

# Instructions for Retrieving Facility Case Mix Reports

1. Sign-in to MITS

**Ohio**  
Department of Medicaid

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Home Super User **Providers** Cost Report Account Trading Partners Claims Episode Claims Eligibility Prior Authorization Publications Security Trade Files Admin Host

demographic maintenance 1099 information provider faq mits days report correspondence self attestation hospit ordering/referring/ prescribing search group affiliation group members cpc group cpc group members cpc accredi

Name [REDACTED]  
Provider [REDACTED] 02/28/2007-  
ID 12/31/2299 NPI [REDACTED]  
Medicare [REDACTED] v  
Zip Code [REDACTED]

You can view your Remittance Advices, your 835 transactions, by clicking Reports on the menu bar.

Messages				
Category	Subject	Sent Date	Effective Date	Has Read
PROVIDER ALERT	Nursing Facility Payments	10/05/2017	10/05/2017	<input type="checkbox"/>
NOTIFICATION	State Fiscal Year-End Provider Payments	06/09/2017	06/09/2017	<input type="checkbox"/>
NOTIFICATION	NFDIRECTBILL MAILBOX	02/08/2017	02/08/2017	<input type="checkbox"/>
INTRODUCTION	Pharmacy Benefits Manager	07/16/2016	06/07/2016	<input type="checkbox"/>
PROVIDER ALERT	UPDATES TO OAKS PAYMENT SYSTEM	08/19/2015	08/07/2015	<input type="checkbox"/>

2. Select "Trade Files" and "Download":

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download

- Under "Document Type", click on the drop down menu.

The screenshot shows the Ohio Department of Medicaid website. At the top left is the Ohio Department of Medicaid logo. A navigation menu includes links for Home, Super User, Providers, Cost Report, Account, Trading Partners, Claims, Episode Claims, Eligibility, Prior Authorization, Reports, Portal Admin, Publications, Security, Trade Files (highlighted), Admin, and Host. A 'download' button is visible. The 'File Download Search' section contains a search bar with a redacted search term, a 'Document Type' dropdown menu, and two date input fields for 'Date Available From' and 'Date Available To'. A note states: 'When Date Available From and To fields are blank, search results will not include previously downloaded files.' A 'search' button is located at the bottom right of the search area.

- You will see a list of the following:
  - MDS Final Annual Reports
  - MDS Final Quarterly Reports
  - MDS Final Semi-Annual Reports
  - MDS Preliminary Quarterly Reports
  - MDS Weekly Reports
- Highlight your selection and click on the "search" button. You DO NOT need to input dates. You will see all available reports if you leave the *from* and *to* dates blank.
- For some reports, you can only access the most recent report. If no report is listed, try inputting both a *from* and *to* date.
- Click on the report you wish to download and open the file once the download is complete.