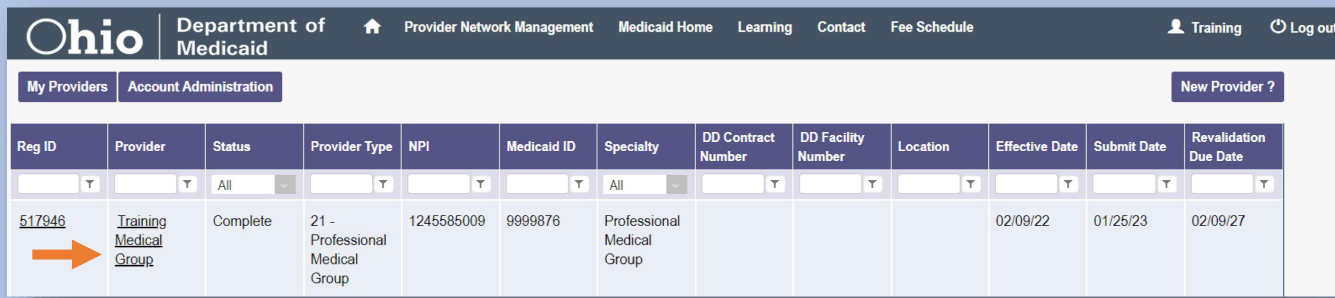
# Quick Reference Guide: Accessing the 1099 Information

## Steps:

**1**




| Reg ID | Provider | Status | Provider Type | NPI | Medicaid ID | Specialty | DD Contract Number | DD Facility Number | Location | Effective Date | Submit Date | Revalidation Due Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | All | | | | All | | | | | | |
| 517946 | Training Medical Group | Complete | 21 - Professional Medical Group | 1245585009 | 9999876 | Professional Medical Group | | | | 02/09/22 | 01/25/23 | 02/09/27 |

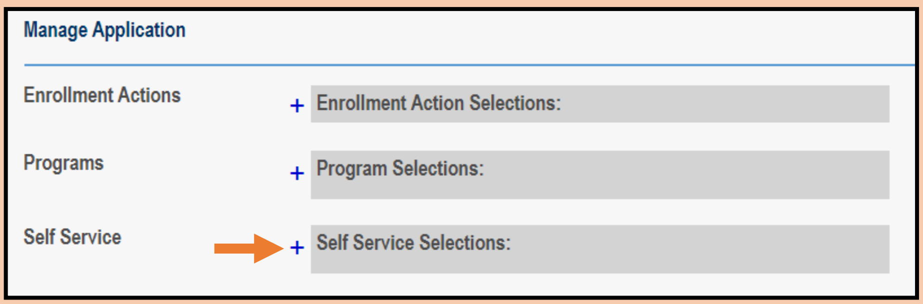
The 1099 information is accessible by the Provider Administrator or by an agent that has been assigned the '1099 information' role by that provider's admin. To access and initiate self-service functionalities, click the hyperlink listed under the Reg ID or Provider name heading.

*Note: Instructions for how to assign Agent roles will be listed on Pages 2-3 of this document.*

**2**

Self-Service functionalities include:

- Remittance Advice
- Recipient Eligibility
- Claims
- Prior Authorization
- Cost Reports and Rate Setting
- Hospice
- Provider Financials
- Payment Innovation Reports



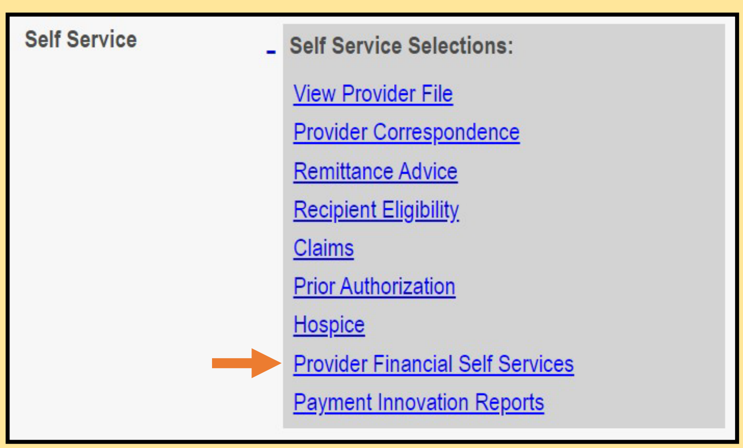

Locate the Manage Application section in the middle of the page.

Click the '+' icon to expand the Self-Service section

**3**

Clicking hyperlinks for the following options will redirect you to the MITS portal to complete the process:

- Remittance Advice
- Recipient Eligibility
- Claims
- Prior Authorization
- Hospice
- **Provider Financial Self Services *(1099 information)***



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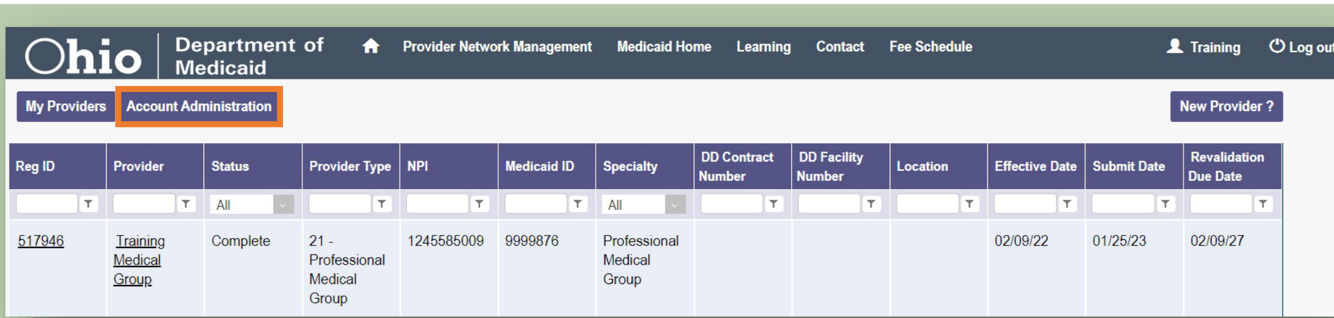
**4**



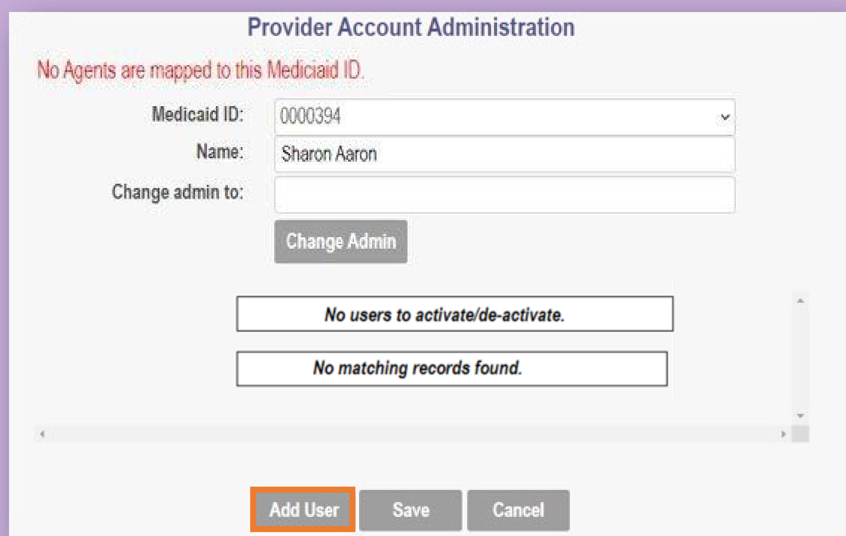

A user with an Administrator role can assign users with an Agent role abilities to complete actions for specific providers (Medicaid IDs). If you have an Administrator role, to begin this process, click the **Account Administration** button on your homepage/dashboard.

**5**

From the drop-down menu, select the Medicaid ID of the provider for which you want the Agent to complete actions.

Once a Medicaid ID is selected, the 'Name' line will populate showing you the provider you've selected.

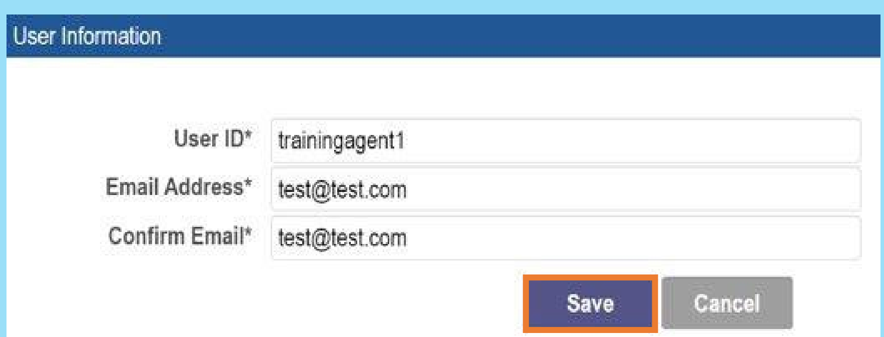
To add a new Agent for this provider, the administrator would click **Add User**.




**6**

Enter the OH|ID user ID (8-digit number beginning with a '7') and email address (address linked with OH|ID account) for the Agent you wish to assign actions to.

Click **Save** once details are entered.




Disclaimer: It is the Provider's responsibility to keep information up to date in PNM. This includes specialties, contact information, addresses, etc.

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**7**

Select the check box for each action that you want the user with the Agent role to have *(multiple boxes can be selected)*

*Note: An agent needs to have the '1099 Information' role assigned in order to be able to access that information in PNM.*

Press **Save** to confirm your changes. The Agent will now have access to view the 1099 information once they select the provider on their dashboard.