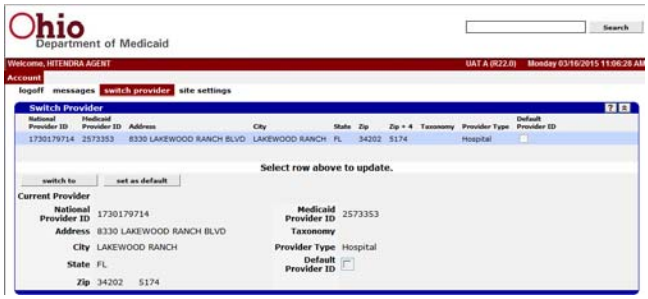
Instructions for adding/editing Hospital Contact Information

Please note: Hospital Administrators are automatically setup with access to update hospital contact information in MITS. If you are not the Hospital Administrator, please contact your Hospital Administrator to grant you access to be able to update hospital contacts in MITS.

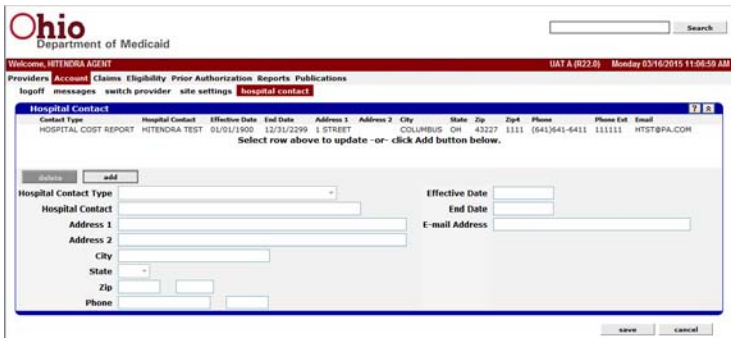
Log into the MITS Portal.

NOTE: If an Agent is adding a contact, click the "Switch Provider" link.



Navigate to Account – Hospital Contact

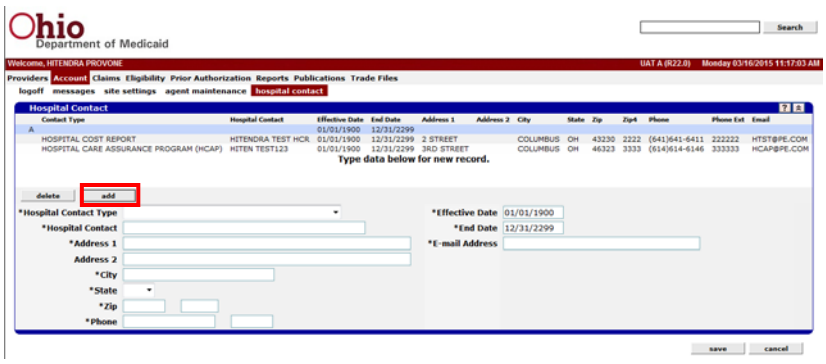
This brings up the Hospital Contact panel to add/edit contact information.



To add a new contact:

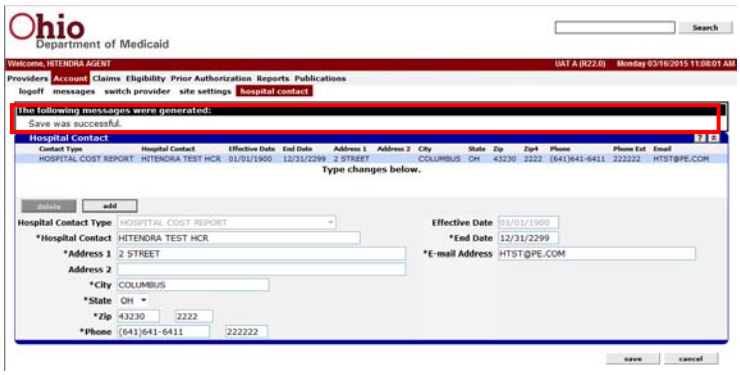
- Click the Add button
- This opens up the panel for data entry
- All fields are required

NOTE: Effective date defaults to 1/1/1900. Please update this field to reflect the effective date of the contact information.



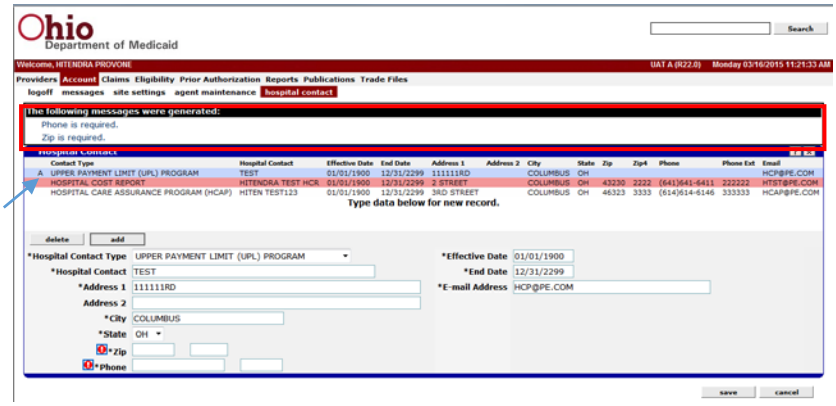
Once the contact information is entered, click the save button.

If all information is entered correctly, a “Save was Successful” message will be displayed.



If information is missing or incomplete, a message will display indicating the field(s) to be completed.

NOTE: The “A” displayed next to the Contact Type (i.e. HCAP, Cost report) will display until the entry has been saved.



Existing contact information can be edited in one of two ways:

1. Current contact information can be overwritten by highlighting the row and editing the individual fields. Once the contact information is saved, the updated information will display. No history or audit trail will be maintained using this option.
   –OR-
2. If a history or audit trail is desired, highlight the row with the contact information that is no longer needed and enter an End Date. Click the Save button. Follow instructions above for adding a new contact. <u>NOTE: Effective Date of the new contact must be after the End Date of the previous contact with the same Contact Type</u> .

Hospital Cost Report Contact Type is REQUIRED!