

## Instructions: Group linking an Individual

- Enter group user id and password into MITS secure portal.

The screenshot shows the MITS secure portal interface. At the top, there is a navigation menu with the following items: Super User, Providers, Account, Trading Partners, Claims, Eligibility, Prior Authorization, Reports, Portal Admin, Security, Trade Files, Admin. Below this, there is a secondary menu with items: demographic maintenance, 1099 information, provider faq, mits days report, correspondence, self attestation, hospital cost report, ordering/referring/ prescribing search, group affiliation, and group members. The 'group members' link is highlighted with a red box and a red arrow. Below the navigation, there is a form for a group with the following details: Name: EXAMPLE PROFESSIONAL GROUP, Provider ID: [redacted] 8, 12/29/2015-12/31/2299, NPI ID: [redacted], Zip Code: 43215 - 4173. Below the form, there is a message: "You can view your Remittance Advices, your 835 transactions, by clicking Reports on the menu bar." Below the message, there is a 'Messages' section with the text "\*\*\* No rows found \*\*\*". Below the messages, there is a 'Claim Activity Summary' table with the following data:

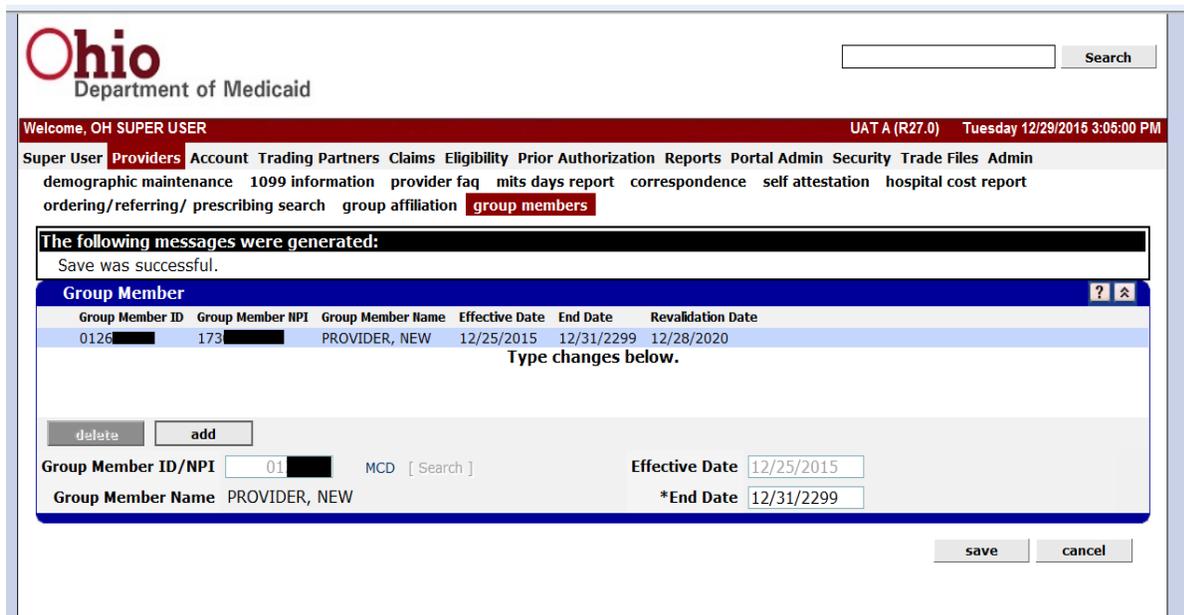
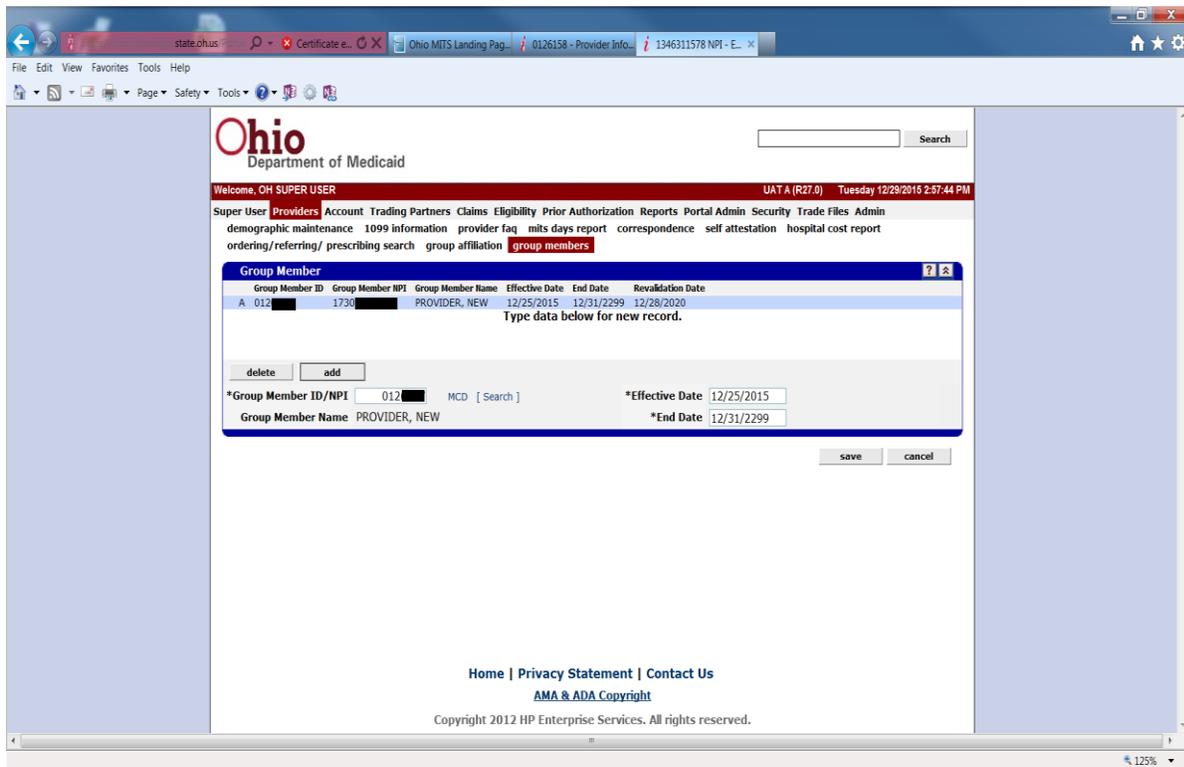
Claim Activity Summary	
Number of Claims Paid in Current Month	0
Amount Paid in Current Month	\$0.00
Number of Claims Denied in Current Month	0
Number of Claims Paid in Past 12 Months	0
Amount Paid in Past 12 Months	\$0.00
Number of Claims Denied in Past 12 Months	0
Number of Suspended Claims	0
Number of Claims in Final Disposition	0
Date of Most Recent Payment	
Type of Most Recent Payment	N/A
Amount of Most Recent Payment	\$0.00
Total Credit Balance Amount	\$0.00
Amount Applied Toward Credit Balance	\$0.00

On the right side of the screen, there is a 'Quick Links' section with the following links: ODM Provider Page, Provider Enrollment, Medicaid Managed Care Program, 1099 Information, and Fee Schedules.

- Click on "Group Members" link (If visible - Do not click on "Group Affiliation" link an error message will display.)

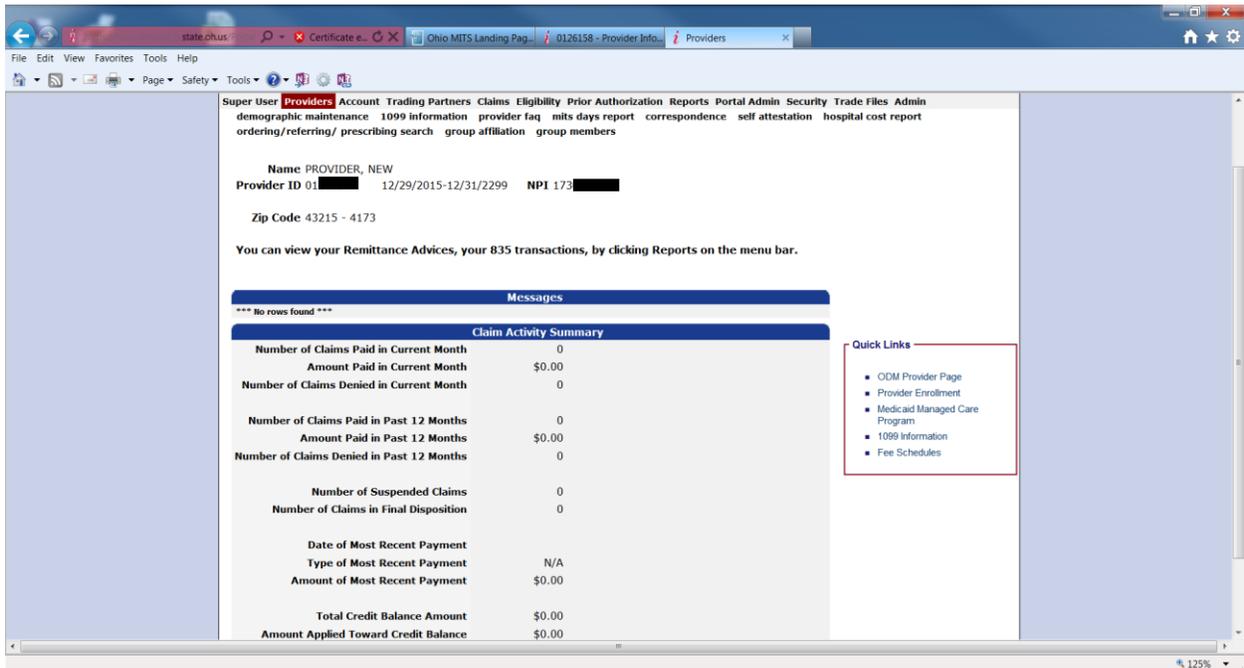
The screenshot shows the MITS secure portal interface with the 'Group Member' form open. The form has the following fields: Group Member ID, Group Member NPI, Group Member Name, Effective Date, End Date, and Revalidation Date. The 'Effective Date' field is populated with 12/31/2299. Below the form, there is a 'Type data below for new record.' message. Below the message, there are 'delete' and 'add' buttons. Below the buttons, there is a search field for the Group Member ID/NPI and a search button. Below the search field, there are fields for the Group Member Name, Effective Date, and End Date. The 'End Date' field is populated with 12/31/2299. Below the form, there are 'save' and 'cancel' buttons.

- Click on the “Add” button to add additional members to the group (If the group does not currently have any members skip to the second bullet point)
- Enter Medicaid ID or NPI into the “Group Member ID/NPI” field
- Enter the effective date that you would like the member to be associated with the group into the “Effective Date” field.
- Click on the “Save” button to update and link the individual to the group. Additional members can be linked by repeating these steps.

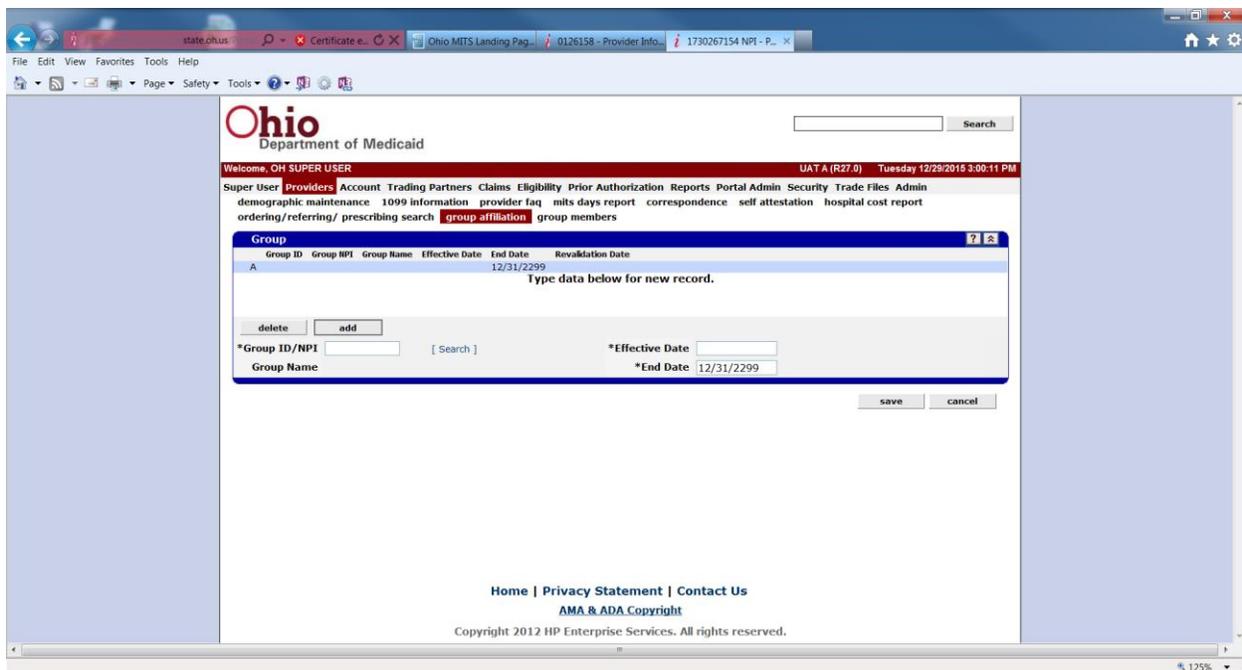


**Instructions: I am an Individual wanting to link to a group.**

- Enter individual user id and password into MITS secure portal.



- Click on the "Group Affiliation" link (If visible - Do not click on "Group Member" link an error message will display.)



- Click on the “Add” button to add oneself to additional groups (If the individual is not currently linked to any groups skip to the second bullet point)
- Enter Medicaid ID or NPI of the group the individual wants to be linked to into the “Group ID/NPI” field
- Enter the effective date that you would like the member to be associated with the group into the “Effective Date” field.
- Click on the “Save” button to update and link the group to the individual. Additional groups can be linked by repeating these steps.

### **Instructions: Searching for Group Members and Revalidation due dates**

- Search function allows groups to search for individual providers via several different attributes. A primary search for members can be done by way of Medicaid Provider number or NPI by simply entering those values into the appropriate data field.
- If the Medicaid Provider number or NPI is unknown, click on the “Search” link and a new panel will appear that will allow you to perform a search based on first name and last name.

**Note: Once members of a group or organization are displayed you can easily sort the data by clicking on any of the headers to sort the information into ascending or descending order.** ↑

state.ohio... Certificate e... Ohio MITS Landing Pag... Provider Search 1285692228 NPI - O...

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## Ohio Department of Medicaid

Welcome, OH SUPER USER UAT A (R27.0) Tuesday 12/29/2016 3:14:53 PM

Super User **Providers** Account Trading Partners Claims Eligibility Prior Authorization Reports Portal Admin Security Trade Files Admin

demographic maintenance 1099 information provider faq mits days report correspondence self attestation hospital cost report  
 ordering/referring/ prescribing search group affiliation **group members**

Group Member						
Group Member ID	Group Member NPI	Group Member Name	Effective Date	End Date	Revalidation Date	
A				12/31/2299		
06	114	EN, ROBERT A	08/05/2014	12/31/2099	04/07/2014	
06	12	, BRIAN L	03/06/2014	12/31/2299	04/14/2019	
06	103	ER, IAN	03/29/2004	12/31/2299	05/01/2019	
07	14	ROBIN A	03/29/2004	12/31/2299	05/09/2016	
08	19	S, CHRISTOPHER C	03/29/2004	12/31/2299	04/03/2016	
09	17	AD, ROBERT D	03/29/2004	12/31/2299	01/19/2018	
20	17	BRANT	03/29/2004	12/31/2299	09/18/2015	
22	105	F, JOHN J	03/29/2004	12/31/2299	07/12/2017	
23	19	ASON J	03/29/2004	12/31/2299	04/15/2020	

1 2 3 4 5 Next >

Type data below for new record.

delete add

\*Group Member ID/NPI [ Search ]

Group Member Name

**Group Member ID/NPI** [ Close ]

Search

Group Member ID/NPI

Last Name PROVIDER

First, MI NEW

search clear

**Search Results**

Group Member ID / NPI	Name	Address	City	State	Zip
01	17	PROVIDER, NEW 50 W TOWN ST	COLUMBUS	OH	43215

125%