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Course Overview

Overview
The goal of this course is to provide you with the skills required to perform the maintenance tasks associated with capitation rates in the Ohio Medicaid Information Technology System (MITS).

Objective(s)
After completing this course you should be able to:
- Search for an approved capitation rate
- Add an approved capitation rate
- Update a capitation rate
- Change the end date for a capitation rate

Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Introductions</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Course Overview</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Introduction</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Searching for PMP Capitation Rates</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Break</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Maintaining PMP Capitation Rates</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Review</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>
Introduction

Overview
In this topic you learn about the maintenance of capitation rates.

Primary Managed Care Providers
Ohio Medicaid contracts with full risk health care insurance companies, called Managed Care Plans (MCPs), to provide health care services to managed care eligible Covered Families and Children (CFC) and Aged, Blind or Disabled (ABD) Medicaid recipients. MCPs are referred to as Primary Managed Care Providers (PMPs) in MITS. MCPs are paid prospectively every month for every eligible recipient enrolled in the full risk managed care program. For CFC the capitation payment varies by rate cohorts and regions. There is also a delivery payment made for each delivery under the CFC managed care program. The ABD capitation rates vary by each geographic region and are risk adjusted semi-annually.

Capitation Rates
MITS processes the capitation payment owed to the PMPs using a rate based on the following information:

- Recipient
- Region
- Capitation rates

You use the Capitation Rate Override panel to maintain standard capitation rates for a PMP. On this panel, you specify the amount paid to a PMP for a specific rate cell for a single transaction.
Panel Preview

You maintain capitation rates in the PMP Maintenance section of the Managed Care subsystem using the Capitation Rate Override panel. From there you can perform searches, additions, updates, and changes in the end date for capitation rates.

Review the images below to learn how to navigate through the panels.

To access the Capitation Rate Override panel first select Managed Care, and then pmp search. Search for the provider ID.
Next select **Capitation Rate Override** in the **PMP Maintenance** panel.
Click the **search** button to perform a search, which expands the **Capitation Rate Override** panel.
In the expanded panel, you can add (7), update (8), and change the end date for (9) a capitation rate.

**Note:** The **delete** button becomes active when you select a row in the search results or after you add a new capitation rate.
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.

Ohio Medicaid contracts with private health care insurance companies to provide health care to many Ohio Medicaid recipients. These health insurance companies are called which of the following?

A. Provider Enrollment Units (PEUs)
B. Preferred Provider Organizations (PPOs)
C. Primary Managed Care Providers (PMPs)
D. Qualified Family Planning Providers (QFPPs)

The fixed amount paid for each recipient assigned to the plan is known as which of the following?

A. Capitation payment
B. Coordinated payment
C. Benefit payment

Each week, MITS processes the capitation payments.

A. True
B. False

MITS processes the capitation payment owed to the PMPs using a rate based on which of the following?

A. Recipient
B. Region
C. Capitation rates
D. All of the above

Summary

In this topic you learned about the maintenance of capitation rates.
Searching for PMP Capitation Rates

What
In this topic you learn how to search for an approved PMP capitation rate.

Who
OHP staff members with the appropriate security role perform this task.

When
You should perform a search when researching an approved capitation rate.

Relevance
If you perform this task improperly, primary managed care providers may not receive proper capitation payment.

Requirements
You must have the following to perform this task:
- Capitation information from the actuary outside of MITS
- Appropriate security role

How To
Follow these steps from the MITS home page to search for an approved capitation rate:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click Managed Care.</td>
</tr>
<tr>
<td>2</td>
<td>Click PMP Search.</td>
</tr>
<tr>
<td>3</td>
<td>Type the desired provider ID in the Provider ID field.</td>
</tr>
<tr>
<td>4</td>
<td>Click search.</td>
</tr>
<tr>
<td>5</td>
<td>Click Capitation Rate Override in the PMP Maintenance panel.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 6    | Do one of the following:  
• Select a region from the **MC Region** drop-down list.  
• Select a category from the **Capitation Category** drop-down list. (This is the rate cell.)  
• Select a value in both the **MC Region** and **Capitation Category** drop-down lists.  
• Leave both fields blank. |
| 7    | Click **search**. |

**Success**
You have successfully completed this task when the capitation rate information appears.

**Practice**
Search for a capitation rate using this information:
• **Provider ID** assigned to you: _________________________  
• **MC Region**: leave blank  
• **Capitation Category** (This is the rate cell.): leave blank

When you complete the practice all the capitation rates for your provider ID appear.

**Summary**
In this topic you learned how to search for an approved PMP capitation rate.
Maintaining PMP Capitation Rates

What
In this topic you learn how to add, modify, and change the end date for approved PMP capitation rates.

Who
OHP staff members with the appropriate security role perform this task.

When
You should perform this task under any of the following circumstances:

- When you receive capitation information from the actuary outside of MITS.
- When a new plan comes into the state.
- When a plan moves into a region the plan had not been in before.

Relevance
If you perform this task improperly, primary managed care providers may not receive proper capitation payment.

Requirements
You must have the following to perform this task:

- Capitation information from the actuary outside of MITS
- Appropriate security role

Adding an Approved Capitation Rate
Follow these steps from the MITS home page to add an approved capitation rate:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>Managed Care</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Click <strong>PMP Search</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Type the desired provider ID in the <strong>Provider ID</strong> field.</td>
</tr>
<tr>
<td>4</td>
<td>Click <strong>search</strong>.</td>
</tr>
<tr>
<td>5</td>
<td>Click <strong>Capitation Rate Override</strong> in the <strong>PMP Maintenance</strong> panel.</td>
</tr>
<tr>
<td>6</td>
<td>Click <strong>search</strong> in the <strong>Capitation Rate Override</strong> panel.</td>
</tr>
</tbody>
</table>
### Updating a Capitation Rate

Follow these steps from the MITS home page to update a capitation rate:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>Managed Care</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Click <strong>PMP Search</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Type the desired provider ID in the <strong>Provider ID</strong> field.</td>
</tr>
<tr>
<td>4</td>
<td>Click <strong>search</strong>.</td>
</tr>
<tr>
<td>5</td>
<td>Click <strong>Capitation Rate Override</strong> in the <strong>PMP Maintenance</strong> panel.</td>
</tr>
<tr>
<td>6</td>
<td>Click <strong>search</strong> in the <strong>Capitation Rate Override</strong> panel.</td>
</tr>
<tr>
<td>7</td>
<td>Select the desired row in the <strong>Capitation Rate Override</strong> panel.</td>
</tr>
</tbody>
</table>
| 8    | Modify the desired information.  
**Note:** The **Effective Date** must be equal to the first day of a month. The **End Date** must be equal to the last day of a month. |
| 9    | Click **save** in the **PMP Maintenance** panel. |
Changing the End Date for a Capitation Rate

Follow these steps from the MITS home page to change the end date for a capitation rate:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>Managed Care</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Click <strong>PMP Search</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Type the desired provider ID in the <strong>Provider ID</strong> field.</td>
</tr>
<tr>
<td>4</td>
<td>Click <strong>search</strong>.</td>
</tr>
<tr>
<td>5</td>
<td>Click <strong>Capitation Rate Override</strong> in the <strong>Maintenance</strong> panel.</td>
</tr>
<tr>
<td>6</td>
<td>Click <strong>search</strong> in the <strong>Capitation Rate Override</strong> panel.</td>
</tr>
<tr>
<td>7</td>
<td>Select the desired row in the <strong>Capitation Rate Override</strong> panel.</td>
</tr>
<tr>
<td>8</td>
<td>Click <strong>delete</strong>.</td>
</tr>
</tbody>
</table>
| 9    | Click **OK** in the **Are you sure this is the row you want to delete?** confirmation dialog box.  
**Note:** You are not actually deleting the capitation rate. You are changing the end date to the last day of the month. |

**Success**

You have successfully completed the **add** and **update** tasks when the confirmation message appears.

You have successfully completed the **changing an end date** task when the capitation rate no longer appears on the panel for the provider ID.

**Practice #1**

Add an approved capitation rate using this information:

- **Provider ID** assigned to you in the searching task: _________________________
- **MC Region:** your choice
- **Capitation Category** (This is the rate cell.): your choice
- **Capitation Amount:** your choice
- **Effective Date:** your choice
- **End Date:** your choice
- **Process Group Number:** A value between 1 - 8

When you complete the practice a confirmation message appears.
Practice #2
Update a capitation rate using this information:

- The capitation rate you just created.
- Capitation Amount: your choice
- End Date: your choice

When you complete the practice a confirmation message appears.

Practice #3
Change the end date for a capitation rate using the capitation rate you just updated.

When you complete the practice the capitation rate no longer appears on the panel.

Summary
In this topic you learned how to add, modify, and change the end date for approved PMP capitation rates.
Review

Objectives
In this course you learned how to:

- Search for an approved capitation rate
- Add an approved capitation rate
- Update a capitation rate
- Change the end date for a capitation rate