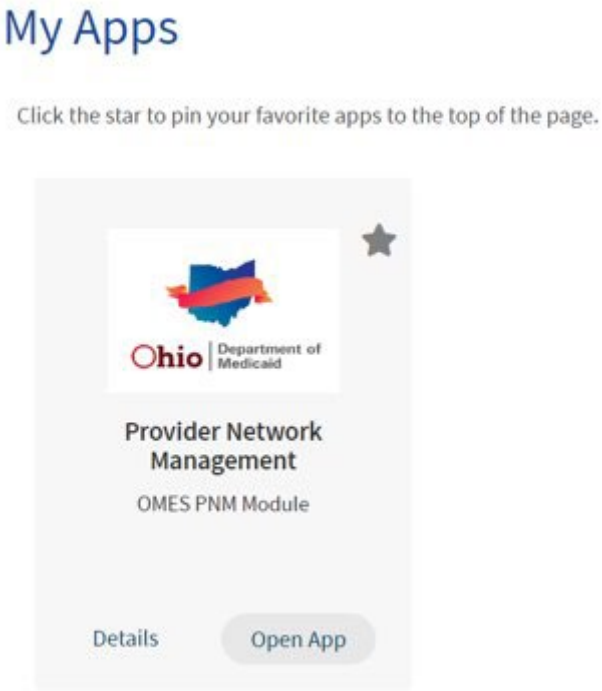
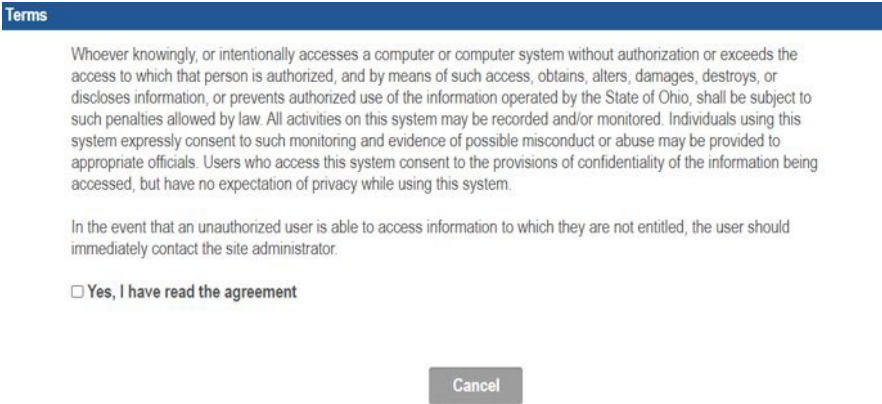


Quick Reference Guide: Accessing MITS Secure Portal from PNM

<p>Step 1</p>	<p>Access the PNM login page through the OH ID portal https://ohid.ohio.gov/wps/portal/gov/ohid/home</p> <p>Log in using your credentials (username and password)</p> <p>Click “Log In”</p>	
<p>Step 2</p>	<p>Click the “My Apps’ option at the top of the page</p>	

<p>Step 3</p>	<p>Locate the Provider Network Management (PNM) app Click "Open App"</p>	 <p>The screenshot shows a 'My Apps' interface. At the top, it says 'My Apps' in blue. Below that, a message reads 'Click the star to pin your favorite apps to the top of the page.' The main content is a card for the 'Provider Network Management' app. The card features the Ohio Department of Medicaid logo, the text 'Provider Network Management' and 'OMES PNM Module', and two buttons at the bottom: 'Details' and 'Open App'. A star icon is visible in the top right corner of the app card.</p>
<p>Step 4</p>	<p>Read the PNM Terms of Use Agreement and click on the check box next to the statement "Yes, I have read the agreement"</p>	 <p>The screenshot shows a 'Terms' dialog box with a blue header. The text reads: 'Whoever knowingly, or intentionally accesses a computer or computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.' Below this, it says: 'In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately contact the site administrator.' There is a checkbox next to the text 'Yes, I have read the agreement'. At the bottom right, there is a 'Cancel' button.</p>

Step 5

Click on the Registration ID (Reg ID) hyperlink or the Provider Name hyperlink, located in the left-hand columns

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
544220	Provider 1	Complete	77 - Health Maintenance Organization			Health Maintenance Organization				03/01/13		12/31/99
544220	Provider 2	Complete	77 - Health Maintenance Organization			Health Maintenance Organization				03/01/13		12/31/99

Step 6

Click on the plus sign (+) next to the word Self Service

From the menu that displays select one of the following: Remittance Advice, Recipient Eligibility, Claims, Prior Authorization, or Hospice

This action will navigate you outside of the PNM system to the MITS secure portal

Provider Management Home

Registration Information

Provider Name: [input field] Medicaid ID: [input field] Effective Date: 03/01/2013 Revalidation Due Date: 12/31/2299

Manage Application

Enrollment Actions + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

- [View Provider File](#)
- [Provider Correspondence](#)
- [Remittance Advice](#)
- [Recipient Eligibility](#)
- [Claims](#)
- [Prior Authorization](#)
- [Hospice](#)
- [Provider Financial Self Services](#)
- [Payment Innovation Reports](#)

Step 7

If signing in as the provider Administrator, the main provider page displays, and the Administrator user can navigate to their preferred option and continue to navigate as they normally would in the MITS secure portal

Note: Depending on the provider type the user may see other navigational links in their menu bar

Ohio
Department of Medicaid

Welcome, Wednesday 10/12/2022 10:24:03 AM

[Providers](#) [CPC Performance](#) [Account](#) [Episode Claims](#) [Eligibility Reports](#) [Publications](#) [Trade Files](#) [PNM](#) [Provider Home](#)
[ordering/referring/](#) [prescribing search](#) [group affiliation](#) [group members](#)

Name
Provider ID
Zip Code 43016

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

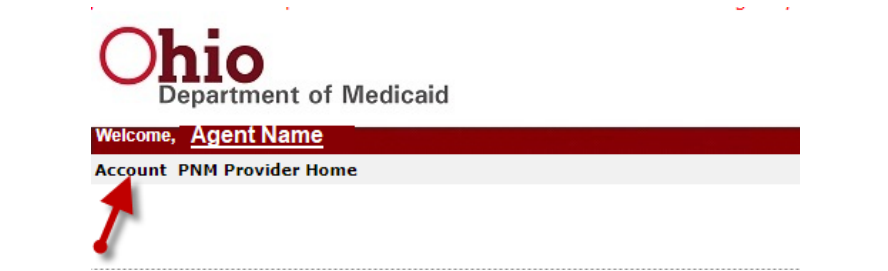
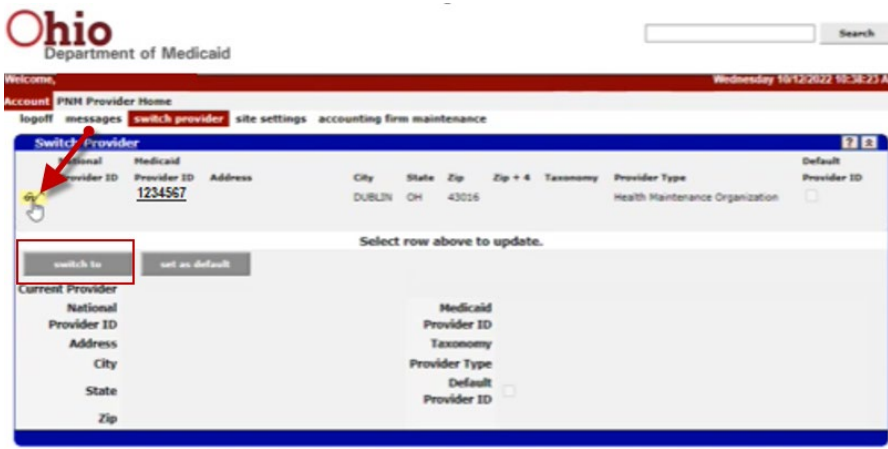
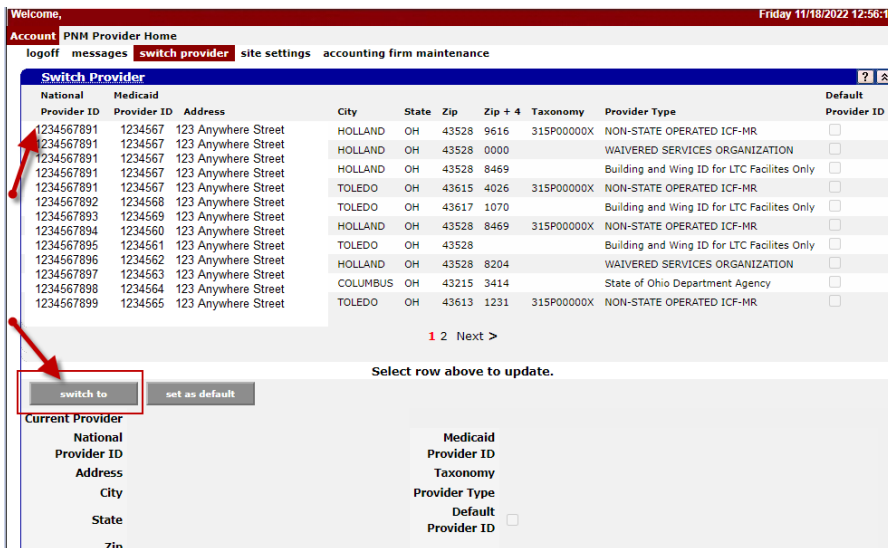
Messages
*** No rows found ***


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	
Amount of Most Recent Payment	\$
Total Credit Balance Amount	\$0.00
Amount Applied Toward Credit Balance	\$0.00

Quick Links

- ODM Provider Page
- Provider Enrollment
- Medicaid Managed Care Program
- 1099 Information
- Fee Schedules

<p>Step 7a</p>	<p>If an Agent user sees only the “Account” link when they are transferred to the MITS Secure Portal, click on the “Account” link, and select “Switch Provider”</p> <p>This displays the list of providers for whom the Agent has been authorized to perform tasks</p>	 <p>The screenshot shows the Ohio Department of Medicaid logo at the top. Below it, a navigation bar contains 'Welcome, Agent Name' and 'Account PNM Provider Home'. A red arrow points to the 'Account' link.</p>																																																																																																																																		
<p>Step 7b</p>	<p>For some Agents the Switch Provider screen displays automatically</p> <p>Depending on the role assignment, the Agent may see an “eye-glass” icon next to the provider</p> <p>Clicking on the eye-glass icon next to the provider will activate the [Switch To] button below the provider listing where the proper provider can be chosen</p>	 <p>The screenshot shows the 'Switch Provider' screen with a table of providers. The first row is highlighted, and an eye-glass icon is visible next to the provider ID '1234567'. Below the table, there are 'switch to' and 'set as default' buttons. A red arrow points to the eye-glass icon.</p>																																																																																																																																		
<p>Step 7c</p>	<p>Some Agents will see provider listing without an eye-glass icon</p> <p>Clicking the provider record will activate the [Switch To] button</p> <p>Click the switch to button to navigate to the provider’s profile</p>	 <p>The screenshot shows the 'Switch Provider' screen with a list of providers. The first row is highlighted, and a red arrow points to the 'switch to' button below the list. The table contains the following data:</p> <table border="1"> <thead> <tr> <th>National Provider ID</th> <th>Medicaid Provider ID</th> <th>Address</th> <th>City</th> <th>State</th> <th>Zip</th> <th>Zip + 4</th> <th>Taxonomy</th> <th>Provider Type</th> <th>Default Provider ID</th> </tr> </thead> <tbody> <tr> <td>1234567891</td> <td>1234567</td> <td>123 Anywhere Street</td> <td>HOLLAND</td> <td>OH</td> <td>43528</td> <td>9616</td> <td>315P00000X</td> <td>NON-STATE OPERATED ICF-MR</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567891</td> <td>1234567</td> <td>123 Anywhere Street</td> <td>HOLLAND</td> <td>OH</td> <td>43528</td> <td>0000</td> <td></td> <td>WAIVERED SERVICES ORGANIZATION</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567891</td> <td>1234567</td> <td>123 Anywhere Street</td> <td>HOLLAND</td> <td>OH</td> <td>43528</td> <td>8469</td> <td></td> <td>Building and Wing ID for LTC Facilities Only</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567891</td> <td>1234567</td> <td>123 Anywhere Street</td> <td>TOLEDO</td> <td>OH</td> <td>43615</td> <td>4026</td> <td>315P00000X</td> <td>NON-STATE OPERATED ICF-MR</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567892</td> <td>1234568</td> <td>123 Anywhere Street</td> <td>TOLEDO</td> <td>OH</td> <td>43617</td> <td>1070</td> <td></td> <td>Building and Wing ID for LTC Facilities Only</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567893</td> <td>1234569</td> <td>123 Anywhere Street</td> <td>HOLLAND</td> <td>OH</td> <td>43528</td> <td>8469</td> <td>315P00000X</td> <td>NON-STATE OPERATED ICF-MR</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567894</td> <td>1234560</td> <td>123 Anywhere Street</td> <td>HOLLAND</td> <td>OH</td> <td>43528</td> <td>8469</td> <td>315P00000X</td> <td>NON-STATE OPERATED ICF-MR</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567895</td> <td>1234561</td> <td>123 Anywhere Street</td> <td>TOLEDO</td> <td>OH</td> <td>43528</td> <td></td> <td></td> <td>Building and Wing ID for LTC Facilities Only</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567896</td> <td>1234562</td> <td>123 Anywhere Street</td> <td>HOLLAND</td> <td>OH</td> <td>43528</td> <td>8204</td> <td></td> <td>WAIVERED SERVICES ORGANIZATION</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567897</td> <td>1234563</td> <td>123 Anywhere Street</td> <td>COLUMBUS</td> <td>OH</td> <td>43215</td> <td>3414</td> <td></td> <td>State of Ohio Department Agency</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567898</td> <td>1234564</td> <td>123 Anywhere Street</td> <td>TOLEDO</td> <td>OH</td> <td>43613</td> <td>1231</td> <td>315P00000X</td> <td>NON-STATE OPERATED ICF-MR</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1234567899</td> <td>1234565</td> <td>123 Anywhere Street</td> <td>TOLEDO</td> <td>OH</td> <td>43613</td> <td>1231</td> <td>315P00000X</td> <td>NON-STATE OPERATED ICF-MR</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	National Provider ID	Medicaid Provider ID	Address	City	State	Zip	Zip + 4	Taxonomy	Provider Type	Default Provider ID	1234567891	1234567	123 Anywhere Street	HOLLAND	OH	43528	9616	315P00000X	NON-STATE OPERATED ICF-MR	<input type="checkbox"/>	1234567891	1234567	123 Anywhere Street	HOLLAND	OH	43528	0000		WAIVERED SERVICES ORGANIZATION	<input type="checkbox"/>	1234567891	1234567	123 Anywhere Street	HOLLAND	OH	43528	8469		Building and Wing ID for LTC Facilities Only	<input type="checkbox"/>	1234567891	1234567	123 Anywhere Street	TOLEDO	OH	43615	4026	315P00000X	NON-STATE OPERATED ICF-MR	<input type="checkbox"/>	1234567892	1234568	123 Anywhere Street	TOLEDO	OH	43617	1070		Building and Wing ID for LTC Facilities Only	<input type="checkbox"/>	1234567893	1234569	123 Anywhere Street	HOLLAND	OH	43528	8469	315P00000X	NON-STATE OPERATED ICF-MR	<input type="checkbox"/>	1234567894	1234560	123 Anywhere Street	HOLLAND	OH	43528	8469	315P00000X	NON-STATE OPERATED ICF-MR	<input type="checkbox"/>	1234567895	1234561	123 Anywhere Street	TOLEDO	OH	43528			Building and Wing ID for LTC Facilities Only	<input type="checkbox"/>	1234567896	1234562	123 Anywhere Street	HOLLAND	OH	43528	8204		WAIVERED SERVICES ORGANIZATION	<input type="checkbox"/>	1234567897	1234563	123 Anywhere Street	COLUMBUS	OH	43215	3414		State of Ohio Department Agency	<input type="checkbox"/>	1234567898	1234564	123 Anywhere Street	TOLEDO	OH	43613	1231	315P00000X	NON-STATE OPERATED ICF-MR	<input type="checkbox"/>	1234567899	1234565	123 Anywhere Street	TOLEDO	OH	43613	1231	315P00000X	NON-STATE OPERATED ICF-MR	<input type="checkbox"/>
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<p>Step 8</p>	<p>Once the [Switch To] button has been selected, the MITS secure portal screen displays for the user</p> <p>Note: Available links in MITS are determined by the Provider Administrator and the roles assigned to the Agent in PNM by the Administrator</p>	
<p>Step 9</p>	<p>Select the link for your business purpose</p> <p>For example, clicking on the “Eligibility” link will display a drop-down menu for all the eligibility functions assigned to the Agent</p> <p>In the example to the right, the Agent has been authorized to view a recipient’s eligibility information</p>	