



Medicaid Information Technology System

State & Local Government Solutions

Medicaid Information Technology System (MITS)

Managed Care Assignment / Disenrollment Participant Guide

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Table of Contents

Course Overview	1
Overview	1
Objective(s)	1
Agenda	1
Managed Care Assignment Information	3
Overview	3
Managed Care Assignment Process	3
Managed Care Terms	4
Check Your Understanding	5
Summary	5
Managed Care Capitation Adjustments	6
Overview	6
Managed Care Capitation Adjustment Process	6
Check Your Understanding	7
Summary	7
Viewing an MCP assignment	8
What	8
Who	8
When	8
Relevance	8
Requirements	8
How To	8
Success	9
Next Steps	9
Practice	9
Summary	9
Assigning an MCP to eligible recipients	10
What	10
Who	10
When	10
Relevance	10
Requirements	10
Guidelines	10
How To	11
Success	11
Next Steps	11
Practice	12
Summary	13
Updating an individual's MCP assignment	14
What	14
Who	14
When	14
Relevance	14
Requirements	14
Guidelines	14
How To	14
Success	15
Next Steps	15

Practice	16
Summary	16
Disenrolling a group from an MCP assignment.....	17
What.....	17
Who.....	17
When	17
Relevance.....	17
Requirements.....	17
Guidelines.....	17
How To.....	18
Success	19
Next Steps.....	19
Practice	19
Summary	20
Notifying a group of MCP disenrollment.....	21
What.....	21
Who.....	21
When	21
Relevance.....	21
Requirements.....	21
Guidelines.....	21
How To.....	22
Success	22
Practice	23
Summary	24
Approving a group MCP disenrollment.....	25
What.....	25
Who.....	25
When	25
Relevance.....	25
Requirements.....	25
Guidelines.....	25
How To.....	26
Success	26
Next Steps.....	26
Practice	27
Summary	27
Adjusting capitation payments	28
What.....	28
Who.....	28
When	28
Relevance.....	28
Requirements.....	28
Guidelines.....	28
How To.....	29
Success	29
Next Steps.....	29
Practice	30
Summary	30

Adjusting a group of capitation payments 31

- What 31
- Who 31
- When 31
- Relevance 31
- Requirements 31
- Guidelines 31
- How To 32
- Success 32
- Practice 33
- Summary 35

Review 36

- Objectives 36



Course Overview

Overview

The goal of this course is to provide you with the skills required to perform tasks associated with managed care assignment and/or disenrollment in Ohio MITS.

Objective(s)

After completing this course you should be able to:

- View an MCP assignment
- Assign an MCP to eligible recipients
- Update an individual's MCP assignment
- Disenroll a group from an MCP assignment
- Notify a group of MCP disenrollment
- Approve a group MCP disenrollment
- Adjust capitation payments
- Adjust a group of capitation payments

Agenda

Topic	Time
Welcome and Introductions	10 minutes
Overview	5 minutes
Managed Care Assignment Information	15 minutes
Managed Care Capitation Information	15 minutes
Viewing an MCP assignment	30 minutes
Assigning an MCP to eligible recipients	45 minutes
Break	15 minutes
Updating an individual's MCP assignment	45 minutes
Disenrolling a group from an MCP assignment	45 minutes
Lunch	60 minutes
Notifying a group of MCP disenrollment	45 minutes

Topic	Time
Approving a group MCP disenrollment	30 minutes
Break	15 minutes
Adjusting capitation payments	45 minutes
Adjusting a group of capitation payments	45 minutes
Review	15 minutes

Managed Care Assignment Information

Overview

In this topic you will learn about the managed care assignment process.

Managed Care Assignment Process

The MITS Managed Care (MC) function assures recipient access to necessary medical care, while at the same time controlling medical assistance program costs. MITS supports two primary MC assignment (enrollment) plans: Covered Families and Children (CFC) and Aged, Blind, or Disabled (ABD).

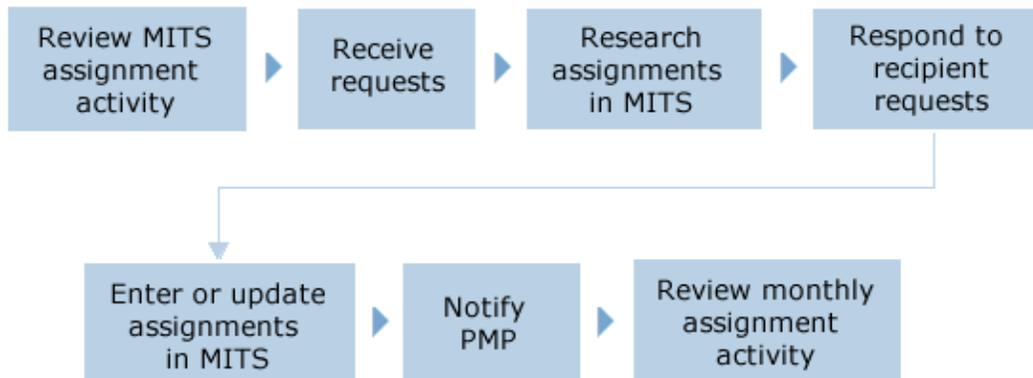
Under these plans, the state develops a network of Managed Care Plans (MCPs) who contract with providers to provide medical services to Medicaid program recipients. Under these programs, recipients receive services covered under the specific capitated assignment plan from a provider contracted with that MCP they are enrolled with. The state is responsible for designating which Managed Care Assignment Plan(s) (CFC or ABD) the MCP will serve.

ODJFS has contracted with the Managed Care Enrollment Center (MCEC) to provide information, assessment in-take services, and assignment of eligible recipients for managed care. The MCEC has access to MITS and assigns recipients with the PMP of their choice or auto-assigns recipients with an appropriate PMP according to ODJFS defined policies and procedures. The MCEC sends a file of assigned recipients to MITS daily.

If errors occur during the automatic process, MITS sends an error report to MCEC so that the errors can be corrected in the next batch process. MCEC has a supervisor who has access to MITS, however if for some reason the error cannot be resolved at MCEC, the OHP staff can make manual updates.

MITS or the MCEC assigns eligible recipients to a Primary Managed Care Provider (PMP) automatically in most cases. In some cases, ODJFS receives requests that require research and may result in new assignments or assignment changes.

The graphic illustrates the managed care assignment or disenrollment process.



Managed Care Terms

The following table provides descriptions of common managed care terms.

Term	Description
Primary Managed Care Providers (PMP)	MITS Managed Care panels and reports use the term 'PMP' in place of these common terms: Managed Care Plans (MCPs) and Managed Care Organizations (MCOs).
Assignment	Assignment means the same as enrollment.
capitation	A payment of a fixed amount per person. Capitation for managed care organizations (MCOs) and administration payments for primary care case managers (PCCMs) are a reimbursement rate paid for each recipient assigned to them through the managed care program. Encounter claims filed to Medicaid are zero-paid because the MCO receives a monthly capitation payment for the consumer, regardless of how many encounters the provider has with the consumer for that month.

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.

ODJFS contracts with _____ to provide information, assessment in-take services and assignment of eligible consumers for managed care.

- A. MCEC
- B. OHP
- C. ABD
- D. CFC

MITS uses the term Primary Managed Care Provider in place of which **two** common managed care terms?

- A. Advanced Case Tracking System (ACTS)
- B. Managed Care Plans (MCP)
- C. Bureau of Managed Care (BMC)
- D. Managed Care Organizations (MCO)
- E. National Provider System (NPS)

Summary

In this topic you learned about the managed care assignment process.

Managed Care Capitation Adjustments

Overview

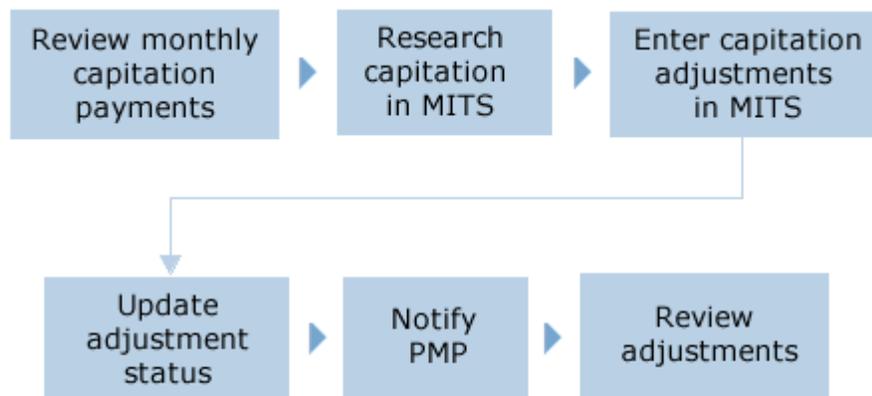
In this topic you will learn about the managed care capitation adjustment process.

Managed Care Capitation Adjustment Process

Each month, primary managed care providers (PMPs) receive a capitation payment, a fixed amount per recipient assigned to the plan. MITS automatically calculates the capitation owed to the PMPs. When a recipient's assignment to a PMP changes, MITS automatically adjusts the capitation amounts for those changes that occurred during the month prior to initiating payments.

However, based on reporting information and PMP requests to reconcile monthly membership and capitation discrepancies, you may need to make a manual adjustment to capitation as the result of an assignment change.

The graphic illustrates the capitation adjustment process.



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.

Primary managed care providers receive a monthly fixed amount per recipient assigned to the plan.

- A. True
- B. False

Summary

In this topic you learned about the managed care capitation adjustment process.

Viewing an MCP assignment

What

In this topic you learn how to view a recipient's managed care assignment.

Who

OHP staff members perform this task.

When

OHP staff members perform this task under the following circumstances:

- An error appears on the MCEC Error Report
- A managed care provider identifies an error

Relevance

This task enables OHP staff members to verify that a recipient is enrolled in the appropriate MCP.

Requirements

To perform an inquiry you must have one of the following:

- A current MCEC Membership Errors report which identifies an irregularity which the automated process did not correct.
- Contact from an MCP advising of an issue.
- Another business need to view the MCP assignment information.

How To

Follow these steps from the MITS home page to view a recipient's managed care assignment:

Step	Action
1	Click Recipient .
2	Click Search .

Step	Action
3	Type or select information in each of the desired fields. Note: Recipient ID, if available, is the most efficient search criteria.
4	Click search .
5	Click the row for the desired recipient from the search results. Note: If the search results contain only one result, the recipient information displays.
6	Click Managed Care .
7	Click PMP Assignments .

Success

You have successfully completed this task when you view the panel displaying the identified recipient's information.

Next Steps

If necessary, perform any applicable manual updates.

Practice

View an MCP assignment using this information:

Recipient = **852237903666**

When you complete the practice, be prepared to describe the different PMP assignments for this recipient.

Summary

In this topic you learned how to view a recipient's managed care assignment.

Assigning an MCP to eligible recipients

What

In this topic you learn how to assign an MCP to eligible recipients.

The MCEC system automatically assigns managed care assignments. If errors occur during the automatic process, MITS sends an error report to MCEC so that MCEC can correct the errors in the next batch process. However, if an unusual error occurs that the automatic assignment process cannot resolve, an OHP staff member can make manual updates, if necessary.

Note: An MCEC supervisor with access to MITS could also perform this manual update.

Who

Managed Care staff members perform this task on an infrequent basis.

When

Managed Care staff performs this task when OHP receives notification that automatic assignment is not possible and that MCEC cannot perform the manual update.

Relevance

Appropriate MCP assignment enables proper payment to the MCP and proper coverage for the recipient.

Requirements

To perform this task the Managed Care staff member must know the recipient, the proper MCP, and the date of enrollment.

Guidelines

The Managed Care staff members performing this task need to have a good general knowledge of eligibility rules.

How To

Follow these steps from the MITS home page to assign MCP eligibles:

Step	Action
1	Perform the steps to search for and select the desired recipient.
2	Click Managed Care .
3	Click PMP Assignments .
4	Click add .
5	Select the new managed care program in the MC Program drop-down list.
6	Type the effective date for the new assignment in the Effective Date field.
7	Type the PMP ID in the PMP ID field.
8	Select the reason for the new assignment in the Start Reason drop-down list.
9	Select Yes or No in the Primary Indicator drop-down list.
10	Click save .

Success

You have successfully completed this task when the **Save Successful** confirmation message appears.

Next Steps

After assigning the MCP, the Managed Care staff member should follow up on whatever triggered the manual assignment.

Practice

Assign an MCP to eligible recipients using this information:

- Recipient -
 - Learner 1 = **855411298466**
 - Learner 2 = **855496679566**
 - Learner 3 = **855491095866**
 - Learner 4 = **855407500966**
 - Learner 5 = **855407509166**
 - Learner 6 = **855497692566**
 - Learner 7 = **855487546666**
 - Learner 8 = **855369768066**
 - Learner 9 = **855312276966**
 - Learner 10 = **855266321966**
 - Learner 11 = **854681152866**
 - Learner 12 = **854538511966**
 - Learner 13 = **854595612666**
 - Learner 14 = **854404587266**
 - Learner 15 = **852342891666**
 - Learner 16 = **852193007166**
 - Learner 17 = **852949798166**
 - Learner 18 = **852809002566**
 - Learner 19 = **859612615966**
 - Learner 20 = **859322805766**
- MC Program = **HMO, CFC**
- Effective Date = accept default or choose a date in the future
- PMP ID -
 - Learner 1 = **9109546**
 - Learner 2 = **9102258**
 - Learner 3 = **9109546**
 - Learner 4 = **9102258**
 - Learner 5 = **9109546**
 - Learner 6 = **9102258**
 - Learner 7 = **9109546**
 - Learner 8 = **9102258**
 - Learner 9 = **9109546**
 - Learner 10 = **9102258**
 - Learner 11 = **9109546**
 - Learner 12 = **9102258**
 - Learner 13 = **9109546**
 - Learner 14 = **9102258**
 - Learner 15 = **9109546**
 - Learner 16 = **9102258**
 - Learner 17 = **9109546**
 - Learner 18 = **9102258**
 - Learner 19 = **9109546**
 - Learner 20 = **9102258**
- Start Reason = **AS - ASG - ASSIGNMENT ENROLLMENT**
- Primary Indicator = **Yes**

When you complete the practice, be prepared to share the history of other assignments for this recipient.

Summary

In this topic you learned how to assign an MCP to eligible recipients.

Updating an individual's MCP assignment

What

In this topic you learn how to update an individual recipient's managed care assignment.

Who

OHP Managed Care staff members perform this task.

When

OHP staff members perform this task under the following circumstances:

- An error appears on the MCEC Error Report
- A managed care provider identifies an error

Relevance

This task enables proper payment to the MCP and proper coverage for the recipient.

Requirements

OHP Managed Care staff member must have notification of an erroneous managed care assignment through a current MCEC Error Report or contact by the MCP.

Guidelines

The Managed Care staff member who performs this task needs to have a good general knowledge of eligibility rules.

How To

Follow these steps from the MITS home page to update an individual recipient's managed care assignment:

Step	Action
1	Perform the steps to search for and select the desired recipient.
2	Click Managed Care .

Step	Action
3	Click PMP Assignments .
4	Click the row for the assignment that is ending.
5	Type the assignment ending date in the End Date field.
6	Select the reason for ending the assignment in the Stop Reason drop-down list.
7	Click save .
8	Click add .
9	Select the new managed care program in the MC Program drop-down list.
10	Type the effective date for the new assignment in the Effective Date field.
11	Type the PMP ID in the PMP ID field.
12	Select the reason for the new assignment in the Start Reason drop-down list.
13	Click save .

Success

You have successfully completed this task when the **Save Successful** confirmation message appears.

Next Steps

After completing the update, the Managed Care staff member should follow up on whatever triggered the change; notify the MCEC if change was a result of contact from the MCEC; notify the MCP if the change was a result of contact from an MCP.

Practice

Update an individual's MCP assignment using this information:

- Change the end date for the recipient you assigned in the previous practice:
 - Recipient -
 - Learner 1 = **855411298466**
 - Learner 2 = **855496679566**
 - Learner 3 = **855491095866**
 - Learner 4 = **855407500966**
 - Learner 5 = **855407509166**
 - Learner 6 = **855497692566**
 - Learner 7 = **855487546666**
 - Learner 8 = **855369768066**
 - Learner 9 = **855312276966**
 - Learner 10 = **855266321966**
 - Learner 11 = **854681152866**
 - Learner 12 = **854538511966**
 - Learner 13 = **854595612666**
 - Learner 14 = **854404587266**
 - Learner 15 = **852342891666**
 - Learner 16 = **852193007166**
 - Learner 17 = **852949798166**
 - Learner 18 = **852809002566**
 - Learner 19 = **859612615966**
 - Learner 20 = **859322805766**

When you complete the practice, be prepared to discuss other changes you could have made to the assignment.

Summary

In this topic you learned how to update an individual's MCP assignment.

Disenrolling a group from an MCP assignment

What

In this topic you learn how to mass disenroll recipients from a managed care plan.

The MCEC system automatically assigns managed care assignments. However, if a managed care plan is discontinued then MITS must disenroll the recipients for that plan in the current managed care plan.

If all of the recipients for that plan are moving to another plan, for example if the managed care plan is changing names, the recipients can be immediately enrolled in the new managed care plan.

Normally, however, the recipients move to a fee for service plan and the recipients will then need to enroll in a new managed care plan.

Who

OHP Managed Care staff members perform this task.

When

Ohio MITS Managed Care staff performs this task whenever a managed care plan is discontinued.

Relevance

This task enables proper payment to the MCP and proper coverage for recipients.

Requirements

The state of Ohio needs to receive notification that a managed care plan is discontinuing **before** performing this task.

Guidelines

The OHP staff member involved in this process needs to have good general knowledge of Medicaid eligibility rules.

How To

Follow these steps from the MITS home page to mass disenroll recipients from a managed care plan:

Step	Action						
1	Click Managed Care .						
2	Click PMP Search .						
3	Type the provider number in the Provider ID field.						
4	Click search .						
5	Click the row for the provider for which you want to perform a mass disenrollment.						
6	Click Region Enrollment Maintenance .						
7	Click the row for the region for which you want to perform a mass disenrollment.						
8	Select Mass Disenrollment Approval Pending in the Enrollment Status drop-down list.						
9	Select the disenrollment reason in the Disenroll Reason drop-down list.						
10	Type the date in the Disenroll Date field.						
11	Remove recipients from the plan by following these steps: <table border="1" data-bbox="371 1201 1373 1539"> <thead> <tr> <th>TO:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Move the recipients for this plan to a fee for service plan</td> <td>Click save. Note: A different OHP Staff member will approve this process.</td> </tr> <tr> <td>Automatically transfer all of the recipients for this plan to the same new provider</td> <td>Continue to Step 12.</td> </tr> </tbody> </table> <p>Note: If you move the recipients to a fee for service plan, you do not have to perform the remaining steps.</p>	TO:	THEN:	Move the recipients for this plan to a fee for service plan	Click save . Note: A different OHP Staff member will approve this process.	Automatically transfer all of the recipients for this plan to the same new provider	Continue to Step 12.
TO:	THEN:						
Move the recipients for this plan to a fee for service plan	Click save . Note: A different OHP Staff member will approve this process.						
Automatically transfer all of the recipients for this plan to the same new provider	Continue to Step 12.						
12	Type the provider number in the Transfer PMP ID field.						
13	Type the effective date in the Transfer Start Date field.						

Step	Action
14	Click save . Note: A different OHP Staff member will approve this process.

Success

You have successfully completed this task when the **Save Successful** confirmation message appears.

Next Steps

A different OHP staff member must approve the request. Until then the disenrollment process enters a pending status.

If mass mailing is needed and you did not complete the mailing prior to disenrollment, the OHP staff members can perform the mass mailing steps.

Practice

Disenroll a group from an MCP assignment using this information:

- **Provider ID -**
 - Learner 1 = **9010982**
 - Learner 2 = **9160310**
 - Learner 3 = **9160310**
 - Learner 4 = **7348676**
 - Learner 5 = **7704058**
 - Learner 6 = **7700543**
 - Learner 7 = **7753273**
 - Learner 8 = **7701784**
 - Learner 9 = **9126143**
 - Learner 10 = **9126143**
 - Learner 11 = **9160310**
 - Learner 12 = **9160310**
 - Learner 13 = **9160310**
 - Learner 14 = **9160310**
 - Learner 15 = **9160310**
 - Learner 16 = **9102203**
 - Learner 17 = **9102203**
 - Learner 18 = **9102203**
 - Learner 19 = **9102203**
 - Learner 20 = **9102203**

- **MC Region -**
 - Learner 1 = **Mahoning - NEC**
 - Learner 2 = **Greene - WC**
 - Learner 3 = **Shelby - WC**
 - Learner 4 = **Montgomery - WC**
 - Learner 5 = **Franklin - C**
 - Learner 6 = **Cuyahoga - NE**
 - Learner 7 = **Franklin - C**
 - Learner 8 = **Summit - EC**
 - Learner 9 = **Lorain - NE**
 - Learner 10 = **Erie - NE**
 - Learner 11 = **Champaign - WC**
 - Learner 12 = **Clark - WC**
 - Learner 13 = **Darke - WC**
 - Learner 14 = **Montgomery - WC**
 - Learner 15 = **Preble - WC**
 - Learner 16 = **Athens - SE**
 - Learner 17 = **Washington - SE**
 - Learner 18 = **Harrison - SE**
 - Learner 19 = **Jackson - SE**
 - Learner 20 = **Jefferson - SE**
- **Disenroll Reason** - reason of your choice
- **Disenroll Date** - enter a date in the future (make note of the date for future tasks)

When you complete the practice, be prepared to explain what happens to the coverage for the recipients who you just initiated disenrollment.

Summary

In this topic you learned how to disenroll a group from an MCP assignment.

Notifying a group of MCP disenrollment

What

In this topic you learn how to notify recipients of mass disenrollment from a managed care plan.

If a managed care plan is discontinued, the OHP Managed Care staff may notify the recipients for that plan that disenrollment in the current managed care plan is occurring.

Note: This task is not always performed because when you move a recipient into a fee for service plan, but the recipient is eligible for a managed care plan, the MCEC system will automatically notify the recipient of the need to choose a new managed care plan.

Who

OHP Managed Care staff members perform this task.

When

The Managed Care staff members perform this task when a managed care plan is discontinued. You can notify the recipients before the disenrollment is processed or after, but you usually notify first.

Relevance

This task enables proper payment to the MCP and proper coverage for the recipient.

Requirements

The Managed Care staff member who is initiating the mass mailing needs to have notification that a plan is discontinuing.

The PMP could serve more than one region, so you need to know the region of the group affected by the disenrollment.

Guidelines

The OHP staff members involved in this process needs to have good general knowledge of Medicaid eligibility rules.

How To

Follow these steps from the MITS home page to notify recipients of mass disenrollment from a managed care plan:

Step	Action
1	Click Managed Care .
2	Click Related Data .
3	Click Other .
4	Click Managed Care Mass Mailing Request .
5	Click add .
6	Select the appropriate letter in the Letter Template ID drop-down list.
7	Type the PMP number for the group being disenrolled in the PMP ID field.
8	Type the member enrollment date in the Member Enrollment Date field.
9	Select the region for the group being disenrolled in the Enrollment Region drop-down list. Note: The PMP could serve more than one region, so you need to identify the region of the group affected by the disenrollment.
10	Click save .

Success

You have successfully completed this task when the **Save Successful** confirmation message appears.

Practice

Notify a group of MCP disenrollment using this information:

- **Letter Template ID** = MGD-1130-O
- **PMP ID** -
 - Learner 1 = **9010982**
 - Learner 2 = **9160310**
 - Learner 3 = **9160310**
 - Learner 4 = **7348676**
 - Learner 5 = **7704058**
 - Learner 6 = **7700543**
 - Learner 7 = **7753273**
 - Learner 8 = **7701784**
 - Learner 9 = **9126143**
 - Learner 10 = **9126143**
 - Learner 11 = **9160310**
 - Learner 12 = **9160310**
 - Learner 13 = **9160310**
 - Learner 14 = **9160310**
 - Learner 15 = **9160310**
 - Learner 16 = **9102203**
 - Learner 17 = **9102203**
 - Learner 18 = **9102203**
 - Learner 19 = **9102203**
 - Learner 20 = **9102203**
- **Member Enrollment Date** = use date entered for the Disenroll Date on the Region Enrollment Maintenance panel
- **Enrollment Region** -
 - Learner 1 = **Mahoning - NEC**
 - Learner 2 = **Greene - WC**
 - Learner 3 = **Shelby - WC**
 - Learner 4 = **Montgomery - WC**
 - Learner 5 = **Franklin - C**
 - Learner 6 = **Cuyahoga - NE**
 - Learner 7 = **Franklin - C**
 - Learner 8 = **Summit - EC**
 - Learner 9 = **Lorain - NE**
 - Learner 10 = **Erie - NE**
 - Learner 11 = **Champaign - WC**
 - Learner 12 = **Clark - WC**
 - Learner 13 = **Darke - WC**
 - Learner 14 = **Montgomery - WC**
 - Learner 15 = **Preble - WC**
 - Learner 16 = **Athens - SE**
 - Learner 17 = **Washington - SE**
 - Learner 18 = **Harrison - SE**
 - Learner 19 = **Jackson - SE**
 - Learner 20 = **Jefferson - SE**

Summary

In this topic you learned how to notify a group of MCP disenrollment.

Approving a group MCP disenrollment

What

In this topic you learn how to approve the mass disenrollment of recipients from a managed care plan.

When a managed care plan is discontinued and after the recipients for that plan are disenrolled in the current managed care plan, another OHP Staff member must approve the disenrollment.

Who

OHP Managed Care staff

When

Managed Care staff performs this task when a managed care plan is discontinued and all recipients have been disenrolled.

Relevance

This task enables proper payment to the MCP and proper coverage for the recipient.

Requirements

The Managed Care staff member who is approving the disenrollment needs to have notification that plan is discontinuing and disenrollment has been initiated.

Guidelines

The OHP staff members involved in this process need to have good general knowledge of Medicaid eligibility rules.

How To

Follow these steps from the MITS home page to approve a group MCP disenrollment:

Step	Action
1	Click Managed Care .
2	Click Related Data .
3	Click Other .
4	Click PMP Mass - Disenrollment Approval .
5	Click the row for the desired pending approval.
6	Select Mass Disenrollment Request Approved in the Disenroll status drop-down list.
7	Click save .

Success

You have successfully completed this task when the **Save Successful** confirmation message appears.

Next Steps

If mass mailing is needed and was not completed prior to disenrollment, the OHP staff can perform mass mailing steps.

Practice

Approve a group MCP disenrollment using this information:

- Provider ID -
 - Learner 1 = 9010982
 - Learner 2 = 9160310
 - Learner 3 = 9160310
 - Learner 4 = 7348676
 - Learner 5 = 7704058
 - Learner 6 = 7700543
 - Learner 7 = 7753273
 - Learner 8 = 7701784
 - Learner 9 = 9126143
 - Learner 10 = 9126143
- Disenroll status = **Mass Disenrollment Request Approved**

When you complete the practice, be prepared to tell when the disenrollment is effective.

Summary

In this topic you learned how to approve a group MCP disenrollment.

Adjusting capitation payments

What

In this topic you learn how to make a capitation adjustment.

OHP staff members make capitation adjustments when a MCP has been paid too little or too much in capitation for a recipient assigned to the MCP.

Who

OHP Managed Care staff members familiar with capitation perform this task.

When

An event triggers the need for this adjustment, usually contact by an MCP. Often this adjustment is due to a unique situation with a delivery payment, meaning payment for fees associated with the birth of a newborn.

Relevance

This task enables the state of Ohio to make the correct payment to managed care providers by adjusting payments either positively or negatively.

Requirements

To complete this task the Managed Care staff members need the recipient ID, the correct payment information, and information regarding the situation triggering the adjustment.

Guidelines

The Managed Care staff members performing this task need an understanding of capitation and the amounts paid.

How To

Follow these steps from the MITS home page to make a capitation adjustment:

Step	Action
1	Click Managed Care .
2	Click Capitation Information .
3	Click Recipient Capitation Adjustments .
4	Type the recipient ID in the Recipient ID field.
5	Click search .
6	Click add .
7	Click the row for the applicable enrollment.
8	Select the capitation category in the Capitation Category drop-down list.
9	Type the capitation month in the Capitation Month field.
10	Type the adjustment amount in the Adjustment Amount field.
11	Select the reason in the Adjustment Reason drop-down list.
12	Click save .

Success

You have successfully completed this task when the **Save Successful** confirmation message appears.

After capitation cycle runs, the adjustment shows in capitation history.

Next Steps

After making the adjustment the Managed Care staff member should follow up on whatever triggered adjustment, for example contact the provider if the adjustment is due to a complaint.

Practice

Adjust capitation payments using this information:

- Recipient ID -
 - Learner 1 = **721719005679**
 - Learner 2 = **722797186778**
 - Learner 3 = **858272380366**
 - Learner 4 = **858473860366**
 - Learner 5 = **858458489866**
 - Learner 6 = **858466879266**
 - Learner 7 = **858582598766**
 - Learner 8 = **859139160966**
 - Learner 9 = **859130326466**
 - Learner 10 = **859338479266**
 - Learner 11 = **859357766066**
 - Learner 12 = **859368144566**
 - Learner 13 = **859360955466**
 - Learner 14 = **859538039366**
 - Learner 15 = **859539491366**
 - Learner 16 = **859540903566**
 - Learner 17 = **859540356566**
 - Learner 18 = **859557910266**
 - Learner 19 = **850776253866**
 - Learner 20 = **850786713166**
- Capitation Category = **choose the capitation category that matches the recipient's MC Program and MC Region**
- Capitation Month = **accept the default or type a month/year**
- Adjustment Amount = **choose an amount**
Note: If you are adjusting for a recoupment, enter the amount in parentheses to indicate a negative amount.
- Adjustment Reason = **select an adjustment reason**

When you have completed the practice, be prepared to share your adjustment information.

Summary

In this topic you learned how to adjust capitation payments.

Adjusting a group of capitation payments

What

In this topic you learn how to make a mass capitation adjustment.

OHP staff creates mass capitation adjustments when there is a rate change for an MCP.

Who

OHP Managed Care staff members familiar with capitation perform this task.

When

OHP staff members perform this task when the state or an insurance actuary who sets rates notifies OHP that the rates have changed.

Relevance

This task enables correct payment to the managed care provider by making either a positive or negative adjustment.

Requirements

To complete this task, you **must** have notification of a rate change.

Guidelines

The Managed Care staff performing this task needs an understanding of capitation and the amounts paid.

How To

Follow these steps from the MITS home page to make a mass capitation adjustment:

Step	Action
1	Click Managed Care .
2	Click Capitation Information .
3	Click Mass Capitation Adjustment Requests .
4	Click add .
5	Click search next to the PMP ID field.
6	Type the provider number in the Provider ID field. OR Enter other search criteria.
7	Click search .
8	Select the desired provider in the search results.
9	Select the managed care region in the MC Region drop-down list.
10	Type the starting date of the adjustment in the From Capitation Date field.
11	Type the ending date of the adjustment in the Through Capitation Date field.
12	Type the adjustment amount in the Adjustment Amount field.
13	Select the adjustment status in the Adjustment Status drop-down list. Note: Select Active if you can immediately activate the adjustment; select Hold if you must have another person approve and activate the adjustment.
14	Select the capitation category in the Capitation Category drop-down list.
15	Select the reason in the Adjustment Reason drop-down list.
16	Click save .

Success

You have successfully completed this task when the **Save Successful** confirmation message appears.

After the capitation cycle runs, the adjustment shows in the capitation history.

Practice

Adjust a group of capitation payments using this information:

- Provider ID -
 - Learner 1 = **9102169**
 - Learner 2 = **9102169**
 - Learner 3 = **9160169**
 - Learner 4 = **9160294**
 - Learner 5 = **9160329**
 - Learner 6 = **9102169**
 - Learner 7 = **9160169**
 - Learner 8 = **9160294**
 - Learner 9 = **9160329**
 - Learner 10 = **9162470**
 - Learner 11 = **9102169**
 - Learner 12 = **9102169**
 - Learner 13 = **9160169**
 - Learner 14 = **9160294**
 - Learner 15 = **9160329**
 - Learner 16 = **9102169**
 - Learner 17 = **9160169**
 - Learner 18 = **9160294**
 - Learner 19 = **9160329**
 - Learner 20 = **9162470**
- MC Region -
 - Learner 1 = **Southwest Region**
 - Learner 2 = **Southwest Region**
 - Learner 3 = **Southwest Region**
 - Learner 4 = **Southwest Region**
 - Learner 5 = **Central Region**
 - Learner 6 = **Southwest Region**
 - Learner 7 = **Southwest Region**
 - Learner 8 = **Southwest Region**
 - Learner 9 = **Central Region**
 - Learner 10 = **Southwest Region**
 - Learner 11 = **Southwest Region**
 - Learner 12 = **Southwest Region**
 - Learner 13 = **Southwest Region**
 - Learner 14 = **Southwest Region**
 - Learner 15 = **Central Region**
 - Learner 16 = **Southwest Region**
 - Learner 17 = **Southwest Region**
 - Learner 18 = **Southwest Region**
 - Learner 19 = **Central Region**
 - Learner 20 = **Southwest Region**

- From Capitation Date -
 - Learner 1 = **02/01/2009**
 - Learner 2 = **02/01/2009**
 - Learner 3 = **02/01/2009**
 - Learner 4 = **02/01/2009**
 - Learner 5 = **02/01/2009**
 - Learner 6 = **04/01/2009**
 - Learner 7 = **04/01/2009**
 - Learner 8 = **04/01/2009**
 - Learner 9 = **04/01/2009**
 - Learner 10 = **04/01/2009**
 - Learner 11 = **03/01/2009**
 - Learner 12 = **03/01/2009**
 - Learner 13 = **03/01/2009**
 - Learner 14 = **03/01/2009**
 - Learner 15 = **03/01/2009**
 - Learner 16 = **04/01/2009**
 - Learner 17 = **04/01/2009**
 - Learner 18 = **04/01/2009**
 - Learner 19 = **04/01/2009**
 - Learner 20 = **04/01/2009**
- Through Capitation Date -
 - Learner 1 = **02/28/2009**
 - Learner 2 = **02/28/2009**
 - Learner 3 = **02/28/2009**
 - Learner 4 = **02/28/2009**
 - Learner 5 = **02/28/2009**
 - Learner 6 = **04/30/2009**
 - Learner 7 = **04/30/2009**
 - Learner 8 = **04/30/2009**
 - Learner 9 = **04/30/2009**
 - Learner 10 = **04/30/2009**
 - Learner 11 = **03/31/2009**
 - Learner 12 = **03/31/2009**
 - Learner 13 = **03/31/2009**
 - Learner 14 = **03/31/2009**
 - Learner 15 = **03/31/2009**
 - Learner 16 = **04/30/2009**
 - Learner 17 = **04/30/2009**
 - Learner 18 = **04/30/2009**
 - Learner 19 = **04/30/2009**
 - Learner 20 = **04/30/2009**
- Adjustment Amount = **choose an amount**

- Capitation Category -
 - Learner 1 = **CFC R8SW HF, M & F AGE > 44**
 - Learner 2 = **CFC R8SW HF, FEM AGE 19-44**
 - Learner 3 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 4 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 5 = **ABD R6CN, M & F AGE 21 & OVER**
 - Learner 6 = **CFC R8SW HF, M & F AGE > 44**
 - Learner 7 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 8 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 9 = **ABD R6CN, M & F AGE 21 & OVER**
 - Learner 10 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 11 = **CFC R8SW HF, M & F AGE > 44**
 - Learner 12 = **CFC R8SW HF, FEM AGE 19-44**
 - Learner 13 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 14 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 15 = **ABD R6CN, M & F AGE 21 & OVER**
 - Learner 16 = **CFC R8SW HF, M & F AGE > 44**
 - Learner 17 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 18 = **ABD R8SW, M & F AGE 21 & OVER**
 - Learner 19 = **ABD R6CN, M & F AGE 21 & OVER**
 - Learner 20 = **ABD R8SW, M & F AGE 21 & OVER**
- Adjustment Reason = **select a reason**

When you complete the practice, be prepared to share the adjustment information you selected. Were you able to save your adjustment?

Summary

In this topic you learned how to make a mass capitation adjustment.

Review

Objectives

In this course you learned how to:

- View an MCP assignment
- Assign an MCP to eligible recipients
- Update an individual's MCP assignment
- Disenroll a group from an MCP assignment
- Notify a group of MCP disenrollment
- Approve a group MCP disenrollment
- Adjust capitation payments
- Adjust a group of capitation payments