

# 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 on 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:

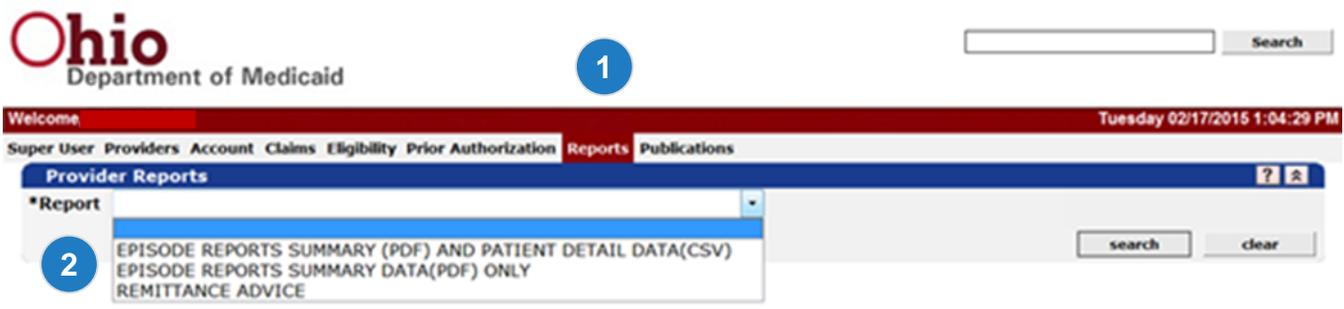
Category	Subject	Sent Date	Effective Date	Has Read
PROVIDER ALERT	Notice for Home Care and Transitions Carve Out Pro	04/15/2014	04/15/2014	<input type="checkbox"/>
PROVIDER ALERT	ICD-10 Update	01/16/2014	01/16/2014	<input type="checkbox"/>
PROVIDER ALERT	ICD-10 Notice	11/21/2013	11/21/2013	<input type="checkbox"/>

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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' (circled with a blue '3'), and a dropdown for 'Include Files Previously Viewed' (set to 'NO', circled with a blue '4'). Below this is a section for 'Episode Report Types' (circled with a blue '5') with a list of types: Asthma Acute Exacerbation, COPD Exacerbation, and Percutaneous Coronary Intervention. To the right, a 'Selected Episode Report Types' box contains 'Perinatal' and 'Total Joint Replacement(TJR)'. Navigation arrows (<, <<, >, >>) are between the two boxes. At the bottom right of the filter section are 'search' and 'clear' buttons. Below the filter section is a table titled 'Files Available' with the following data:

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.