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MaineCare MIHMS Bulletin

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MIHMS Re-enrollment for Cycle 1 Providers

The Maine Integrated Health Management Solution (MIHMS) Re-enrollment Provider Portal - **Health PAS On-Line** - is now open for Cycle 1 providers to re-enroll with MaineCare using National Provider Identifiers (NPI). On August 19, 2009, MaineCare mailed a notice to all potential Cycle 1 providers, which were identified based on data in the current MeCMS system. Examples of Cycle 1 provider types include individual providers that are not incorporated and have no rendering providers; pharmacies and Durable Medical Equipment (DME) suppliers; small Facilities, Agencies, Organizations (FAOs) that have no rendering providers; and individuals operating as small FAOs (sole proprietors) that have no rendering providers.

A complete list of MIHMS Provider Types by re-enrollment cycle as well as a list of MaineCare providers by assigned re-enrollment cycles is posted on this web page http://www.maine.gov/dhhs/oms/member/innerthird/fa_mihms_reenroll.html. Look for Provider Re-enrollment Information in the middle of the page. If you believe that you should be re-enrolling in Cycle 1 and have not received a notice, please contact us at MaineCare2010.dhhs@maine.gov. Cycle 1 providers should complete their re-enrollments by **September 16, 2009**.

Health PAS On-Line Portal

Health PAS On-Line is available at <https://mainecare.maine.gov>. Cycle 1 and Cycle 2 providers should click on the "In State Provider Enrollment" link located in the left menu pane to begin the re-enrollment process. Cycle 3 providers will choose between the "In State Provider Enrollment," "Out of State Provider Enrollment," and "Non Medicaid Provider Enrollment" links, as appropriate. Please take a moment to access some of the on-line resources available on the website before you begin your application. These resources include Enrollment Guides and Trading Partner Guides.

Cycle 2 Providers

MaineCare mailed a notice to re-enroll to Cycle 2 providers on August 28, 2009. Examples of Cycle 2 providers include groups of providers, incorporated individual providers, individuals operating as a group (sole proprietors), individuals operating as larger facilities (sole proprietors), larger facilities that have no rendering providers, and less complex facilities with rendering providers. The re-enrollment dates for Cycle 2 providers are **September 17th through October 14th**. Please use the e-mail address listed above to notify us if you believe you are assigned to the wrong cycle or if you did not receive a notice.

Cycle 3 Providers

A notice to re-enroll will be mailed to Cycle 3 providers in September. Examples of Cycle 3 providers include large institutions, complex providers, home health agencies, providers that have pending emergency rules (e.g., school based services and targeted case management services), out of state providers, attendant care and adult disabilities waiver providers, non-Medicaid providers, State agencies and providers who are new to MaineCare since March 2009. The re-enrollment dates for Cycle 2 providers are **October 15th through November 13th**. Please use the e-mail address listed above to notify us if you believe you are assigned to the wrong cycle or if you do not receive a notice.

Re-enrollment by Cycle

Significant planning was conducted to determine which types of providers should re-enroll in which sequence in an effort to ensure the most accurate gathering of data for the creation of new provider files in MIHMS. Emphasis was placed on sequencing simple provider structures first, with most complex structures last to reduce the impact on providers of having to maintain data in both MeCMS and MIHMS. **It is very important that you do not attempt to re-enroll prior to your assigned cycle dates.** A major reason for this is that the web-based re-enrollment application is being updated to reflect recent policy revisions. Consequently, attempting to re-enroll early may result in an inaccurate or incomplete enrollment application that will require providers to re-enroll again. This is why it is important that you contact us if you believe you are in the incorrect cycle. Although every attempt was made to provide you with the appropriate re-enrollment cycle, we cannot guarantee that you have been assigned to the correct cycle since the data needed to determine your re-enrollment cycle in MIHMS is not completely available in our current MeCMS database.

Rendering-Only Providers

Providers that work for other providers as rendering providers (commonly known as servicing providers) should not re-enroll in MIHMS. They will be re-enrolled as rendering providers by the entity that employs them. Any provider that appears as a rendering provider on claim forms must be enrolled as a rendering provider using the individual rendering provider's NPI.

Trading Partner Details

Once a provider enrollment is approved, the **provider** will be asked to return to the upper left hand corner of the Health PAS On-Line screen at <https://mainecare.maine.gov> to "Register" as a Trading Partner (TP). Details will be provided with approval notifications. **Clearinghouses** also may register now by visiting the same site. **Billing Agents** must wait until their associated providers have been fully approved in MIHMS, which means that billing agents will not be able to register until September 2009, at the earliest. Billing agents must verify with their associated providers that their provider re-enrollment applications have been approved prior to attempting to register; otherwise, they will be unable to complete their registration. **Billing Providers Acting as Billing Agents for Other Providers** must register twice as a TP, once for each function. This includes entering into a "Billing Agent TPA" and a "Billing Provider TPA" each to be used for the appropriate function. TP registration in MIHMS is in preparation for later implementation and does not affect current claims submission in MeCMS.

The following information is required to register as a trading partner:

- Name, business address, website address, if applicable, and business telephone number for the person who is completing the trading partner registration. Additional users may be added to this established account once the maintenance functionality becomes available, to be announced at a later date.

Billing Agents will need the following additional information:

- Tax ID (FEIN, SSN, or ITIN), the National Provider Identifier (NPI) or Atypical Provider Identifier (API), and Enrollment Case Number (ECN) from one of their associated providers approved MaineCare enrollment application.
- Additional associated providers can be added after the account has been created using the same information outlined above.

Other resources

- Fiscal Agent Updates: http://www.maine.gov/dhhs/oms/fiscal_agent_project_index.html
- MaineCare's Listserv: <http://www.maine.gov/dhhs/bms/member/innerthird/listserv.shtml>
- MIHMS Provider Forums Invitations: Send name and e-mail to MaineCare2010.DHHS@maine.gov
- MaineCare Policies and Rules: http://www.maine.gov/dhhs/oms/rules/provider_rules_policies.html
- NPI Helpful Hints: http://www.maine.gov/dhhs/oms/member/innerthird/fa_mihms_npi.html
- Questions about cycle assignment and other re-enrollment questions: MaineCare2010.DHHS@maine.gov,

If you do not have computer access, please contact Provider Enrollment at 1-800-321-5557, Option 6.

Watch for more details in future editions of the MaineCare MIHMS Bulletin!

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