

How to access your episode report

Medicaid fee-for-service



Ohio

Governor's Office of
Health Transformation

How to access your episode report for Medicaid fee-for-service episodes

This guide explains how to view and download episode reports via the MITS portal. The target audience is system administrators, who will have access to reports as they become available on a quarterly basis. System administrators should share these reports with other individuals who may benefit from seeing and understanding these reports, as appropriate

Included within this guide:

- View notification of new episode reports
- Determine list of episode reports to view
- Open individual episode reports
- Download and save episode reports

View notification of new episode reports

The screenshot shows the Ohio Department of Medicaid MITS portal. At the top left is the Ohio Department of Medicaid logo. A search bar is at the top right. Below the logo is a navigation menu with 'Providers' highlighted. A user profile section shows fields for Name, Provider ID (12/31/2299), Medicare, and Zip Code (45409 - 2722). A message notification states: 'You can view your Remittance Advices, your 835 transactions, by clicking Reports on the menu bar.' Below this is a 'Messages' table with the following data:

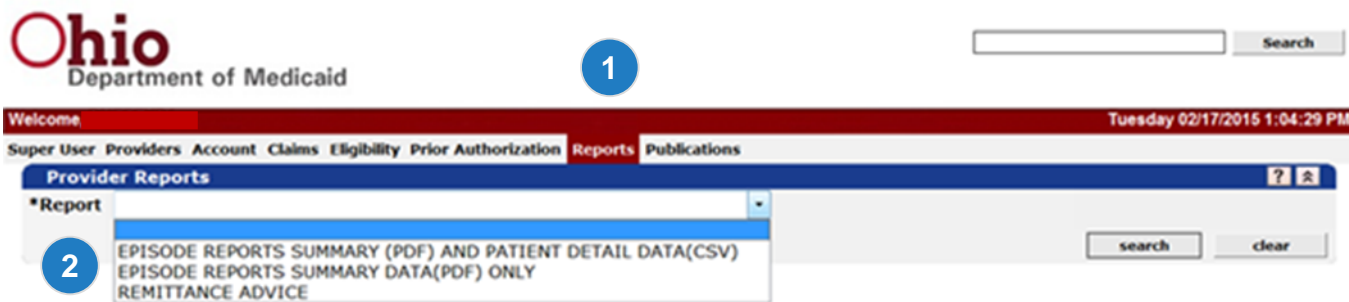
| Category | Subject | Sent Date | Effective Date | Has Read |
|----------------|--|------------|----------------|--------------------------|
| PROVIDER ALERT | Notice for Home Care and Transitions Carve Out Pro | 04/15/2014 | 04/15/2014 | <input type="checkbox"/> |
| PROVIDER ALERT | ICD-10 Update | 01/16/2014 | 01/16/2014 | <input type="checkbox"/> |
| PROVIDER ALERT | ICD-10 Notice | 11/21/2013 | 11/21/2013 | <input type="checkbox"/> |

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1 Sign into the portal as you do now. You will see a message on the homepage alerting you of any new episode reports that are available to view. Click on the message row to read the message.

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Determine list of episode reports to view (a)



- 1 On the portal menu, click *Reports*.
- 2 From the Report drop down menu, select either:
 - *Episode reports summary data (PDF) only* OR
 - *Episode reports summary data (PDF) and patient detail data (CSV)*

Additional fields will appear.

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Determine list of episode reports to view (b)

The screenshot shows the 'Provider Reports' interface. At the top, there is a navigation bar with 'Reports' highlighted. Below it, a search filter section includes a dropdown menu for 'Report' (set to 'EPISODE REPORTS SUMMARY DATA (PDF) AND PATIENT DETAIL (CSV)'), two input fields for 'Date Available From' and 'Date Available To', and a dropdown for 'Include Files Previously Viewed' (set to 'NO'). A section for 'Episode Report Types' features a list of types (Asthma Acute Exacerbation, COPD Exacerbation, Percutaneous Coronary Intervention) and a 'Selected Episode Report Types' box containing 'Perinatal' and 'Total Joint Replacement(TJR)'. Navigation arrows are present between these two boxes. At the bottom right of the filter section are 'search' and 'clear' buttons. Below the filters is a table titled 'Files Available' with columns for Document ID, Report Type, Effective Date, End Date, Release Quarter, Report Format, Date Available on Portal, and Date First Accessed.

| Document ID | Report Type | Effective Date | End Date | Release Quarter | Report Format | Date Available on Portal | Date First Accessed |
|-------------|-------------------------|----------------|------------|-----------------|---------------|--------------------------|---------------------|
| 777777777 | Perinatal | 10/01/2013 | 09/30/2014 | FEB, 2015 | Summary | 02/21/2015 | 01/01/1900 |
| 888888888 | Perinatal | 10/01/2013 | 09/30/2014 | FEB, 2015 | Detail | 02/21/2015 | 01/01/1900 |
| 999999999 | Total Joint Replacement | 10/01/2013 | 09/30/2014 | FEB, 2015 | Summary | 02/21/2015 | 01/01/1900 |
| 999999999 | Total Joint Replacement | 10/01/2013 | 09/30/2014 | FEB, 2015 | Detail | 02/21/2015 | 01/01/1900 |
| 111111111 | Perinatal | 07/01/2013 | 06/30/2014 | NOV, 2014 | Summary | 11/20/2014 | 01/01/1900 |
| 444444444 | Perinatal | 07/01/2013 | 06/30/2014 | NOV, 2014 | Detail | 11/20/2014 | 01/01/1900 |
| 333333333 | Total Joint Replacement | 07/01/2013 | 06/30/2014 | NOV, 2014 | Summary | 11/20/2014 | 01/01/1900 |
| 555555555 | Total Joint Replacement | 07/01/2013 | 06/30/2014 | NOV, 2014 | Detail | 11/20/2014 | 01/01/1900 |

- 3 Enter *Date Available From* and *Date Available To* if desired.
- 4 Include or exclude files that you have viewed previously, using the drop down menu options *YES* and *NO*.
- 5 Select an episode report type that you wish to view, then click ">". Continue adding as many types as you wish. Click *Search*. A list of individual episode reports will appear.

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Open individual episode reports



1 Select a single row to view an individual episode report.

Download and save individual episode reports



2 Right click on a single row and select *Convert to PDF* to save the file as a PDF document. Select *Export to Excel* to save a CSV file as an Excel file.