

Instructions: Group linking an Individual

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

The screenshot shows the MITS secure portal interface. The top navigation bar includes 'Super User', 'Providers', 'Account', 'Trading Partners', 'Claims', 'Eligibility', 'Prior Authorization', 'Reports', 'Portal Admin', 'Security', 'Trade Files', and 'Admin'. Below this, there are links for 'demographic maintenance', '1099 information', 'provider faq', 'mits days report', 'correspondence', 'self attestation', and 'hospital cost report'. The 'group members' link is highlighted in red, and a red arrow points to it. The main content area displays information for 'EXAMPLE PROFESSIONAL GROUP', including 'Provider ID', 'NPI', and 'Zip Code'. A 'Messages' section shows '*** No rows found ***'. A 'Claim Activity Summary' table is displayed, and a 'Quick Links' sidebar is visible on the right.

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

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

The screenshot shows the 'Group Member' form in the MITS secure portal. The form has a table with columns for 'Group Member ID', 'Group Member NPI', 'Group Member Name', 'Effective Date', 'End Date', and 'Revalidation Date'. Below the table, there are 'delete' and 'add' buttons. The form also includes input fields for '*Group Member ID/NPI', '*Effective Date', and '*End Date'. The 'group members' link in the navigation bar is highlighted in red.

Group Member ID	Group Member NPI	Group Member Name	Effective Date	End Date	Revalidation Date
A			12/31/2299		

- 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.

Ohio Department of Medicaid

Welcome, OH SUPER USER UAT A (R27.0) Tuesday 12/29/2015 2:57:44 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 ID	Group Member NPI	Group Member Name	Effective Date	End Date	Revalidation Date
A 012	1730	PROVIDER, NEW	12/25/2015	12/31/2299	12/28/2020

Type data below for new record.

delete add

*Group Member ID/NPI 012 MCD [Search] *Effective Date 12/25/2015
 Group Member Name PROVIDER, NEW *End Date 12/31/2299

save cancel

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Ohio Department of Medicaid

Welcome, OH SUPER USER UAT A (R27.0) Tuesday 12/29/2015 3:05:00 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**

The following messages were generated:
 Save was successful.

Group Member ID	Group Member NPI	Group Member Name	Effective Date	End Date	Revalidation Date
0126	173	PROVIDER, NEW	12/25/2015	12/31/2299	12/28/2020

Type changes below.

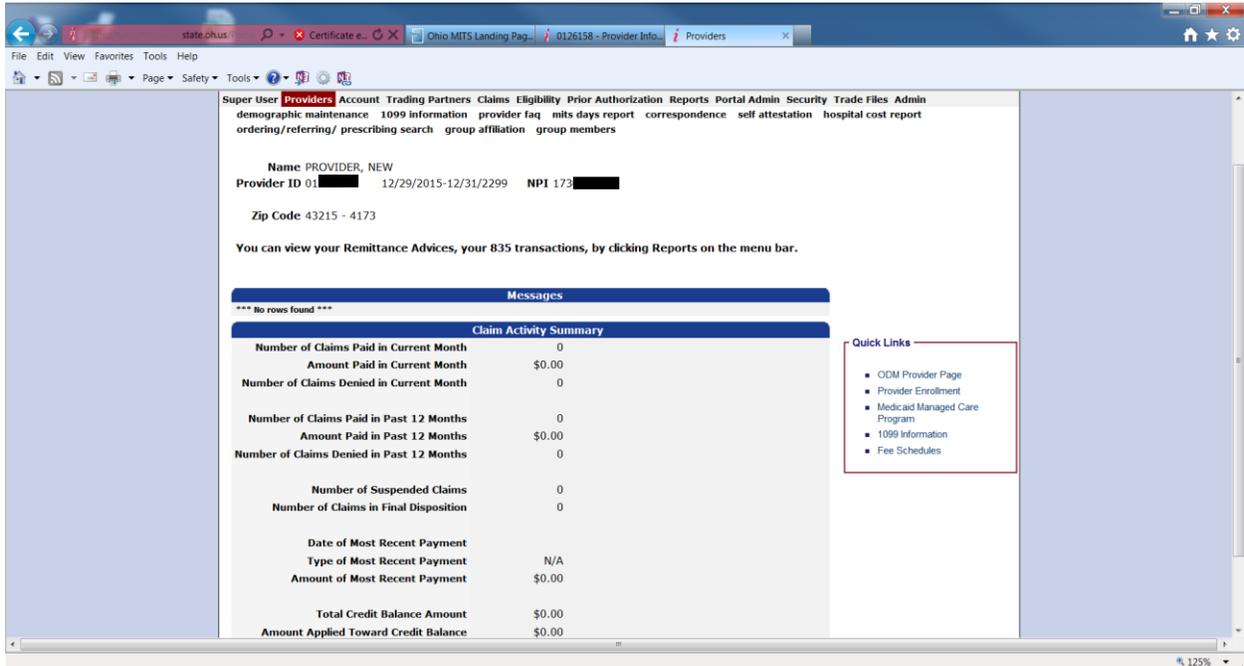
delete add

Group Member ID/NPI 01 MCD [Search] Effective Date 12/25/2015
 Group Member Name PROVIDER, NEW *End Date 12/31/2299

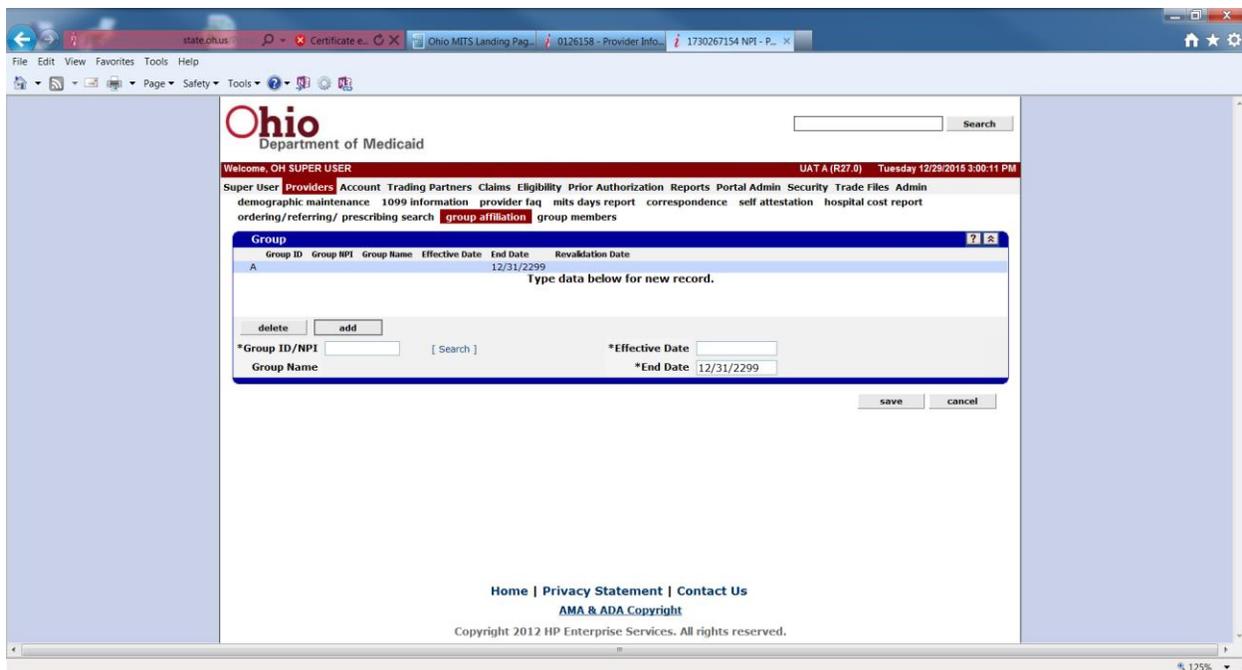
save cancel

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. ↑

Ohio
Department of Medicaid

Search

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

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