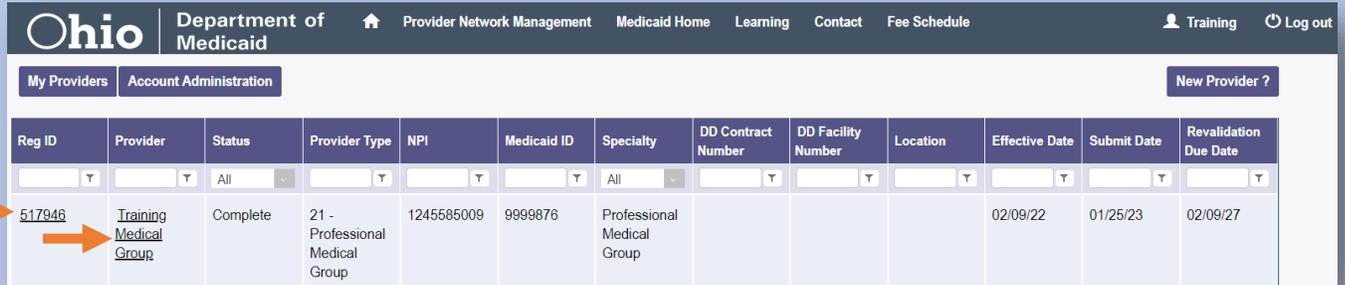# Quick Reference Guide: Accessing the 1099 Information

Steps:

1

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: Steps 4-7 list how to assign the '1099 Information' role/action to a Provider Agent.

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

Ohio Department of Medicaid — Provider Network Management, Medicaid Home, Learning, Contact, Fee Schedule, Training, Log out. My Providers, Account Administration, New Provider ?
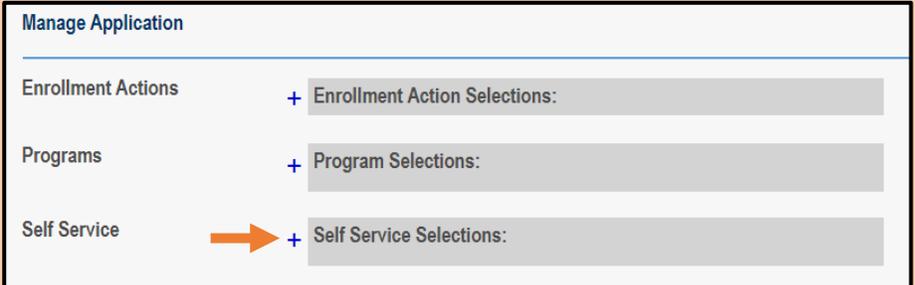
2

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

Click the '+' icon to expand the functionalities in the Self-Service section.

Self-Service functionalities include:

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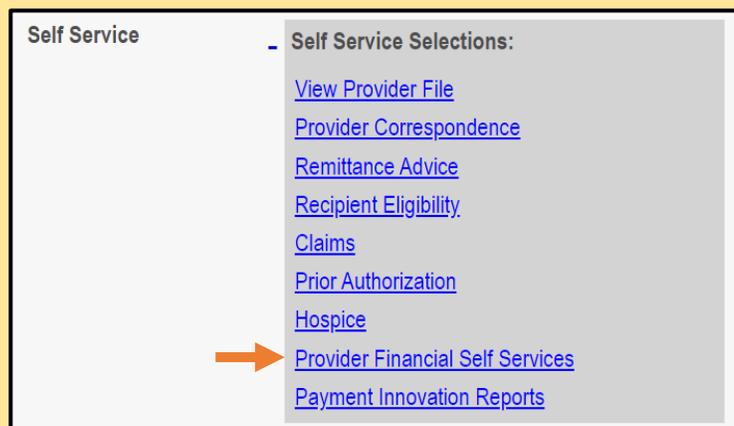- Payment Innovation Reports

Manage Application

Enrollment Actions   +   Enrollment Action Selections:

Programs   +   Program Selections:

Self Service   +   Self Service Selections:

3

Click the **Provider Financial Self Services** hyperlink under the Self-Service Selections to access 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

Steps:

4

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

Ohio | Department of Medicaid — Provider Network Management   Medicaid Home   Learning   Contact   Fee Schedule   Training   Log out

My Providers   Account Administration   New Provider ?

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'.

Provider Account Administration

No Agents are mapped to this Mediciaid 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

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.

User Information

User ID* trainingagent1

Email Address* test@test.com

Confirm Email* test@test.com

Save   Cancel

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

Steps:

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.

Action	agent1
Deactivate User	De-activate

Agent Role	agent1
Hospital Contact	☐
Hosp Cost Report Upload	☐
Hospice Enroll Search	☐
Hospice Enroll Maintenance	☐
Prior Authorization Submit	☑
Prior Authorization Search	☑
Eligibility	☑
Claim Search	☑
Claim Submission	☑
1099 Information	☑
View Remittance Advices	☐
Deemed Eligibility	☐
Sign Approve LTC Cost Report	☐

Add User Save Cancel