

Free Provider Training scheduled for the New MITS Web Portal

There are several types of provider training resources that will be available to the Ohio provider community for the upcoming MITS implementation. Trainings will be conducted in classroom settings and also through Webinars. These free trainings are being offered jointly by OHP and HP and are open to fee-for-service (FFS) providers who serve Medicaid consumers.

During all training sessions, whether classroom or Webinar, providers will learn how to set up an account, how to navigate, and how to utilize the new features in the New MITS Web Portal. Training topics will include:

- An overview of system advantages and changes;
- How to prepare for the change;
- How to verify consumer eligibility; and
- Provider Web Portal functionality including:
 - Account setup and maintenance;
 - Provider enrollment and re-enrollment;
 - Prior authorization requests;
 - Claims submission, claim adjustments, voiding claims;
 - Submission of Other Payer (TPL) claims; and
 - Uploading supporting claim and Prior Authorization documentation, and other areas as they relate to the MITS implementation.

This high level training will be held for the following provider types, which are inclusive of all provider specialties within that type. When registering for the training, please choose the provider type that most closely fits within the type of service you provide. The available training sessions are organized by the following provider types:

- Hospitals
- Long Term Care
- Physicians and Practitioners (for CMS 1500 claim form)
- Home Health
- Durable Medical Equipment
- Dental
- Transportation
- Independent Waiver Providers

Classroom training

Classroom training will be conducted as three hour sessions, held both in the morning and afternoon, and will be offered on multiple dates during the months of September, October and November, 2010 in the following cities:

Ashland, Cambridge, Canton, Chillicothe, Cincinnati, Cleveland, Columbus, Dayton, Garfield Heights, Maumee, New Philadelphia, Portsmouth, St. Clairsville, Toledo, Youngstown and also Hebron, KY.

Sessions will be conducted for providers that bill claims for Hospital, Dental, LTC, Physician and other Practitioners, DME, Home Health, Transportation and Independent Waiver.

Web-based training

Web-based training or Webinars are also being offered to those who cannot attend the "in-person" classroom training. This is a good option for providers who will have a large number of staff attending the training. Webinars can be conducted in your own facility, with all your staff gathered in one classroom, in front of one screen.

During these free, interactive Webinar sessions, a "live" trainer will walk you through the new MITS Web Portal basics and will include time for Q & A. The presentation and content of the Web-based training is exactly the same as the classroom training.

When and how will Providers be able to register for the Training Sessions?

Registration will be available beginning in August and will continue through the end of November 2010. Registering for classes for either the Classroom or Webinar training is quick and easy. All you need is Web access to sign in and register, as well as an email address to receive your registration confirmation.

Once you are logged into the registration site http://www.seeuthere.com/hp/Ohio_MITS_Training_Workshops, you will see the training schedule with registration links for each session identified by city, date, and time and whether a session is held in a classroom setting, or as a Webinar.

What happens after you register?

Once you have registered, you will receive an email confirming your registration, showing the date, time, and physical address for the training session. Please print the confirmation letter and bring it with you to the training session.

If you register for a Webinar, you will need to watch for a second email that will be sent approximately two weeks prior to the scheduled Webinar containing the link to the Webinar.

Spam Filter: Please note that the email confirmation sent to you may show in your spam folder.

Class size will be limited

Please note that class size will be limited, therefore training registration is essential. If a trainee shows up to a "classroom" type training session, and is not registered, they will be put on a waiting list and will only be able to attend if space is available. For Web based sessions, everyone who plans to attend the Webinar

through their own computer will need to register individually. If, however, an organization plans to show the Webinar presentation to an entire group, using one projector, then only one registration is needed.

Note: For Webinar attendees, please have your email confirmation that includes your login and password information.

Need help registering?

If you need assistance registering for training sessions, please contact ohmitstraining@hp.com.

Post Implementation training will also be offered

Training will continue to be available after implementation. Additionally **Web-based eCourses** are being developed and will be self-paced courses providing a walkthrough of all the functions of the new MITS Provider Web Portal.

Remember to keep informed and keep in touch

These information releases are to provide you with ongoing insight into some of the changes that will take place when "Go-Live" occurs in December 2010. We appreciate all you do to provide quality services to Ohio's Medicaid consumers! ODJFS is committed to working closely with you during the transition and the successful implementation of our new MITS. For the most up-to-date information about the MITS Web Portal, as well as information on MITS functionality, tools, training and how the replacement system will impact you as a provider, log on to <http://jfs.ohio.gov/mits/index.stm>.