HELPFUL HINTS FOR COMPLETING THE EDMS COVER SHEET

This MITS Release provides helpful hints for completing the EDMS (Electronic Document Management System) Cover Sheet. The instructions for the cover sheet are available via the Providers tab on the Ohio Department of Medicaid website. http://www.medicaid.ohio.gov/PROVIDERS.aspx

- The EDMS Cover Sheet is required when a provider mails documentation to the Ohio Department of Medicaid (ODM), because the provider could not upload attachments via MITS (Medicaid Information Technology System). These mailed attachments include (but aren't limited to) documentation to support: the medical necessity of a service, the payment of a claim, a prior authorization approval, or a provider enrollment application approval.
- The cover sheet must be the original (8 ½ x 11) cover sheet that is accessible via MITS or the "Welcome Providers" page.
- Attachments (including the cover sheet) cannot be faxed. If attachments cannot be uploaded to the claim via MITS or your clearinghouse/trading partner, please mail them to the department via the following addresses:

PROVIDER ENROLLMENT ATTACHMENTS:	PRIOR AUTHORIZATION ATTACHMENTS:	CLAIM ATTACHMENTS:
The Ohio Department of Medicaid P.O. Box 1461 Columbus, OH 43216	The Ohio Department of Medicaid P.O. Box 1002 Columbus, OH 43216	The Ohio Department of Medicaid P.O. Box 182709 Columbus, OH 43218

- If x-rays are mailed as attachments, denote a legible address on the x-rays so they can be returned.
- Attachments will be returned if the cover sheet isn't completed correctly.
- Attachments will also be returned if no supporting documentation is included with the cover sheet.
- If providers have questions regarding the completion of the cover sheet, contact:
    Provider Assistance 1-800-686-1516