OMES Cost Report and Rate Setting Web Portal – Medicaid School Program

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AGENDA

ACCESSING HISTORICAL DOCUMENTS IN MITS POST 2/1/2023

TRAINING OBJECTIVES

OVERVIEW OF OMES COST REPORT AND RATE SETTING WEB PORTAL

MSP COST REPORT SUBMISSION PROCESS

Accessing Historical Documents in MITS – Time Limited

- Post 2/01/2023, historical cost reports and documents will be available until 3B release.

- Access the MITS secure portal by selecting the Claims, Prior Authorization, Eligibility or Hospice links in the self service section of the PNM portal to navigate to the MITS secure portal to see this information.

- Once the 3B release, Date TBD, is implemented no Access to the MITS secure portal will be available to providers.

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General Training Objectives

- Provide an overview of the cost report submission process via the OMES Cost Report and Rate Setting Web Portal.

- System provides for an exchange of information in a secure environment and allows upload and electronic storage of documents, which includes at a minimum, cost reports, work papers, provider correspondence, provider supplemental documents, state correspondence, and many other document types.

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GENERAL OVERVIEW OF OMES COST REPORT AND RATE SETTING WEB PORTAL

- Accessing OMES CR and RS Web Portal

- User Roles

- Main Landing Page

- Project Specific Landing Page

- Stat Log Landing Page

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Accessing OMES CR and RS Web Portal

- Users will access the OMES CR and RS Web Portal via single-sign on from PNM.

- On the Provider Management Home Page, locate the Manage Application section.

- Expand the Self Service section.

- From the Self Service Selections, click "Cost Report and Rate Setting".

Manage Application

Enrollment Actions	+	Enrollment Action Selections:
Programs	+	Program Selections:
Self Service	+	Self Service Selections:

Self Service − **Self Service Selections:**

- View Provider File
- Provider Correspondence
- Remittance Advice
- Recipient Eligibility
- Claims
- Prior Authorization
- Cost Reports and Rate Setting
- Hospice
- Provider Financial Self Services
- Payment Innovation Reports
- Attachments

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USER ROLES

- Individual users will be set up in PNM with appropriate user role.

- Using the same user role names as currently used in MITS however permissions are different.

- An individual can only be assigned **ONE** user role per provider.

- An individual can be assigned a user role for multiple providers and that role can be a different role for each provider.

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USER ROLES

- Provider and Provider Agent User Roles
  - ➤ Provider Administrator – this is the individual that has the authority in the PNM to assign Provider Agent roles. This individual does have permission to upload cost report and required documents as well as certify the cost report submission.

USER ROLES

- Provider and Provider Agent User Roles
  - ➢ Prepare Save MSP Cost Report - the individual that is assigned this user role has the permissions to upload the cost report and required documents however they are not able to certify the cost report submission.

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USER ROLES

- Provider and Provider Agent User Roles
  - ➢ Sign Certify MSP Cost Report – the individual assigned this user role must have the authority to certify the cost report. This user has the permissions to upload the cost report and required documents and the permissions to certify the cost report submission.

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USER ROLES

- Provider and Provider Agent User Roles
  - ➤ View MSP Cost Report Due Date - the individual that is assigned this user role only has permissions to view the contents of the web portal and does not have permission to upload or download files.
  - ➤ View MSP Cost Report – the individual that is assigned this user role does not have the permissions to upload the cost report and required documents. They only have permissions to download files.

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OMES Cost Report And Rate Setting Web Portal Training Recording

Recorded trainings for the OMES Cost Report and Rate Setting Web Portal are available now in the learning management system (LMS), Absorb. Once logged into Absorb, choose the Virtual Stage 3 Training Session: OMES Cost Report and Rate Setting Web Portal – Medicaid School Program. The recording can be found under the Resources section.

CONTACT US

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