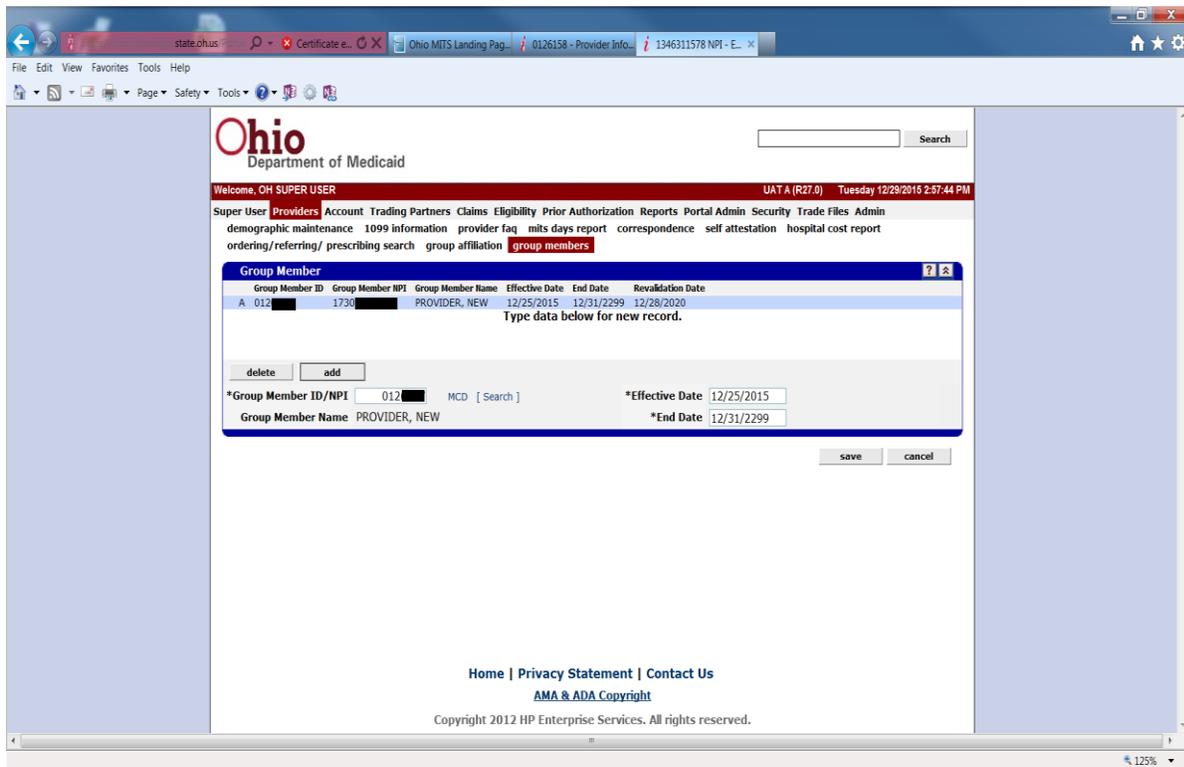
Instructions: I am an Individual wanting to link to a group.

- Enter individual user id and password into MITS secure portal.
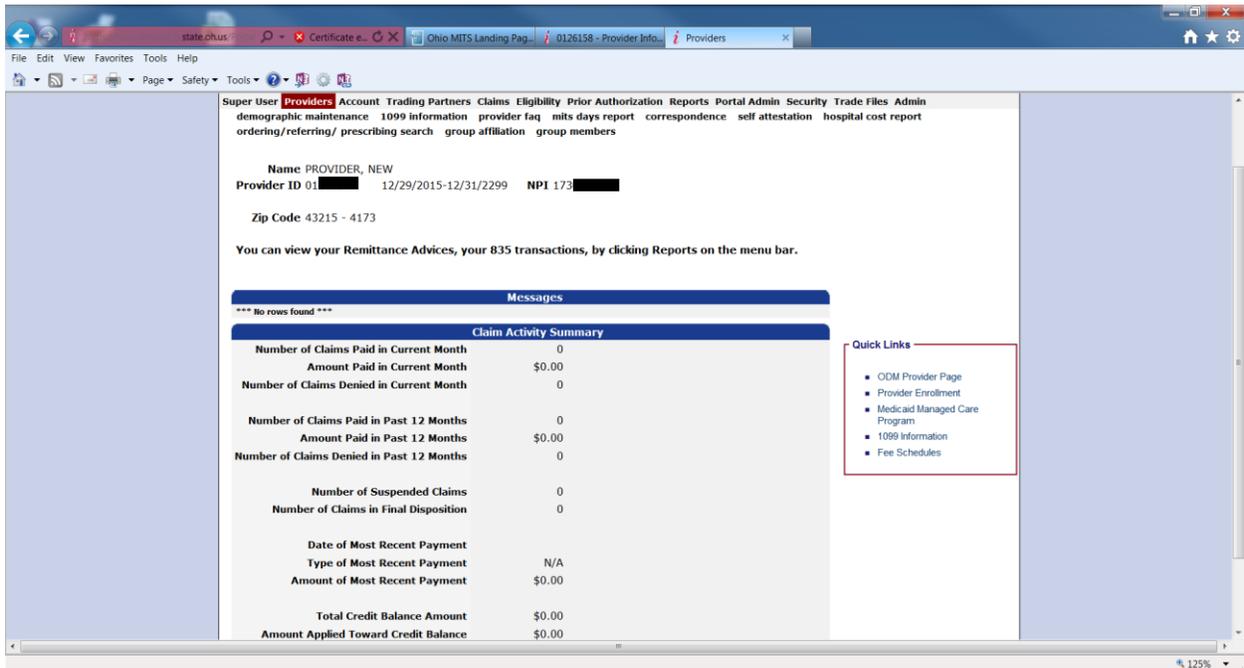
- Click on the "Group Affiliation" link (If visible - Do not click on "Group Member" link an error message will display.)

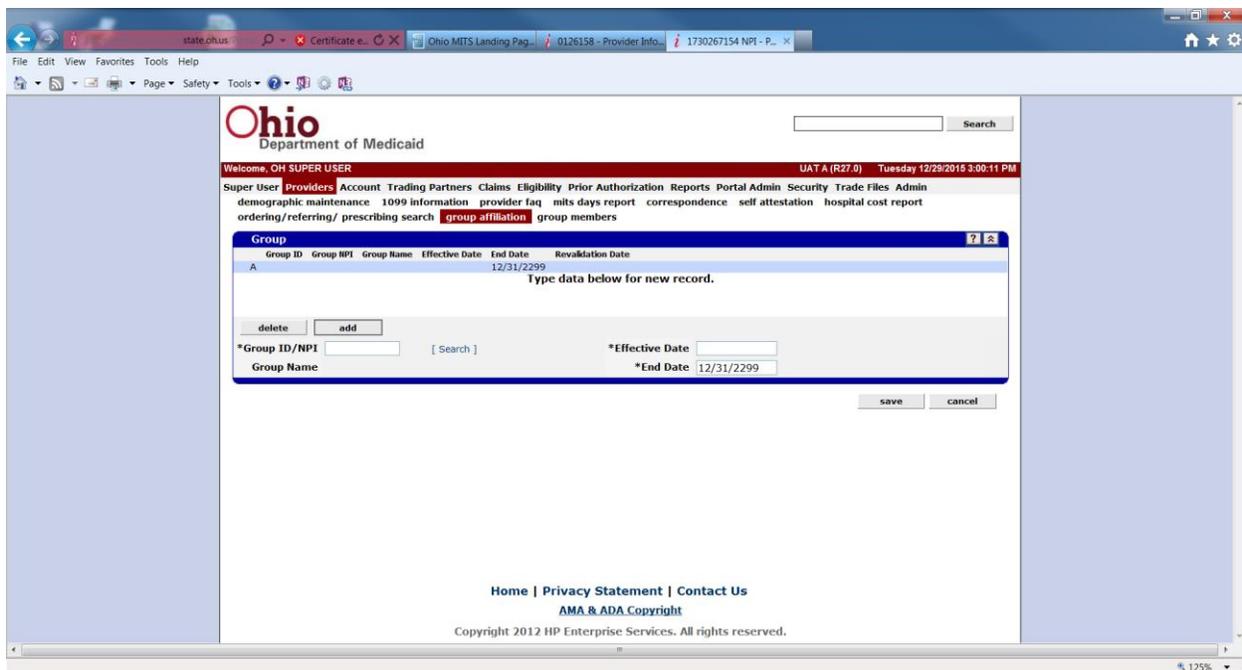- Click on the "Add" button to add oneself to additional groups (If the individual is not currently linked to any groups skip to the second bullet point)
- Enter Medicaid ID or NPI of the group the individual wants to be linked to into the "Group ID/NPI" field
- Enter the effective date that you would like the member to be associated with the group into the "Effective Date" field.
- Click on the "Save" button to update and link the group to the individual. Additional groups can be linked by repeating these steps.

Instructions: Searching for Group Members and Revalidation due dates

- Search function allows groups to search for individual providers via several different attributes. A primary search for members can be done by way of Medicaid Provider number or NPI by simply entering those values into the appropriate data field.
- If the Medicaid Provider number or NPI is unknown, click on the "Search" link and a new panel will appear that will allow you to perform a search based on first name and last name.

Note: Once members of a group or organization are displayed you can easily sort the data by clicking on any of the headers to sort the information into ascending or descending order.

Ohio
Department of Medicaid

Search

Super User Providers Account Trading Partners Claims Eligibility Prior Authorization Reports Portal Admin Security Trade Files Admin
demographic maintenance   1099 information   provider faq   mits days report   correspondence   self attestation   hospital cost report
ordering/referring/ prescribing search   group affiliation   group members

Group Member

Group Member ID	Group Member NPI	Group Member Name	Effective Date	End Date	Revalidation Date
A				12/31/2299	
06	114	EIN, ROBERT A	08/05/2014	12/31/2299	04/07/2014
06	128	, BRIAN L	03/06/2014	12/31/2299	04/14/2019
06	10	DER, IAN	03/29/2004	12/31/2299	05/01/2019
07	14	ROBIN A	03/29/2004	12/31/2299	05/09/2014
08	19	S, CHRISTOPHER C	03/29/2004	12/31/2299	04/03/2016
09	170	EAD, ROBERT D	03/29/2004	12/31/2299	01/19/2018
20	174	GRANT	03/29/2004	12/31/2299	09/18/2015
22	10	Y, JOHN J	03/29/2004	12/31/2299	07/12/2017
23	19	ASON J	03/29/2004	12/31/2299	04/15/2020

1 2 3 4 5 Next >

Type data below for new record.

delete   add

*Group Member ID/NPI [   ]   [Search]

Group Member Name

Group Member ID/NPI   [Close]

Search

Group Member ID/NPI	[ ]
Last Name	PROVIDER
First, MI	NEW [ ]

search   clear

Search Results

Group Member ID	NPI	Name	Address	City	State	Zip
01	173	PROVIDER , NEW	50 W TOWN ST	COLUMBUS	OH	43215

🔍 125%