

Quick Reference Guide: Accessing the 1099 Information

Steps:

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Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
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.

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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

Manage Application

Enrollment Actions + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

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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)**

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](#)

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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.

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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**.

Provider Account Administration

No Agents are mapped to this Medicaid ID.

Medicaid ID: 0000394
Name: Sharon Aaron
Change admin to:

Change Admin

No users to activate/de-activate.

No matching records found.

Add User Save Cancel

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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.

User Information

User ID* trainingagent1
Email Address* test@test.com
Confirm Email* test@test.com

Save Cancel

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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.

Action	agent1
Deactivate User	<input type="button" value="De-activate"/>
Agent Role	
Hospital Contact	<input type="checkbox"/>
Hosp Cost Report Upload	<input type="checkbox"/>
Hospice Enroll Search	<input type="checkbox"/>
Hospice Enroll Maintenance	<input type="checkbox"/>
Prior Authorization Submit	<input checked="" type="checkbox"/>
Prior Authorization Search	<input checked="" type="checkbox"/>
Eligibility	<input checked="" type="checkbox"/>
Claim Search	<input checked="" type="checkbox"/>
Claim Submission	<input checked="" type="checkbox"/>
1099 Information	<input checked="" type="checkbox"/>
View Remittance Advices	<input type="checkbox"/>
Deemed Eligibility	<input type="checkbox"/>
Sign Approve LTC Cost Report	<input type="checkbox"/>