MHS Secure Provider Web Portal Overview

mhs™

Hoosier Healthwise | Healthy Indiana Plan | Hoosier Care Connect

ACCREDITED NCQA HEALTH PLAN

Agenda

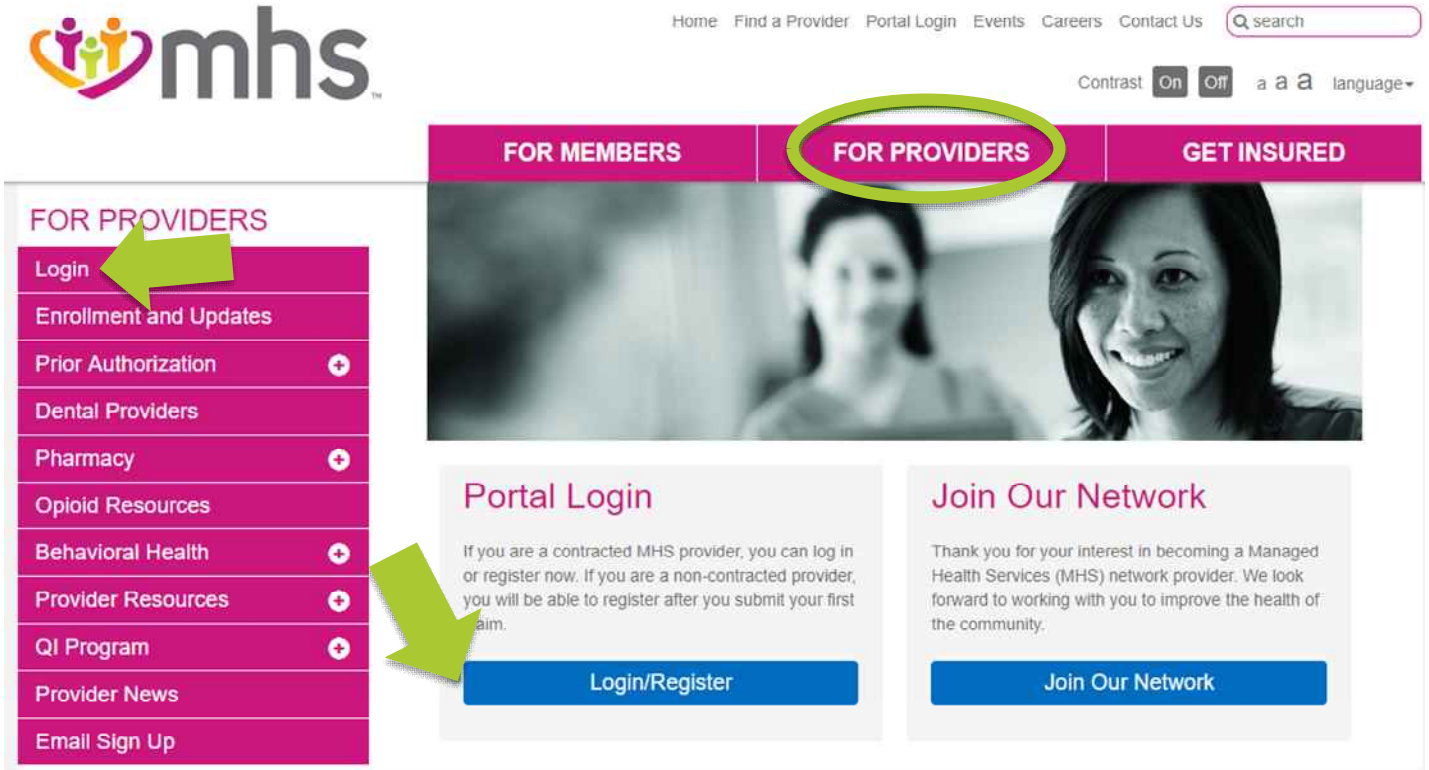
Saving time by utilizing the tools on the MHS Secure Web Portal

- **Account Creation/Login and Training Materials**
  - Dashboard
  - MHS Member Management Forms
  - Account Details
  - Account Manager
- **Quality Reports**
  - Patient Analytics
  - Provider Analytics
- **Member Eligibility and Overview**
  - Member panel for PMPs
  - Member Record
- **Authorizations**
  - Check Status
  - Submit DME Request
- **Claims**
  - Submit, Correct and Review Claims
  - Payment History
- **Secure Messaging**
- **Portal Enhancements**

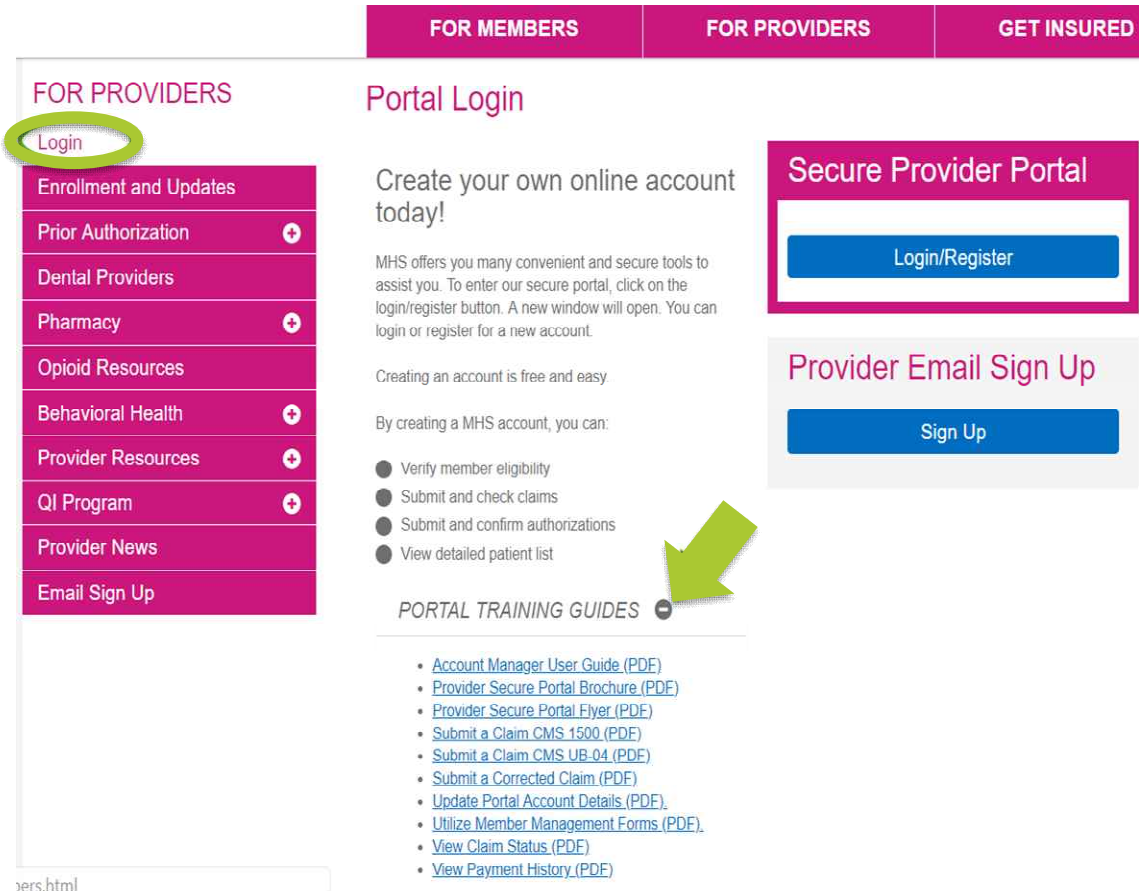
Account Creation, Login and Training Materials

Provider Portal Login

- Go to mhsindiana.com and click on **For Providers**.
- Then click **Login/Register** for the **MHS Provider Portal.**
- Click **Login** tab to view Vision/Dental Portal Login and Training Materials.



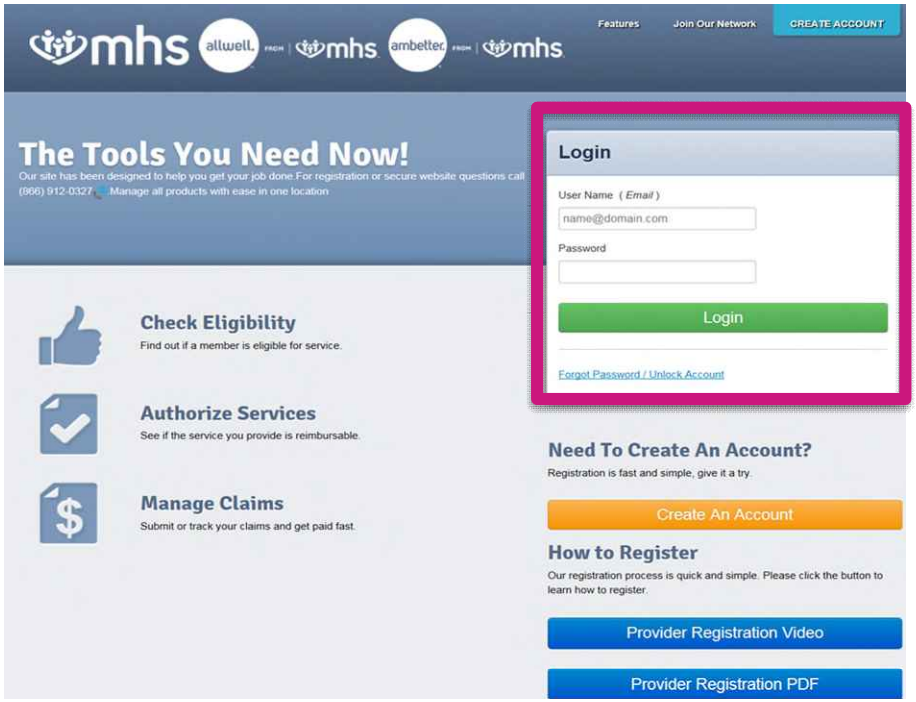
Web Portal Training Documents

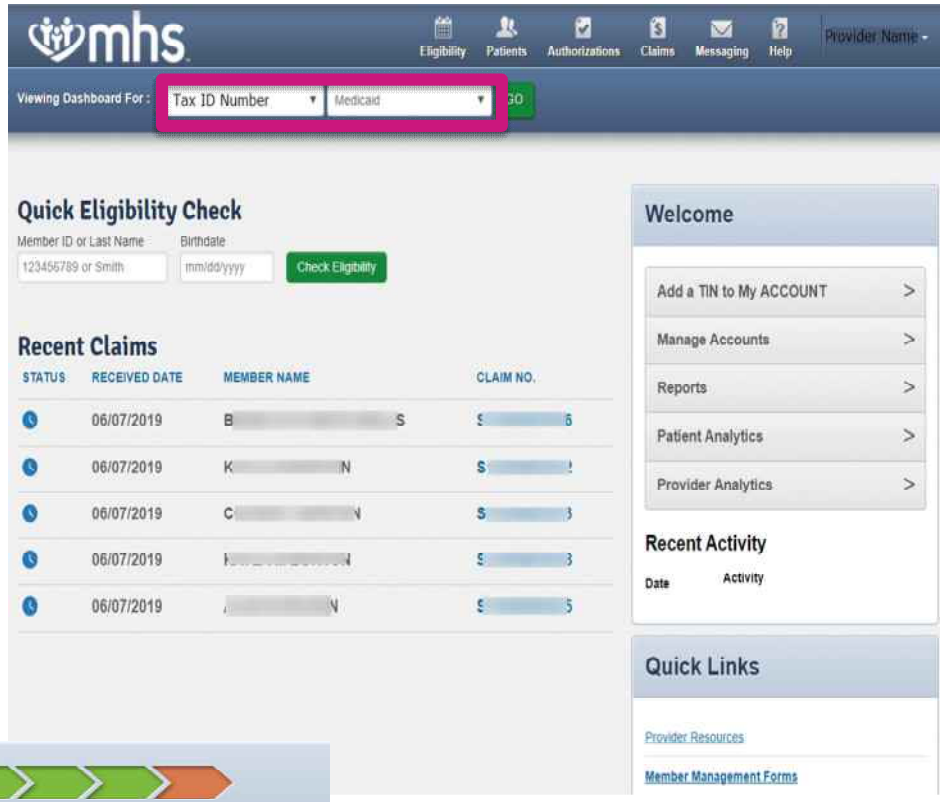


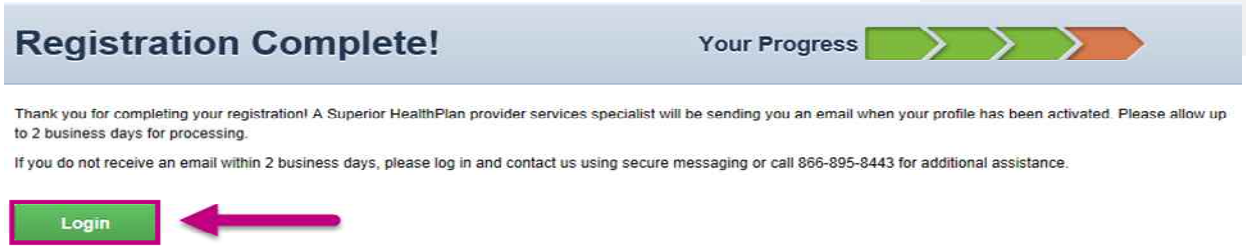
- **Login** tab contains **Portal Training Guides, Login/Register** and **Sign Up** for emails.

- **Training Documents Include:**
  - Account Manager Guide
  - MHS Portal Brochure
  - How To Guides:
    - Submit Claims
    - Correct Claims
    - View Payment History
    - Use Member Management Forms

Complete Portal Registration or Login

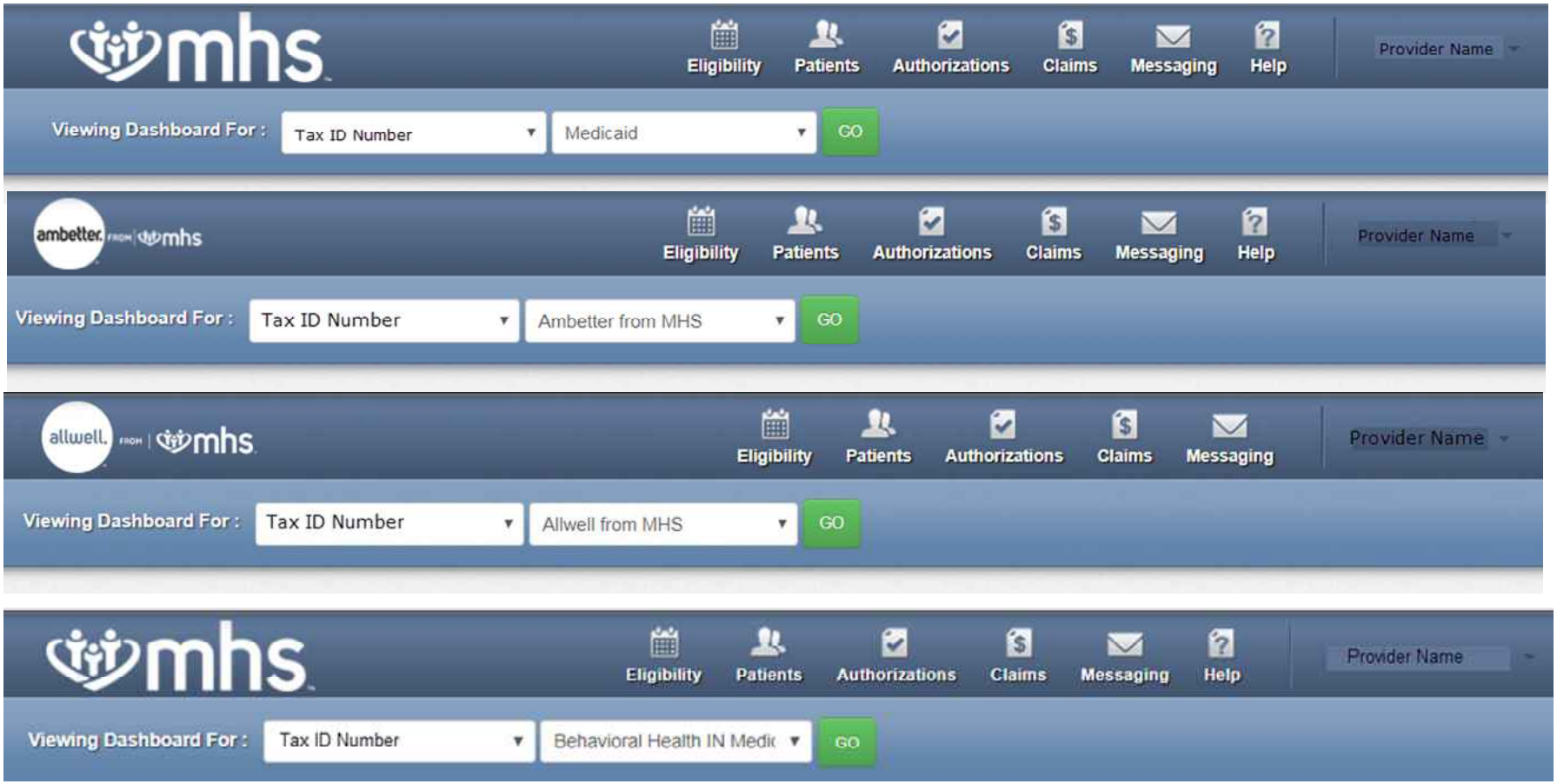






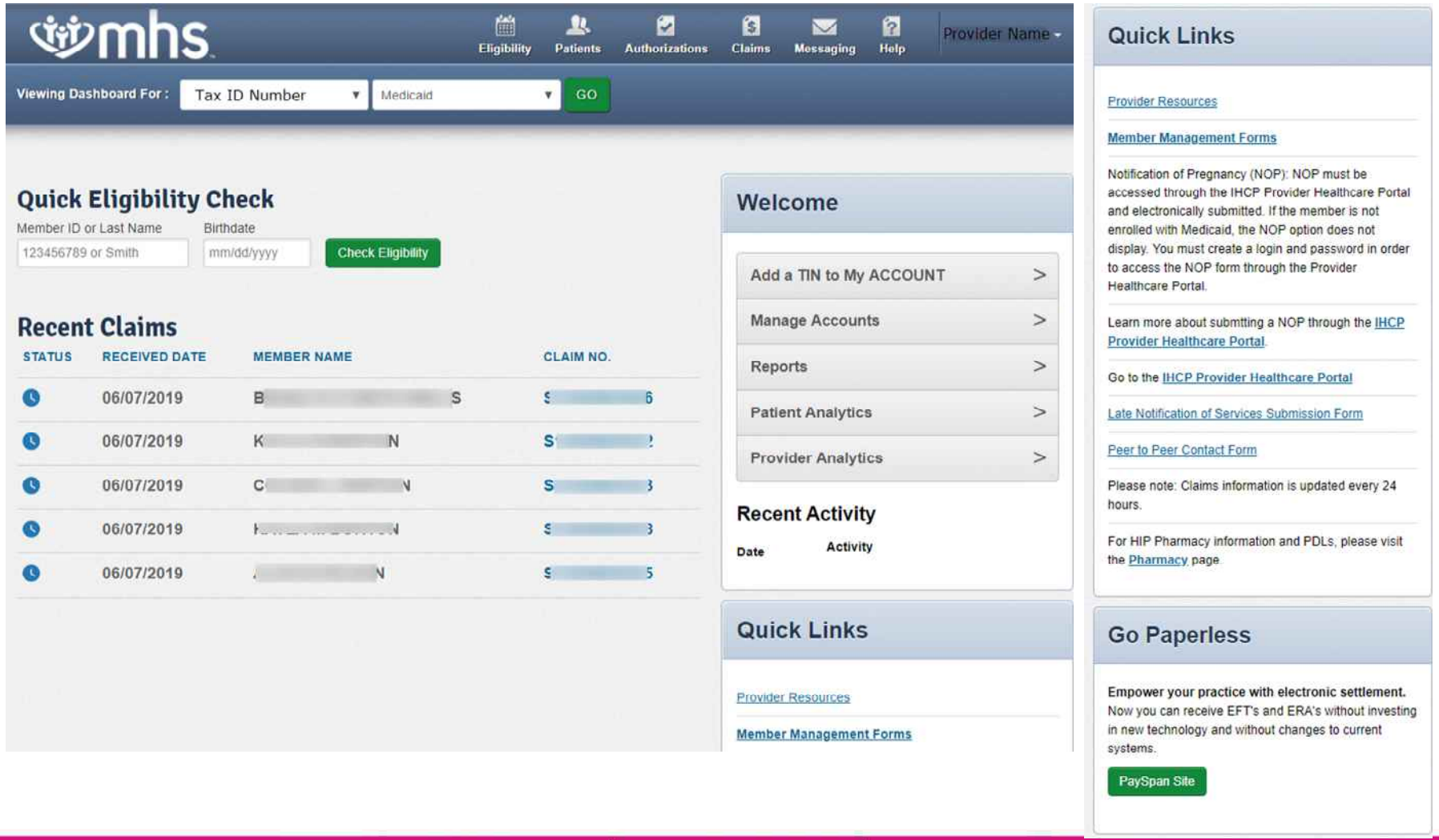
Dashboard Change

- User has the ability to change between **Tax ID Numbers** added along with choices for: **Medicaid**, **Ambetter from MHS, Allwell from MHS** and **Behavioral Health IN Medicaid.**



Homepage – MHS (Medicaid)

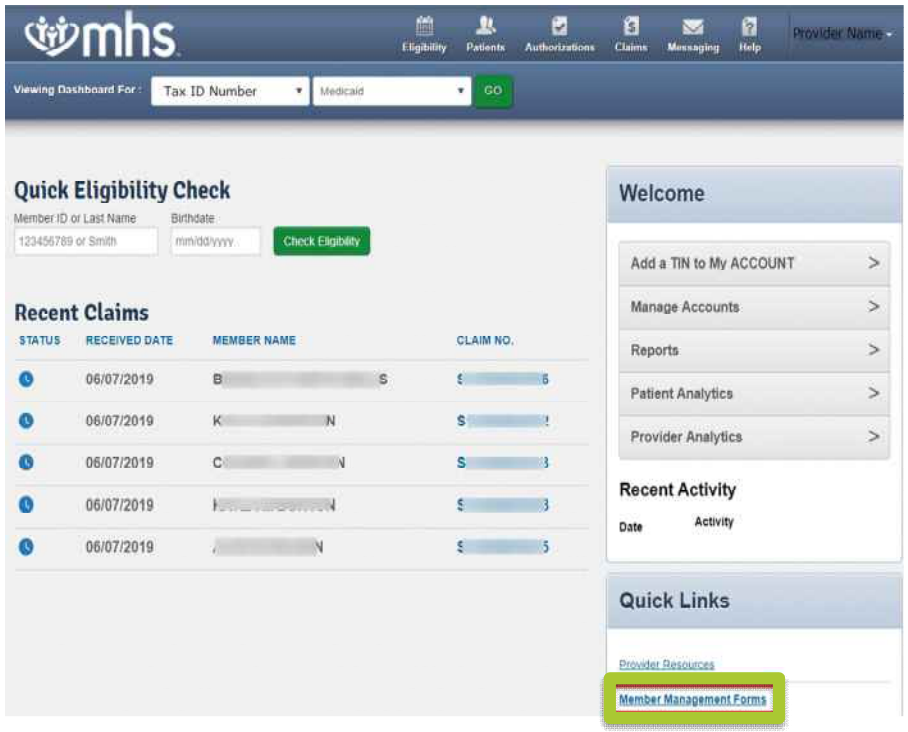
- Quick Eligibility Check, Recent Claims, Reports, and Quick Links.

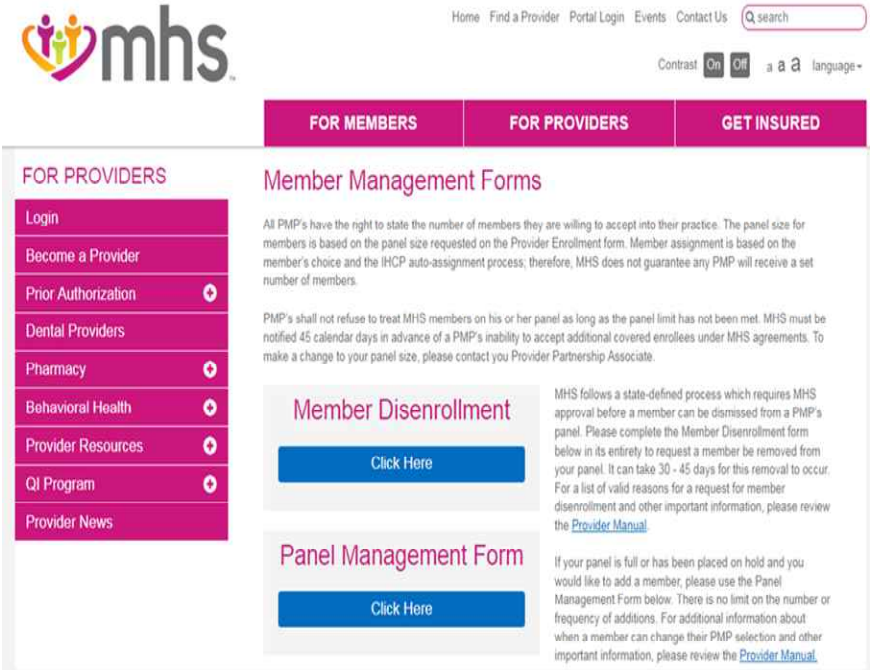


MHS Member Management Forms

- Click on **Member Management Forms** under **Quick Links.**

- **Choose between**:
  - Member Disenrollment Form
  - Panel Management Form



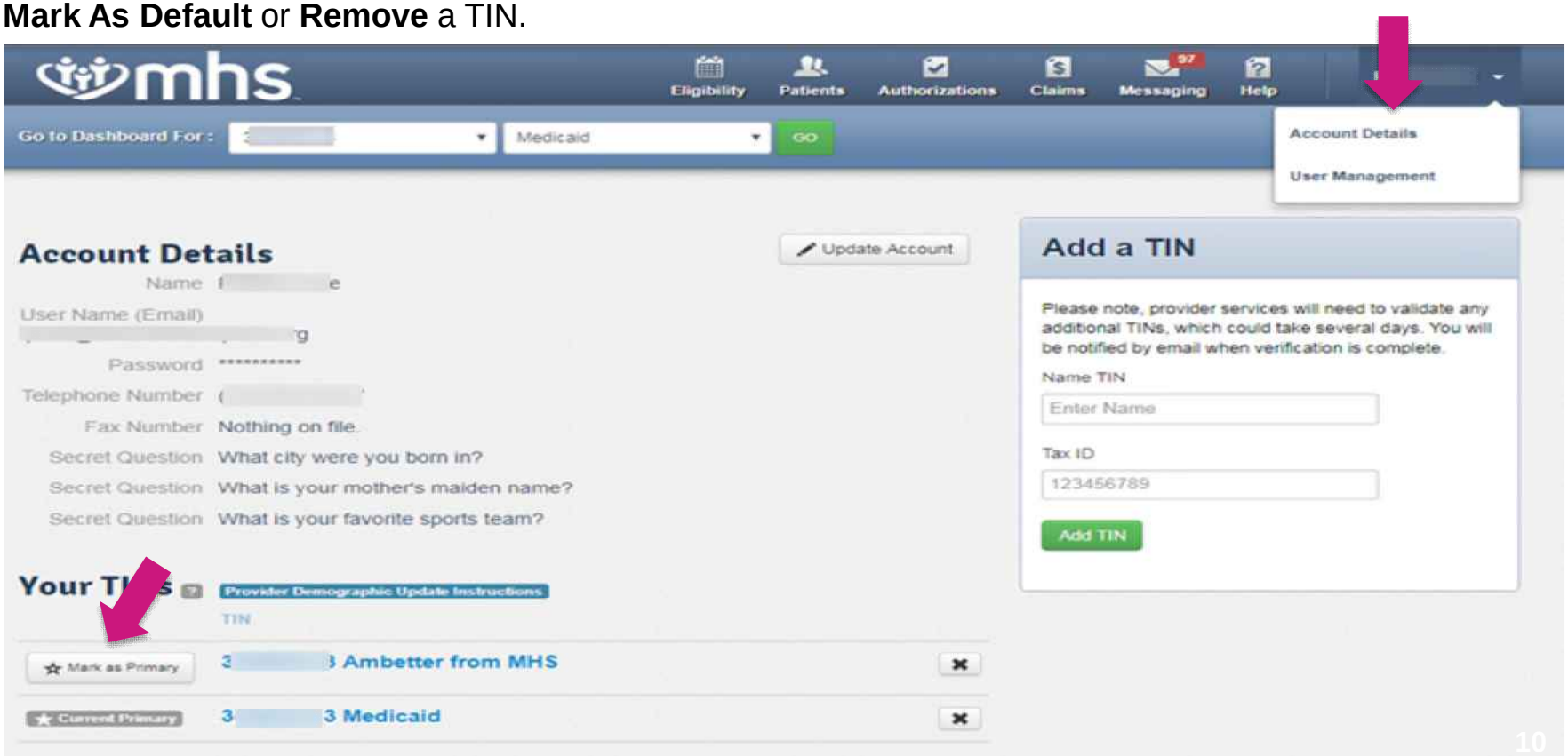


Account Details

To view **Account Details:**

1. Select the **drop-down arrow** next to User Name at the upper right corner on the dashboard
2. Click **Account Details.**

Note: Under Your TINs you see the Current **Primary** Default TIN for the account, and can select another TIN to **Mark As Default** or **Remove** a TIN.



Account Manager User Guide

User Management

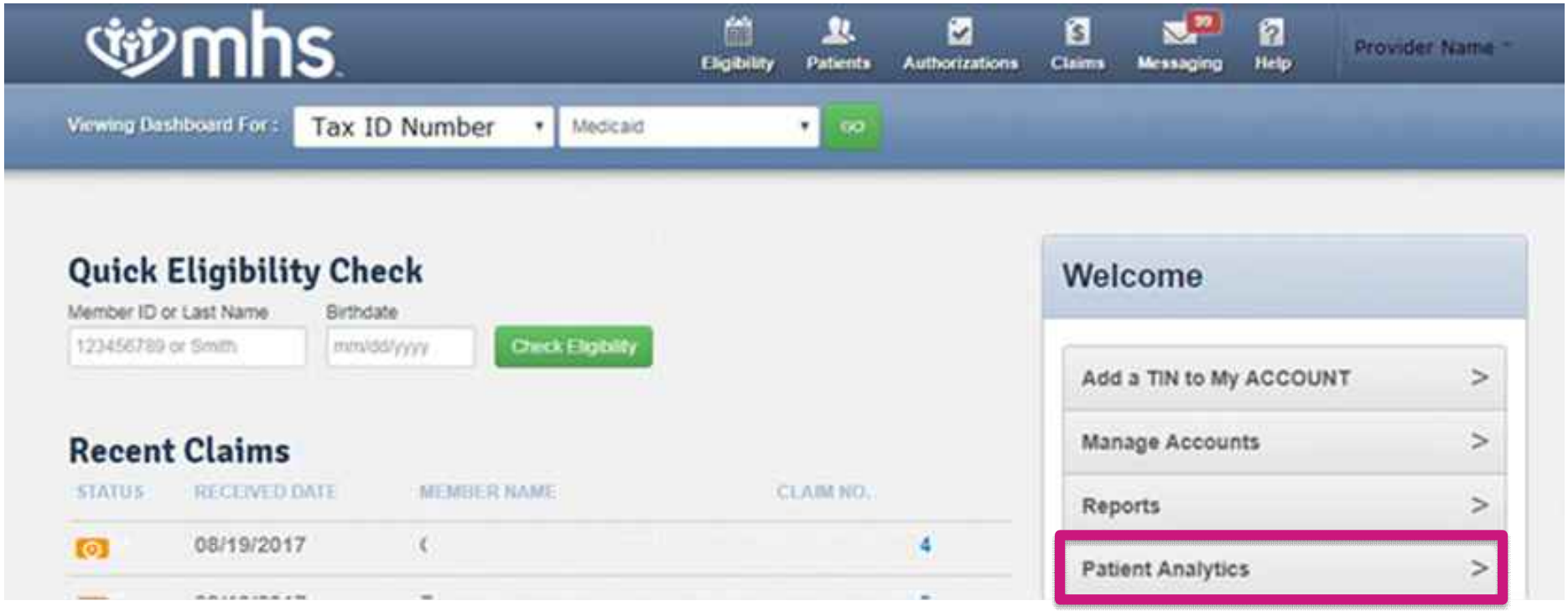
For **Account Managers** to manage their office staff/users associated with their practice: you can disable/enable users, and manage permissions for your account.

1. Select the drop-down arrow next to your name in the upper right corner.
2. Select **User Management**.
3. Click **Update User** next to the user name.

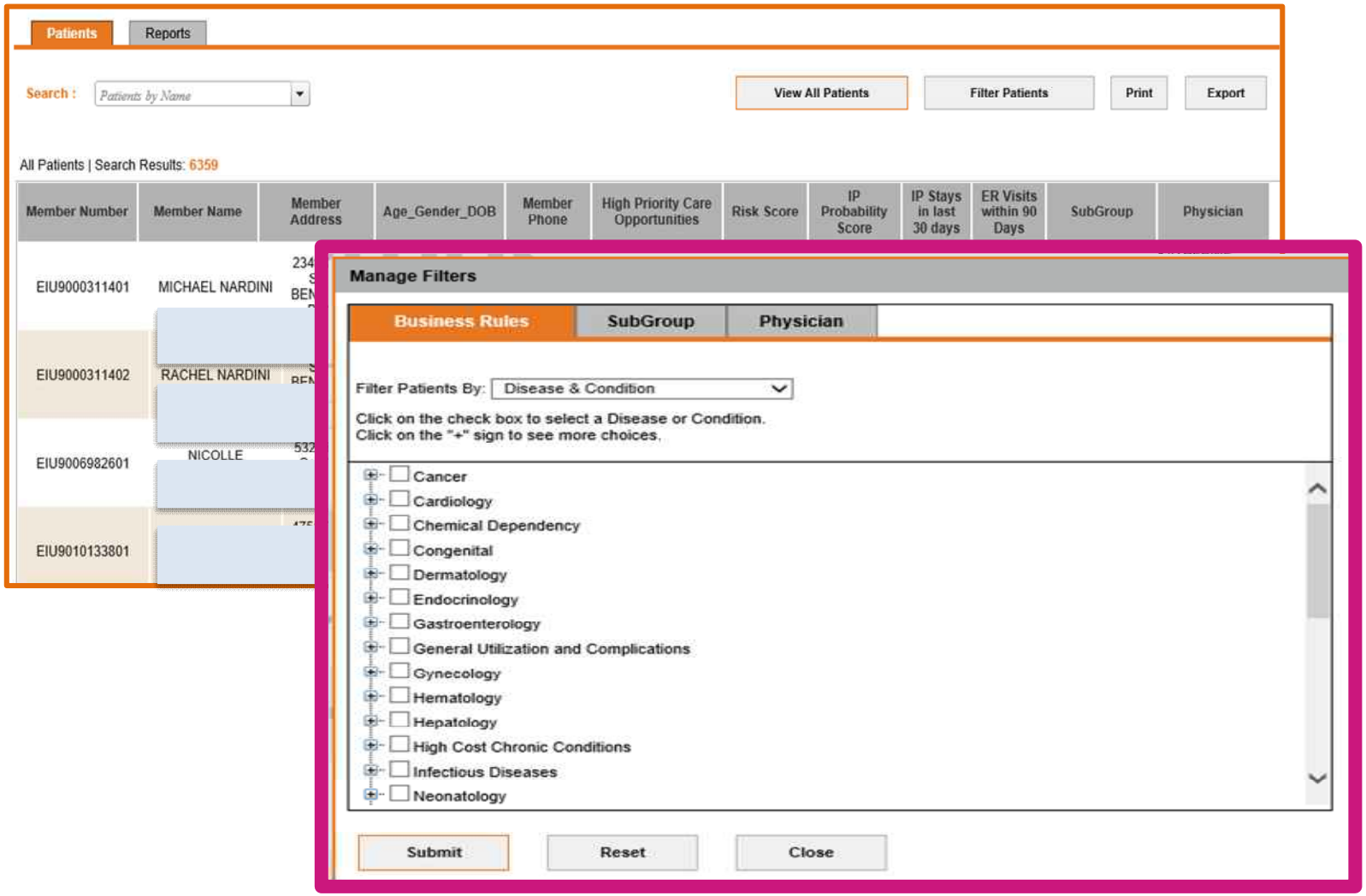
Quality Reports

Patient Analytics

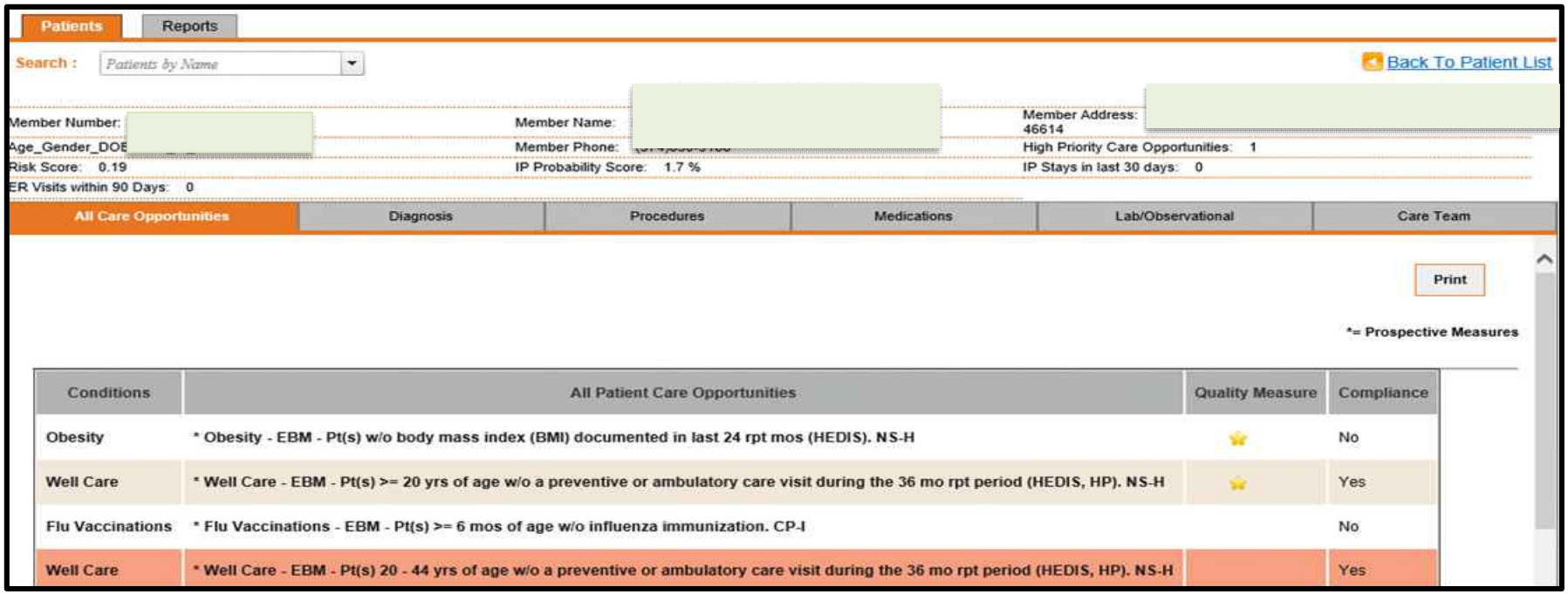
Click on **Patient Analytics** to view reports.



Patient Analytics

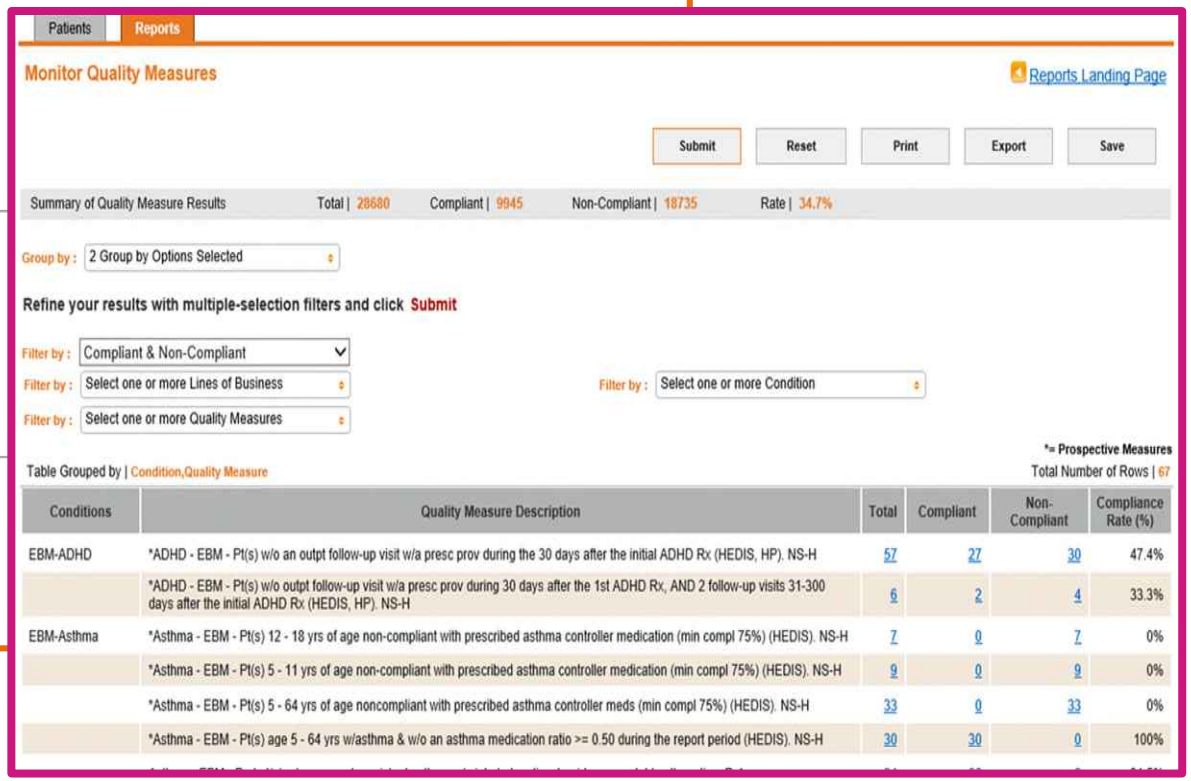


Patient Analytics



Patient Analytics

Quality Measure Report– Users are able to view reports by selected grouping and filtering options.



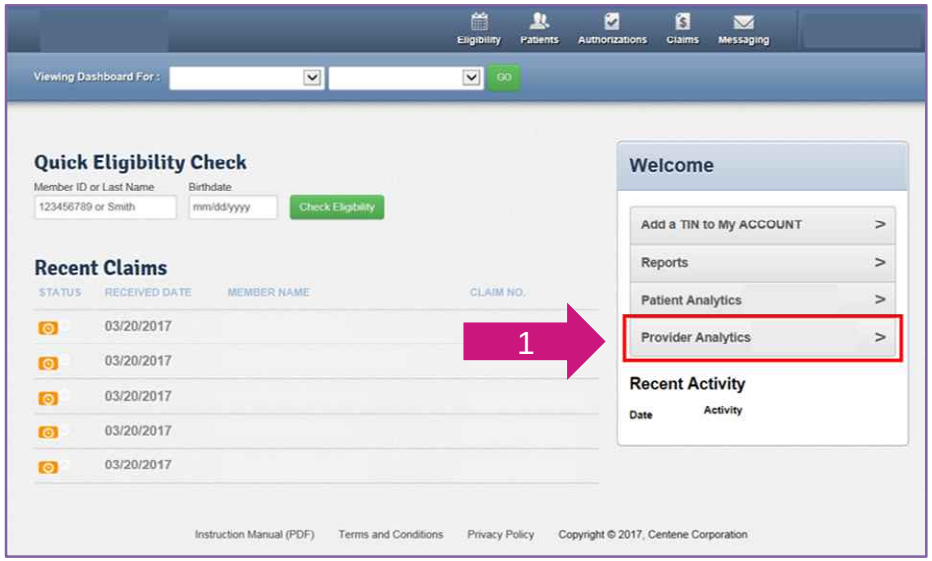
Conditions	Quality Measure Description	Total	Compliant	Non-Compliant	Compliance Rate (%)
EBM-ADHD	*ADHD - EBM - Pt(s) w/o an outpt follow-up visit w/a presc prov during the 30 days after the initial ADHD Rx (HEDIS, HP). NS-H	57	27	30	47.4%
	*ADHD - EBM - Pt(s) w/o outpt follow-up visit w/a presc prov during 30 days after the 1st ADHD Rx, AND 2 follow-up visits 31-300 days after the initial ADHD Rx (HEDIS, HP). NS-H	6	2	4	33.3%
EBM-Asthma	*Asthma - EBM - Pt(s) 12 - 18 yrs of age non-compliant with prescribed asthma controller medication (min compl 75%) (HEDIS). NS-H	7	0	7	0%
	*Asthma - EBM - Pt(s) 5 - 11 yrs of age non-compliant with prescribed asthma controller medication (min compl 75%) (HEDIS). NS-H	9	0	9	0%
	*Asthma - EBM - Pt(s) 5 - 64 yrs of age noncompliant with prescribed asthma controller meds (min compl 75%) (HEDIS). NS-H	33	0	33	0%
	*Asthma - EBM - Pt(s) age 5 - 64 yrs w/asthma & w/o an asthma medication ratio >= 0.50 during the report period (HEDIS). NS-H	30	30	0	100%

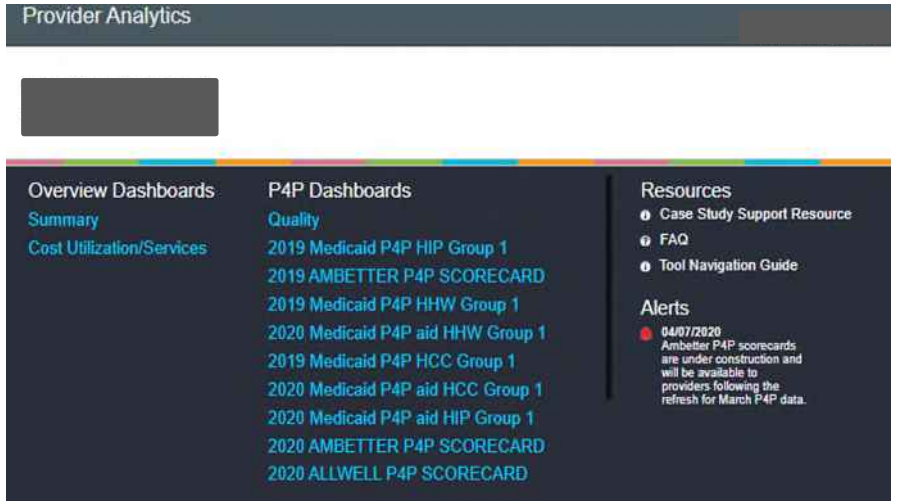
Provider Analytics

Provider Analytics

To navigate Provider Analytics:

1. From the Provider Portal, click on the ***Provider Analytics*** link to be directed to the landing page.
2. Here, you will see the Provider Analytics Landing Page divided into 3 columns:
   a. Overview Dashboards
   b. P4P Dashboards
   c. Resources
3. Click on the “Summary” link





Provider Analytics Summary Page

- Here you will be able to view four dashboards:
  a. Cost/Utilization
  b. Engagement Analysis
  c. Quality
  d. Readmission by Disease State

Summary Page Overview

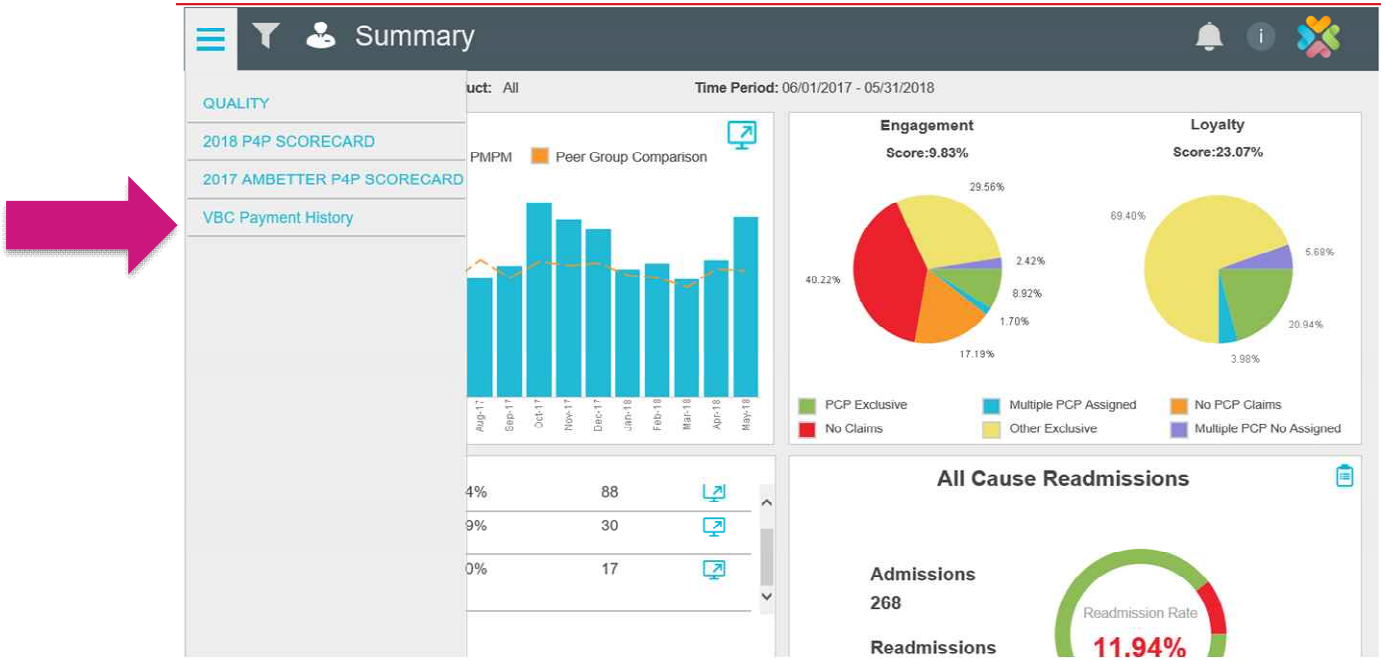
Summary Banner

The dark grey banner contains five icons that will help you navigate the information on the page. You can hover over each icon to view a definition of each icon's purpose.

1. Navigation Bar (three horizontal lines)
2. Funnel – Used to filter data
3. Person – Provider information
4. Bell – Alerts
5. An "i" with a circle – Information
    a. Tool Navigation Guide
    b. Case Study Support Resource
    c. FAQ

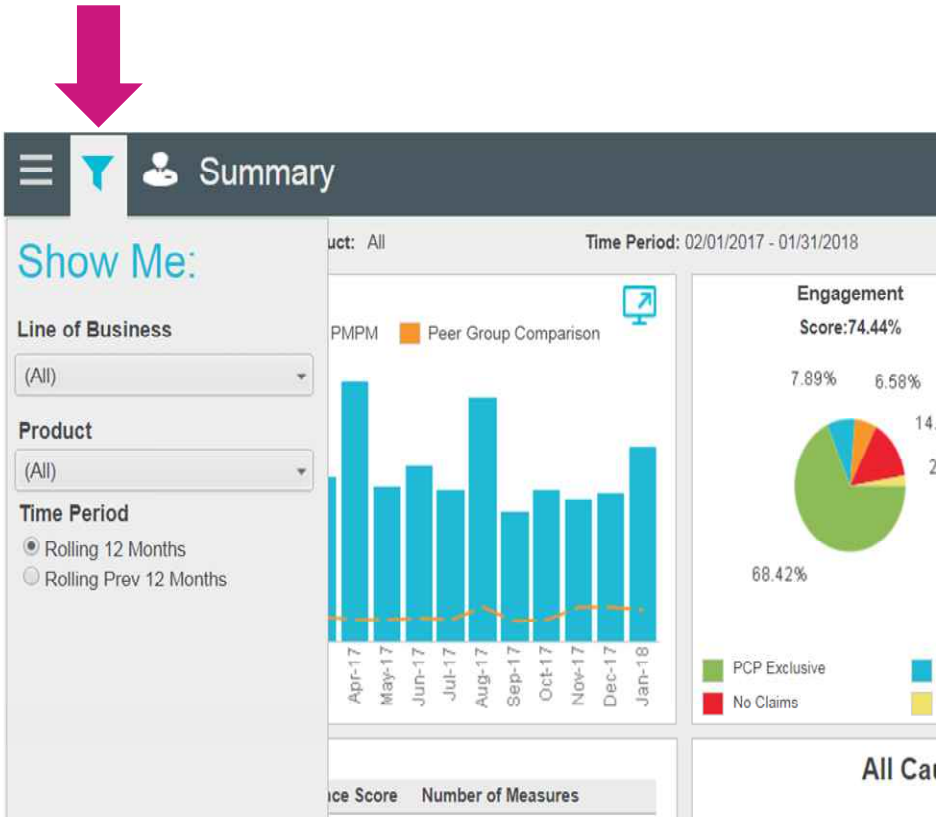
Summary Page Overview

- **Payment History**
  - Added to the drop down bar.
  - PDF Report only.
  - Ensures all providers have access to prior VBC scorecards.
  - Providers in current P4P program have access to PDF copies.
  - Providers no longer participating still have access to prior months.



Summary Page Overview

- **Funnel Icon:** Use this to select an option to view data specific to selected criteria
  - **Line of Business**
    - Commercial
    - Medicaid
    - Medicare
  - **Product**
    - Medicaid
    - Marketplace
    - Medicare
  - **Time Period**
    - Rolling 12 months from current date
    - Previous rolling 12 months
    - Note: There is a 3-month data lag

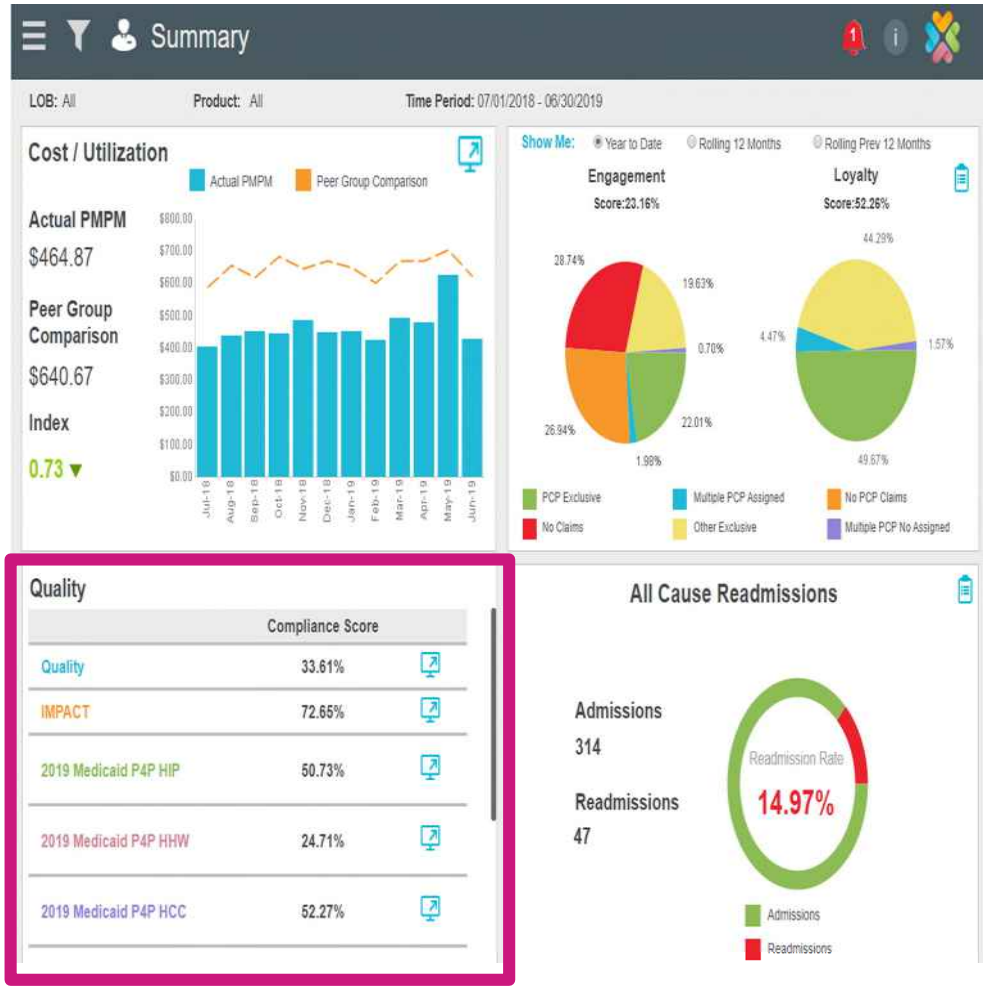


Dashboard View

- **Cost/Utilization:** This dashboard will show your actual PMPM compared to expected PMPM on a monthly basis.
- **Quality:** The Quality dashboard in the lower left quadrant shows HEDIS and VBC performance.
- **Engagement/Loyalty Analysis:** This dashboard will show a view of your members' utilization of PCP and healthcare services.
- **All Cause Readmission:** This dashboard will show total inpatient visits and total readmits by disease state. It will show the number of total readmits and those without PCP follow-up and follow-up rate.
- *You may access more specific data down to the member level by clicking on the blue computer monitor or clipboard icons seen in each quadrant.*

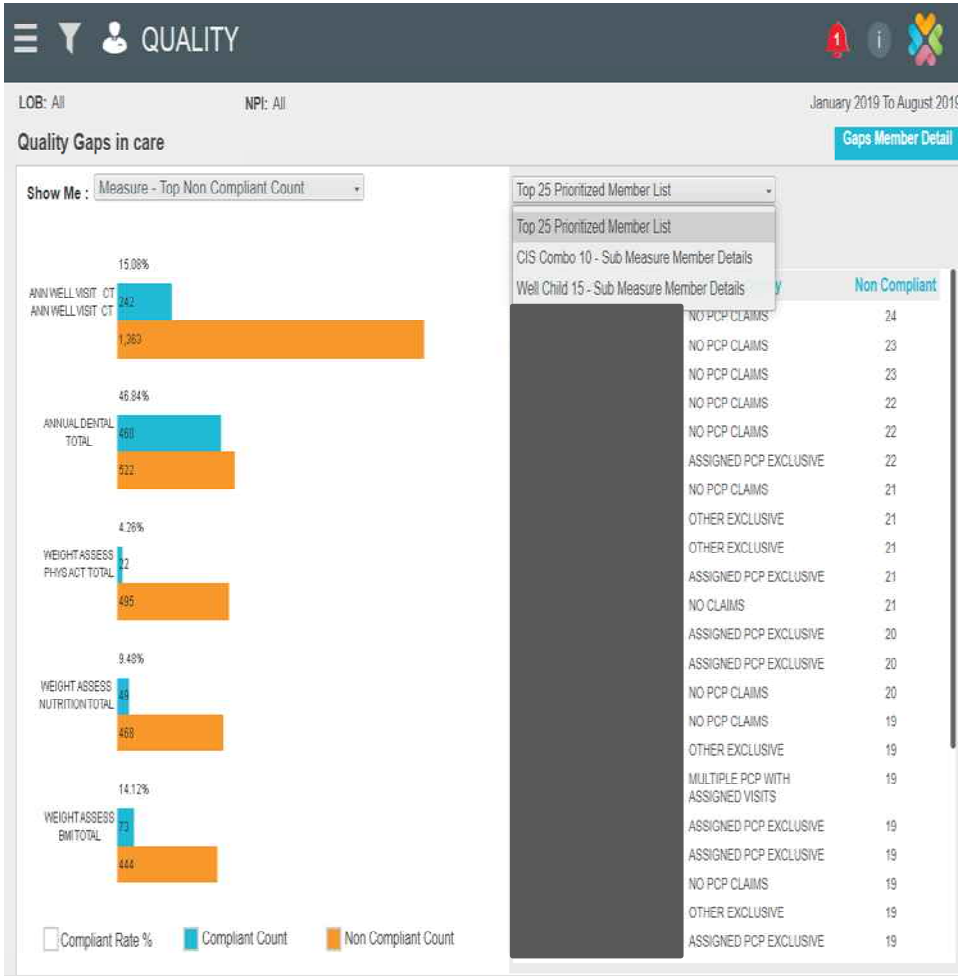
Quality HEDIS View

- Shows trends in closing HEDIS care gaps and earnings from any P4P programs.
- Click the word “Quality”, which is a link, or the blue monitor icon next to Quality to view performance in 100+ care gaps and export member-level reports.
- Click any of the Medicaid P4P programs, also links, or the blue monitor icon beside these links, to see earnings from the P4P program, amount outstanding and amount left to earn per measure.



Quality HEDIS View: Gaps in Care

- Left defaults to top five measures by non-compliant count.
- Drop-down arrow changes view to see:
  - **Measures** – Non-compliant count, compliant count, compliant rate % or all.
  - **NPI** – Non-compliant count, compliant count, compliant rate % or all.
- Right side displays top 25 members with the most open care gaps.
- New drop down options for Combo 10 and W15 Member details.



Quality Quadrant: Scorecards

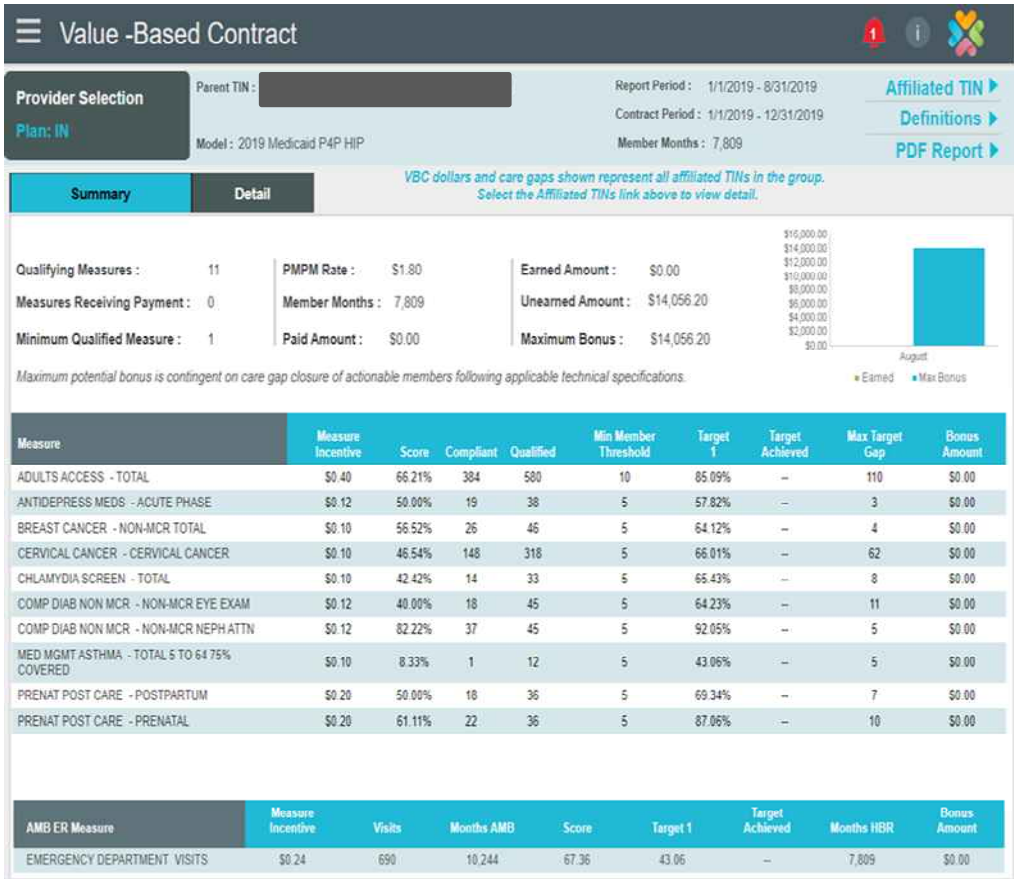
- For providers in P4P arrangement.
- Scorecard shows measure incentive, amount earned, and unachieved dollars.
- In right hand corner:
  1. All TINs associated with P4P program.
  2. List of definitions and meanings.
  3. Scorecard summarizing provider's performance in Quality and VBC.

Measure	Measure Incentive	Score	Compliant	Qualified	Min Member Threshold	Target 1	Target Achieved	Max Target Gap	Bonus Amount
ADULTS ACCESS - TOTAL	$0.40	66.21%	384	580	10	85.09%	--	110	$0.00
ANTIDEPRESS MEDS - ACUTE PHASE	$0.12	50.00%	19	38	5	57.82%	--	3	$0.00
BREAST CANCER - NON-MCR TOTAL	$0.10	56.52%	26	46	5	64.12%	--	4	$0.00
CERVICAL CANCER - CERVICAL CANCER	$0.10	46.54%	148	318	5	66.01%	--	62	$0.00
CHLAMYDIA SCREEN - TOTAL	$0.10	42.42%	14	33	5	65.43%	--	8	$0.00
COMP DIAB NON MCR - NON-MCR EYE EXAM	$0.12	40.00%	18	45	5	64.23%	--	11	$0.00
COMP DIAB NON MCR - NON-MCR NEPH ATTN	$0.12	82.22%	37	45	5	92.05%	--	5	$0.00
MED MGMT ASTHMA - TOTAL 5 TO 64 75% COVERED	$0.10	8.33%	1	12	5	43.06%	--	5	$0.00
PRENAT POST CARE - POSTPARTUM	$0.20	50.00%	18	36	5	69.34%	--	7	$0.00
PRENAT POST CARE - PRENATAL	$0.20	61.11%	22	36	5	87.06%	--	10	$0.00

AMB ER Measure	Measure Incentive	Visits	Months AMB	Score	Target 1	Target Achieved	Months HBR	Bonus Amount
EMERGENCY DEPARTMENT VISITS	$0.24	690	10,244	67.36	43.06	--	7,809	$0.00

Quality Quadrant: Scorecards

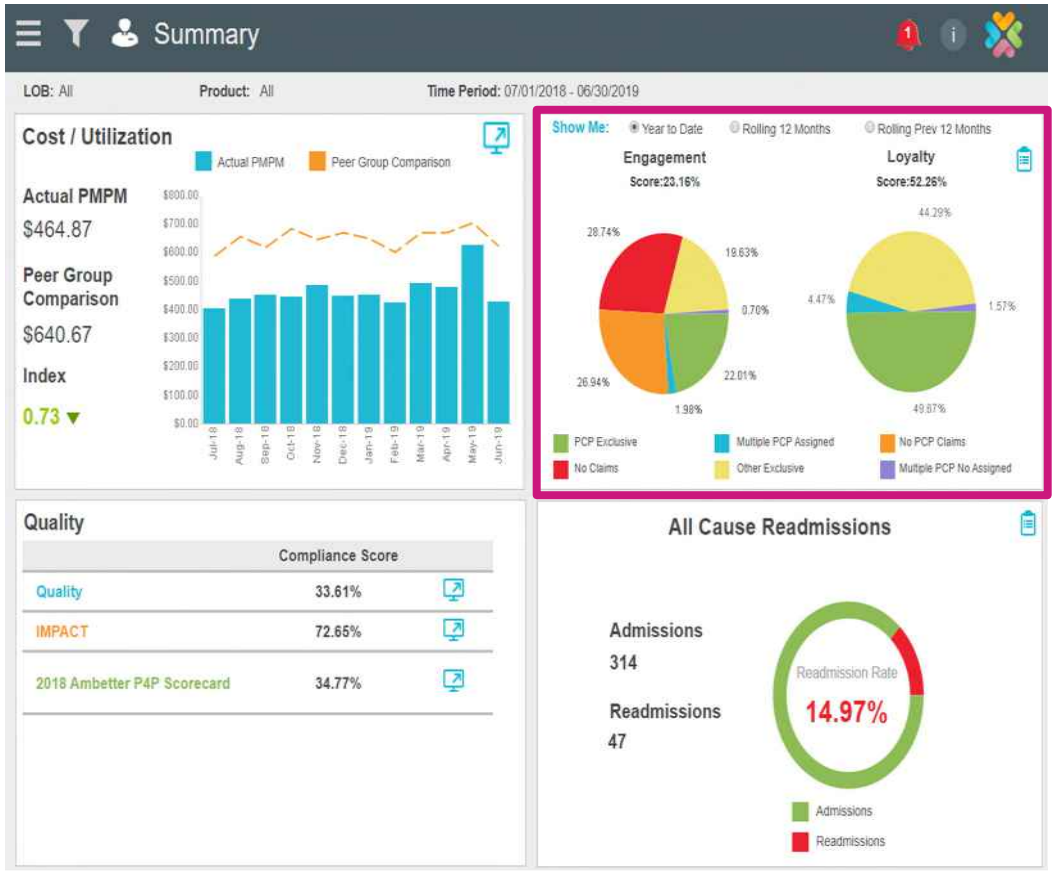
- You can also view:
  - Compliant Score
  - Compliant and Qualified number per Sub Measure
  - Target levels for compliant percentage needed to earn a payout
  - Target level achieved.
  - Number of gaps needed to close to reach Maximum Target Level
  - Bonus Amount earned



Engagement & Loyalty Analysis

Classifies member interactions with PCP services into two main categories:

- **Provider Engagement:**
  Measures provider's efficiency with engaging assigned members to be seen for a primary care visit annually; ***includes all assigned members.***
- **Provider Loyalty:**
  Measures the provider's ongoing effort to maintain exclusivity as the PCP for assigned panel once members have PCP activity; ***excludes assigned members without any PCP visits.***



**In order to improve quality and cost, it's important to engage members who are not actively being managed; therefore, provider engagement provides the most inclusive view of member activity.*

Engagement & Loyalty Analysis

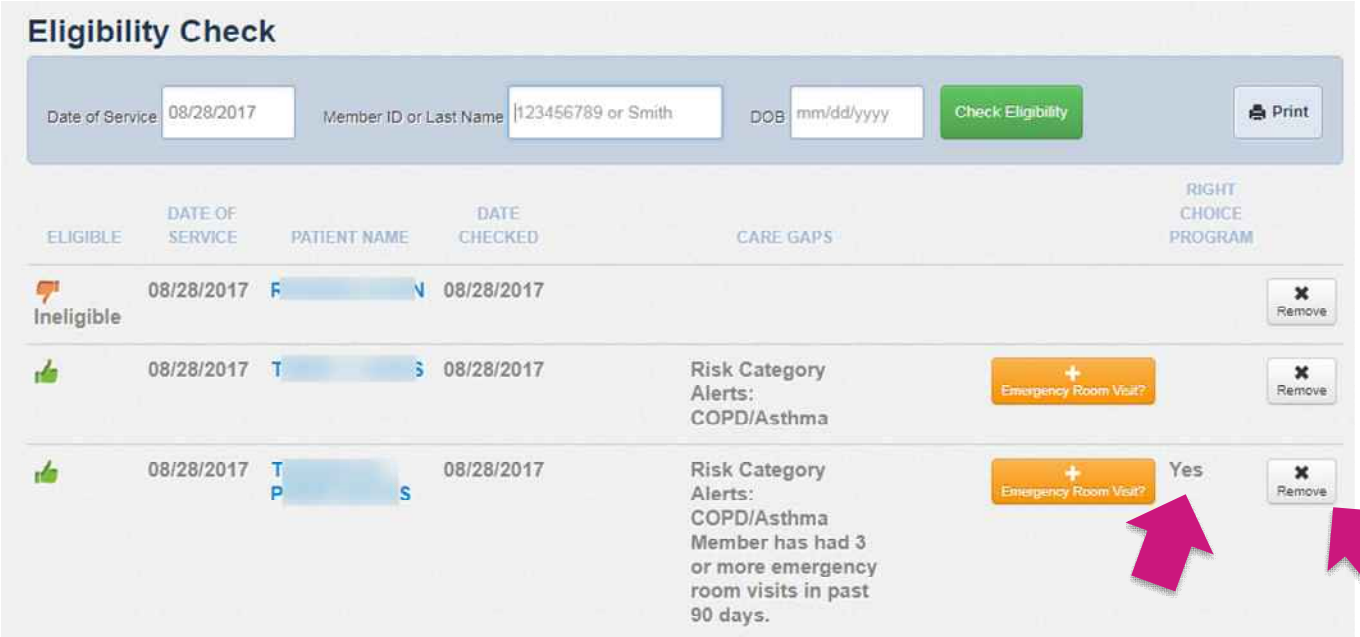
- Provider Engagement is broken into six sub-categories to help identify patient activity and prioritize for outreach.

Patient Segment	Segment Traits	Engagement Strategy
PCP Exclusive	These patients have been assigned to you but have only been see by other PCP groups.	Identify which of these members have care gaps and close at their next appointment.
Multiple PCP Assigned	These patients are assigned to you, but have been seen by your practice ***AND*** other PCP groups.	Initiate a patient outreach plan, set an appointment if appropriate, close care gaps, discuss benefits of PCP loyalty.
No PCP Claims	These are patients who seek all of their care from specialists, ER, and Urgent Care.	Outreach and set an appointment for a PCP visit, identify health risks and set follow-up appointments, discuss benefits of loyalty.
Other Exclusive	These patients are assigned to you, but have been seeing another PCP group exclusively.	Outreach to members to discuss updating their assigned PCP to the doctor they have been seeing for care.
No Claims	These patients are assigned to you but have no claim data to indicate they have received any medical care from a PCP, emergency department or urgent care center.	Outreach and set an appointment for PCP visit. Identify health risks and set follow-up appointments, discuss benefits of loyalty.
Multiple PCP No Assigned	These patients are assigned to you, but have only been seen other PCP groups.	Outreach to members to discuss benefits of loyalty and promote hours and availability, identify members with care gaps and set appointment for PCP visit.

Member Eligibility and Overview

Check Member Eligibility

- The **Eligibility** tab offers an **Eligibility Check** tool designed to quickly check the status of any member.
  - Update the **Date of Service,** if necessary.
  - Enter the **Member ID** or **Last Name** and **DOB (Date of Birth).**
  - Click **Check Eligibility.**



- Eligibility status is indicated by a Green Thumbs-Up for **Eligible** and an Orange Thumbs-Down for **Ineligible**.

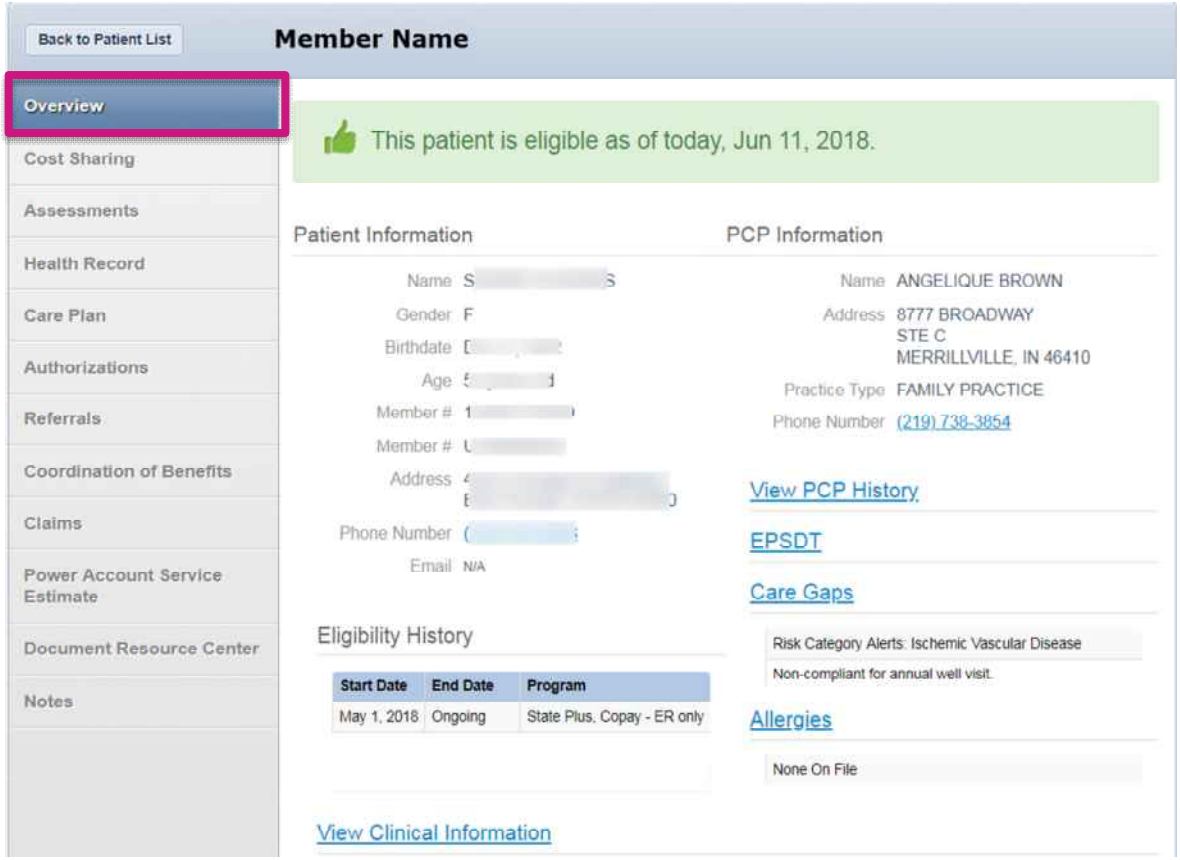
Details for any member can be viewed by clicking on the **Member's Name**.

Care Gaps can also be seen within the search results.

By clicking **Emergency Room Visit?**, an ER visit will be indicated.

Right Choice Program indicator labeled **Yes.**

MHS Member Overview

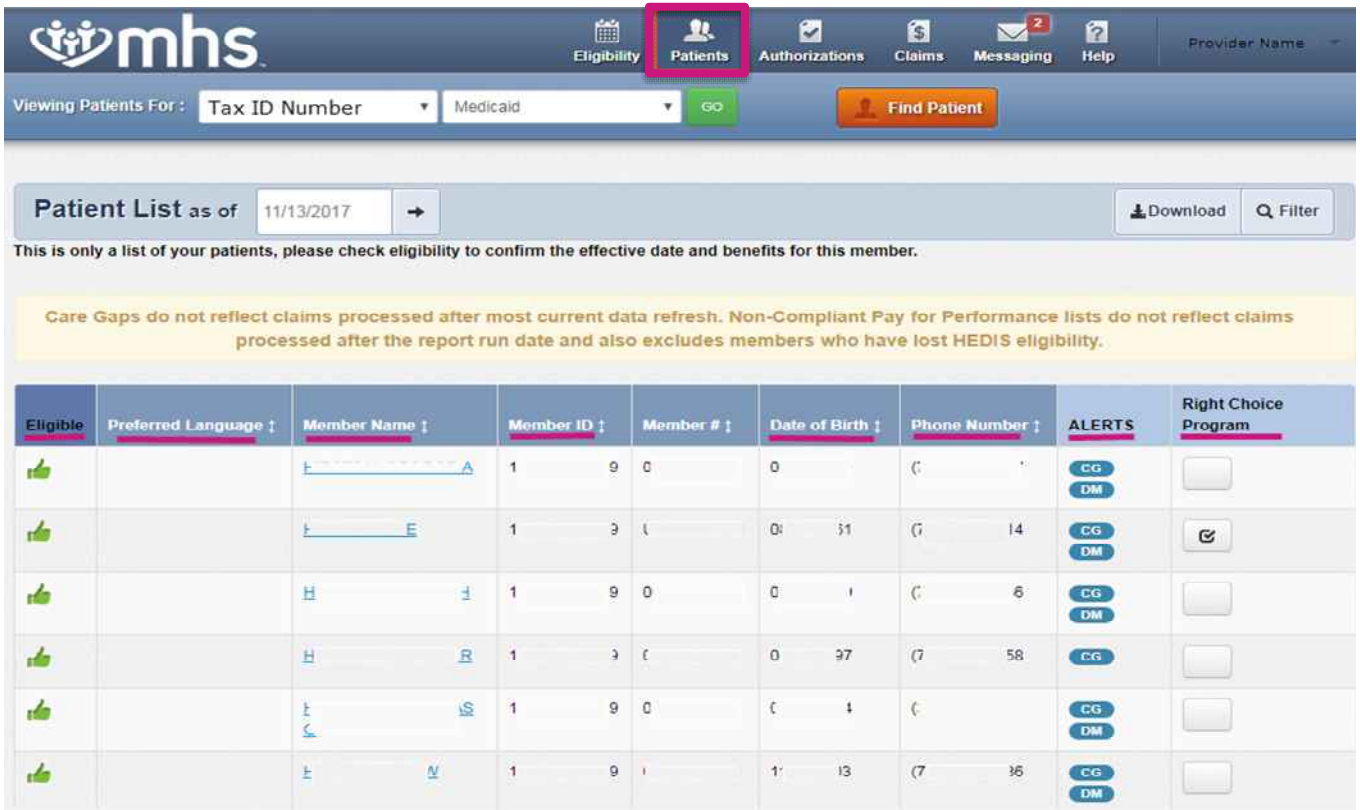


Overview Tab

1. Patient Information
2. Eligibility History
3. PCP Information and PCP History
4. Early and Periodic Screening, Diagnostic and Treatment (**EPSDT**)
5. Care Gaps
6. Allergies

View Patient List

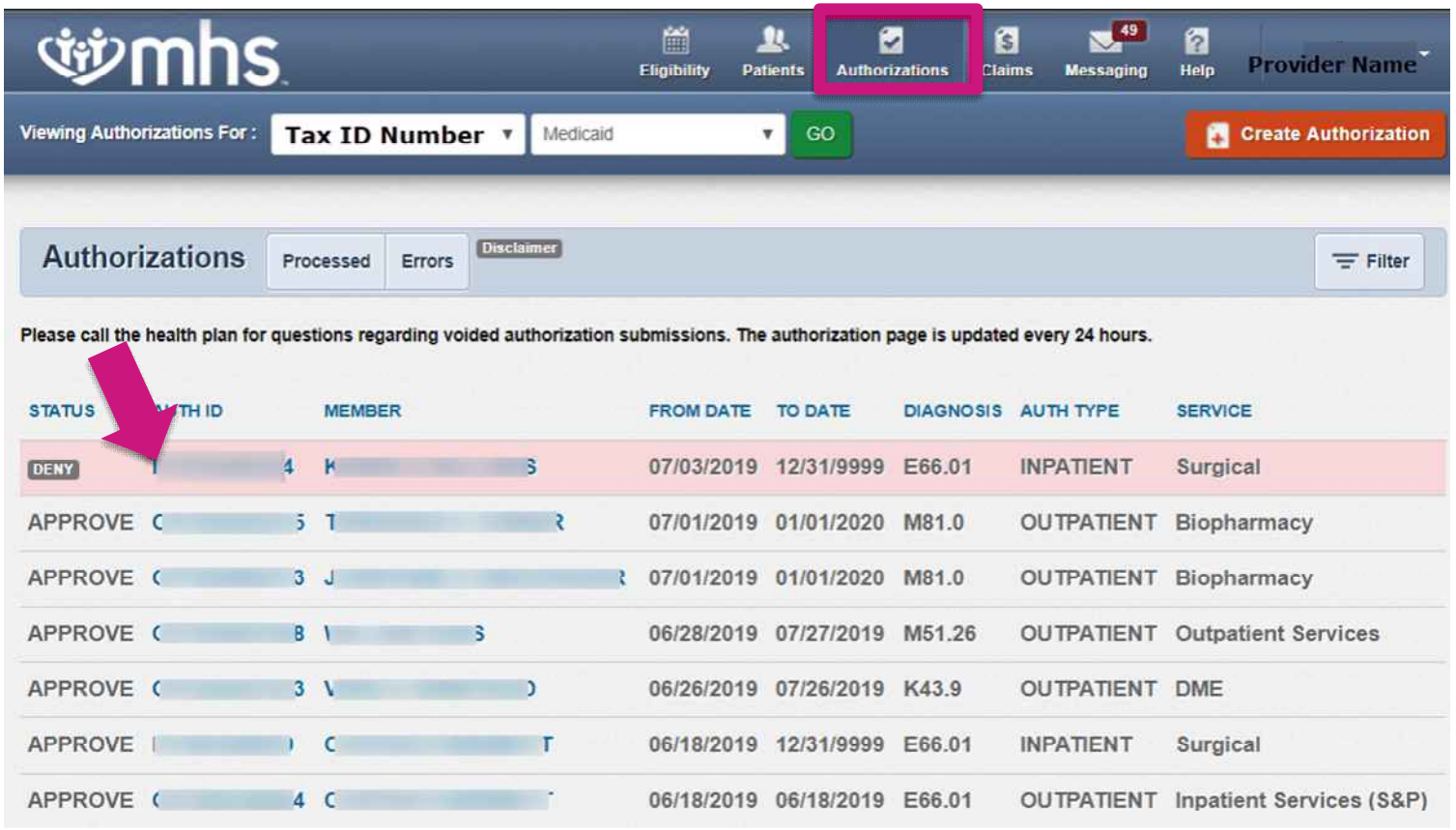
- Click **Patients** tab at the top of the screen.
- The Patient List appears displaying **Eligibility Status**, **Preferred Language**, **Member Name**, **Medicaid ID**, **DOB**, **Phone Number**, **Alerts** and **Right Choice Program**.
- To download the patient list to Excel, click **Download**. This allows for you to manage your patient information.



Authorizations

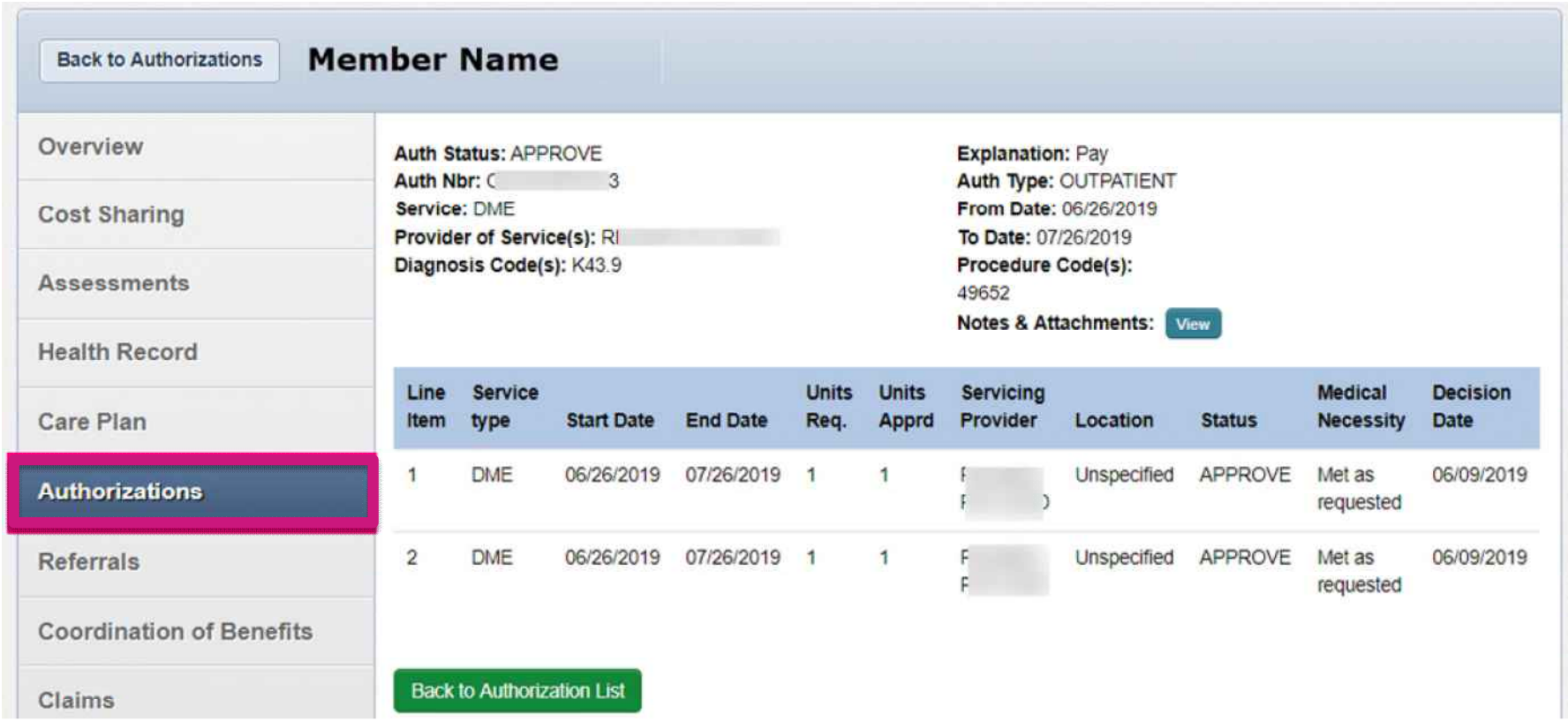
Authorizations

- View, create and filter group Authorizations.
  - Click on the **AUTH ID** to see additional information.



Authorization Details

- View Auth Status, Auth Nbr, Service, Provider of Service, Diagnosis Code(s), Explanation, Auth Type, From Date, To Date, Procedure Code, and Notes and Attachments.



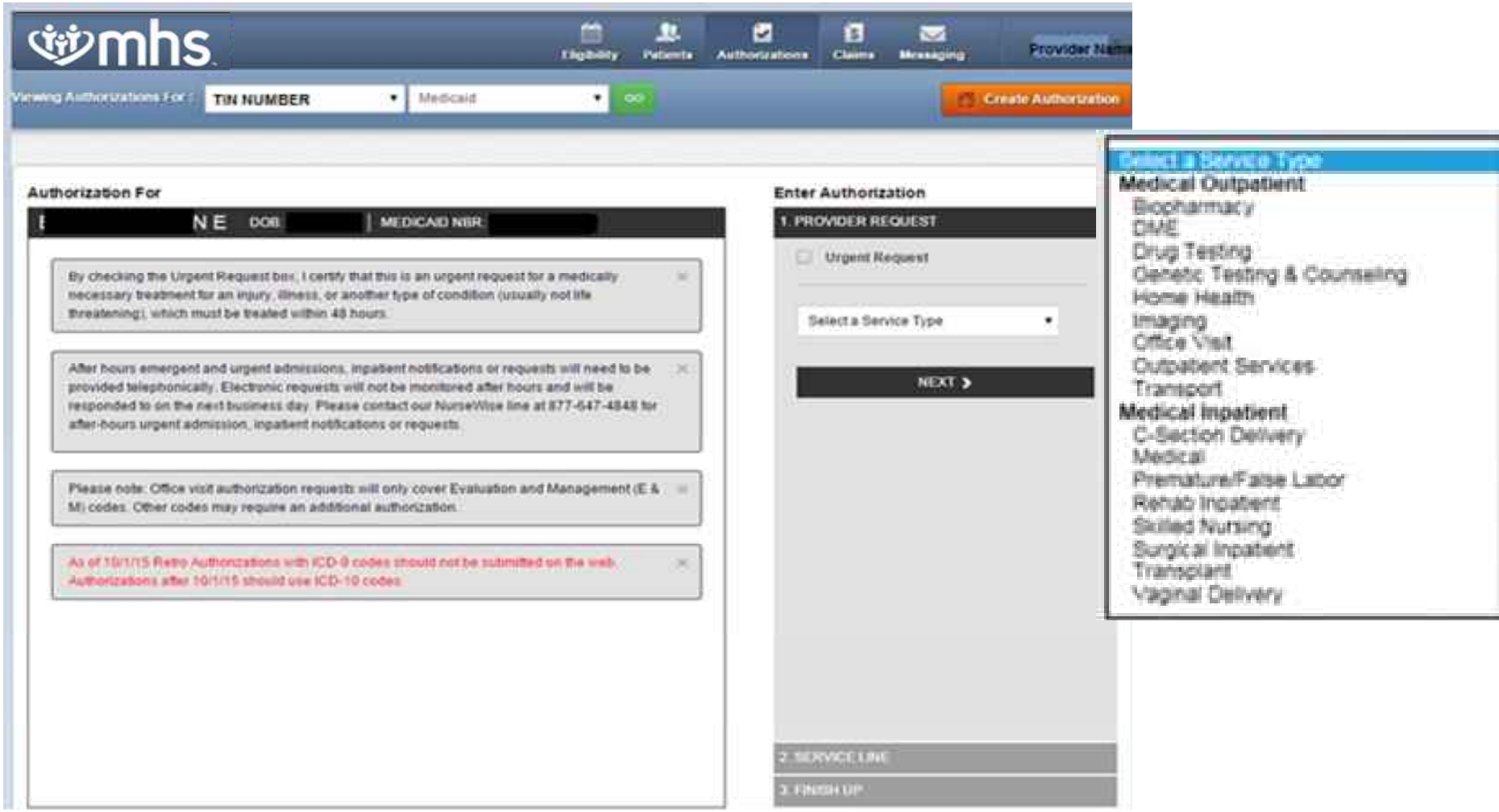
Create a New Authorization

New Authorization

- Click **Create Authorization.**
- Enter **Member ID** or **Last Name** and **Birthdate.**

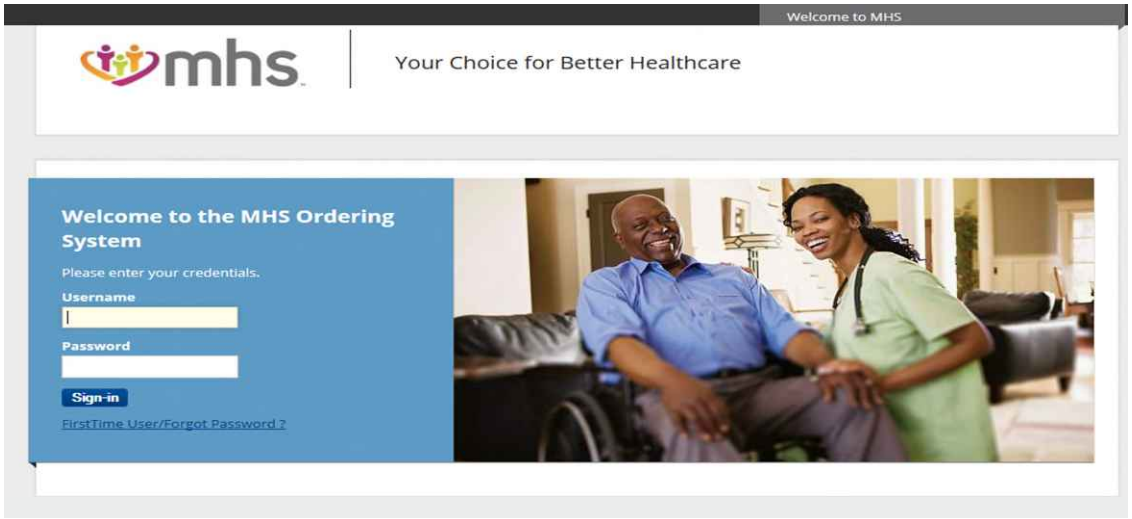
Creating a New Authorization

- Select a **Service Type.**



Authorization for Durable & Home Medical Equipment

- Requests should be initiated via **MHS Secure Portal on mhsindiana.com**
  1. Select **Authorizations** tab and click on **Create Authorization**.
  2. Enter **Member ID** or **Last Name** and **Date of Birth.**
  3. Choose **DME** and you will be directed to the Medline portal for order entry.



Claims

Claims

Claims Features

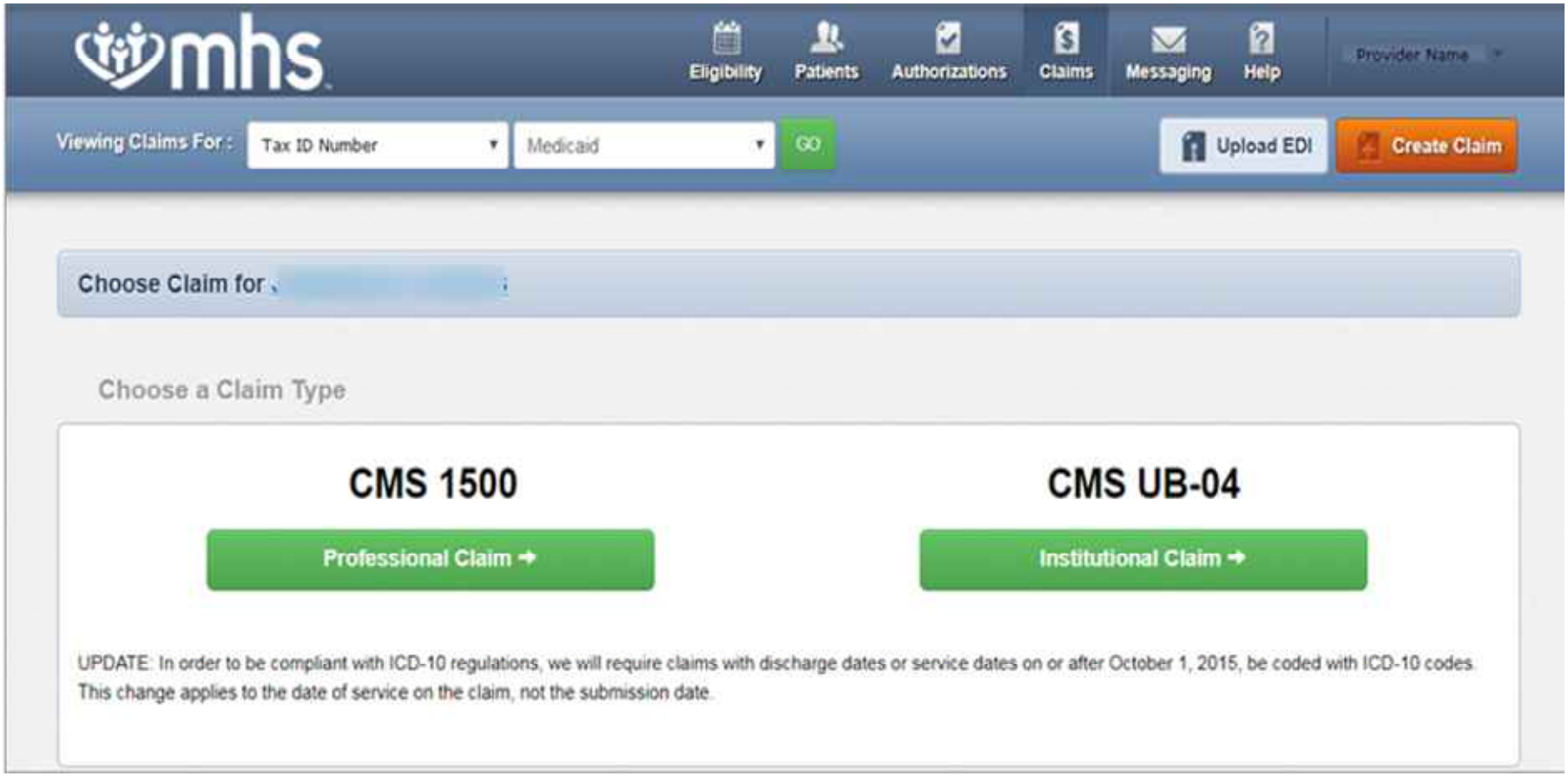
- **Submit** new claim.
- **Review claims** submitted for members.
- **Correct** claims.
- View **Payment History.**

Submit a New Claim

- Click **Create Claim** and enter **Member ID** and **Birthdate.**

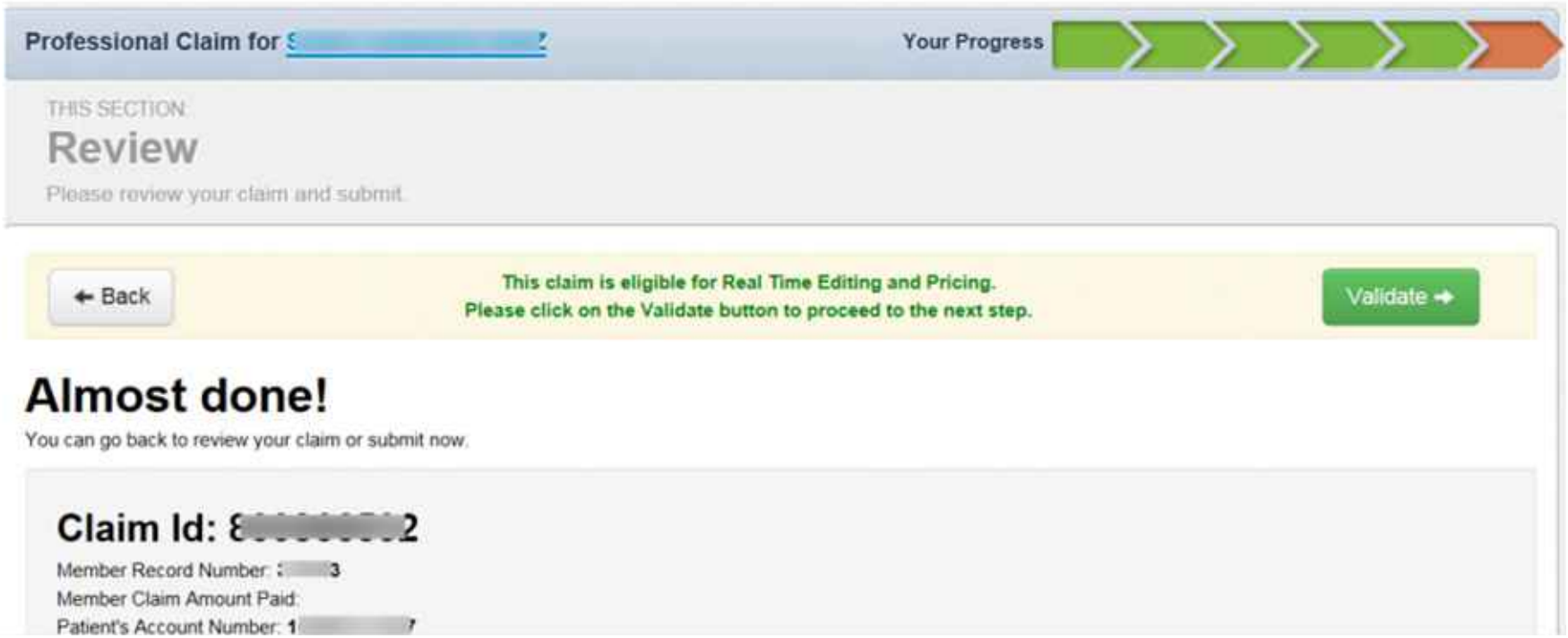
Claim Submission

Choose the **Claim Type.**



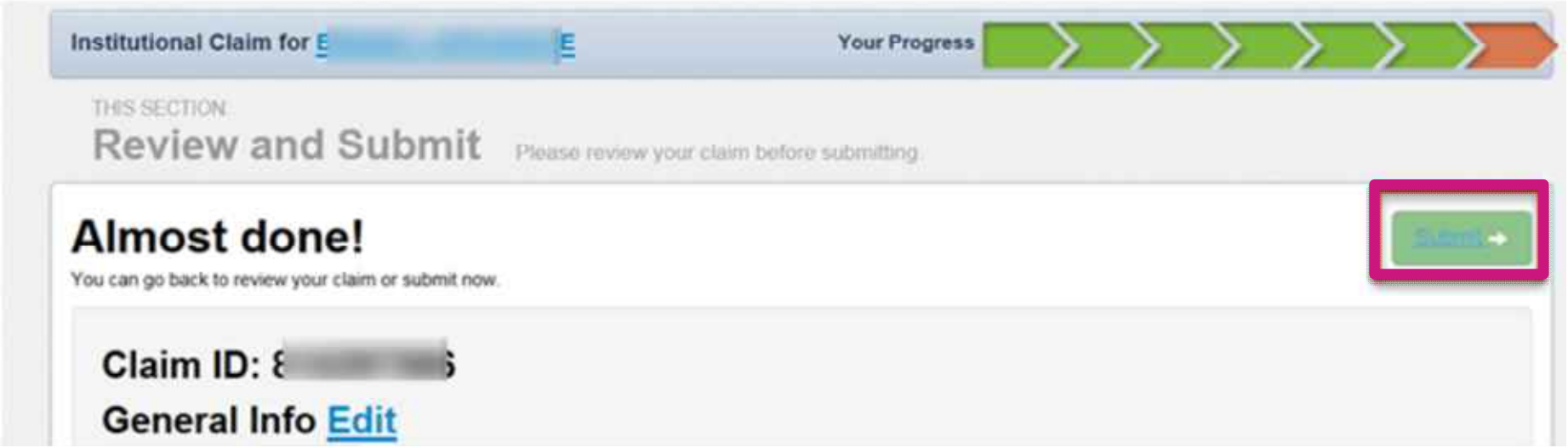
Professional Claim Submission

Follow **Your Progress** to see Professional Claim steps and Submission.



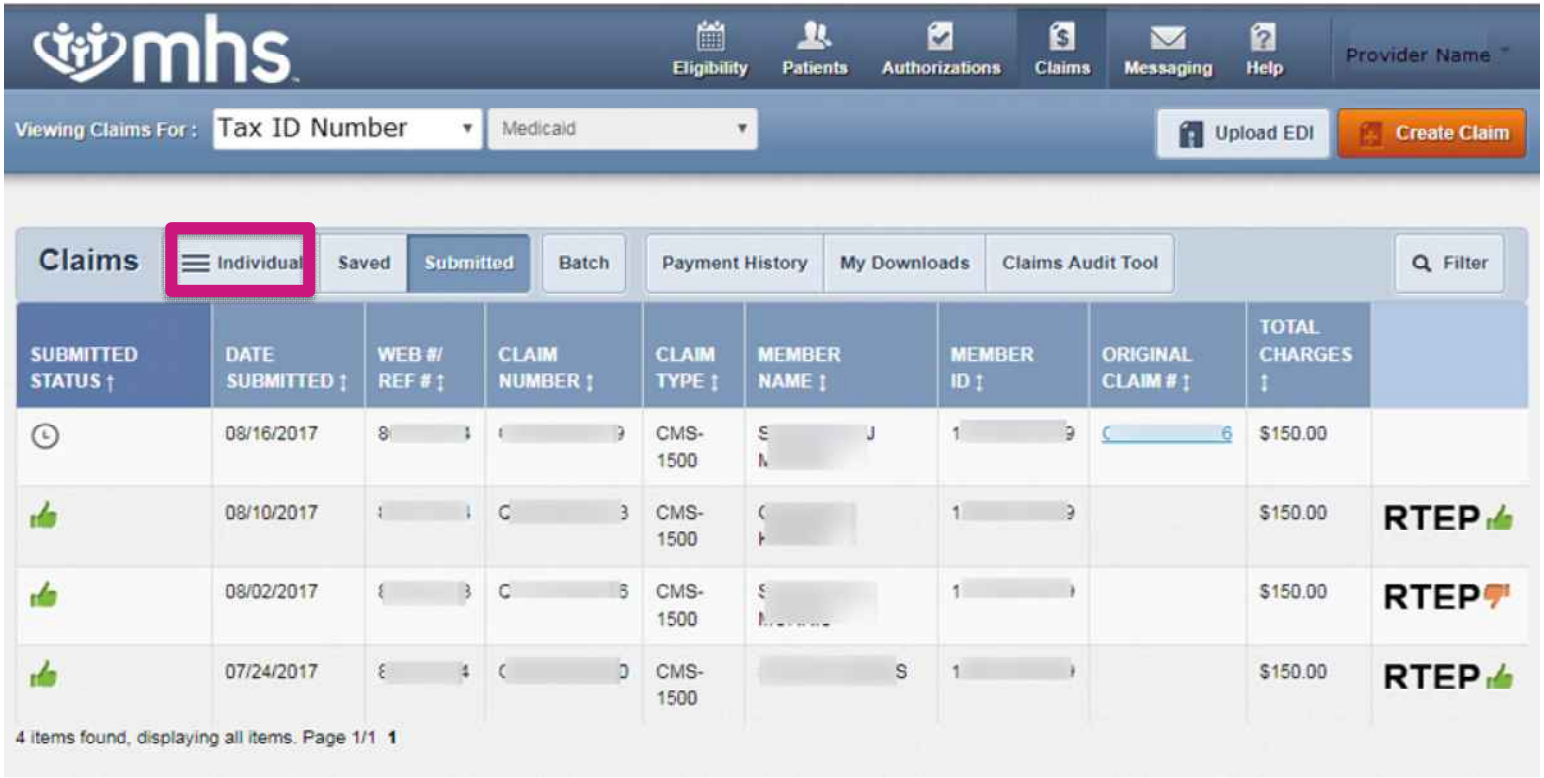
Institutional Claim Submission

- Follow **Your Progress** to see **Institutional Claim** steps and Submission.



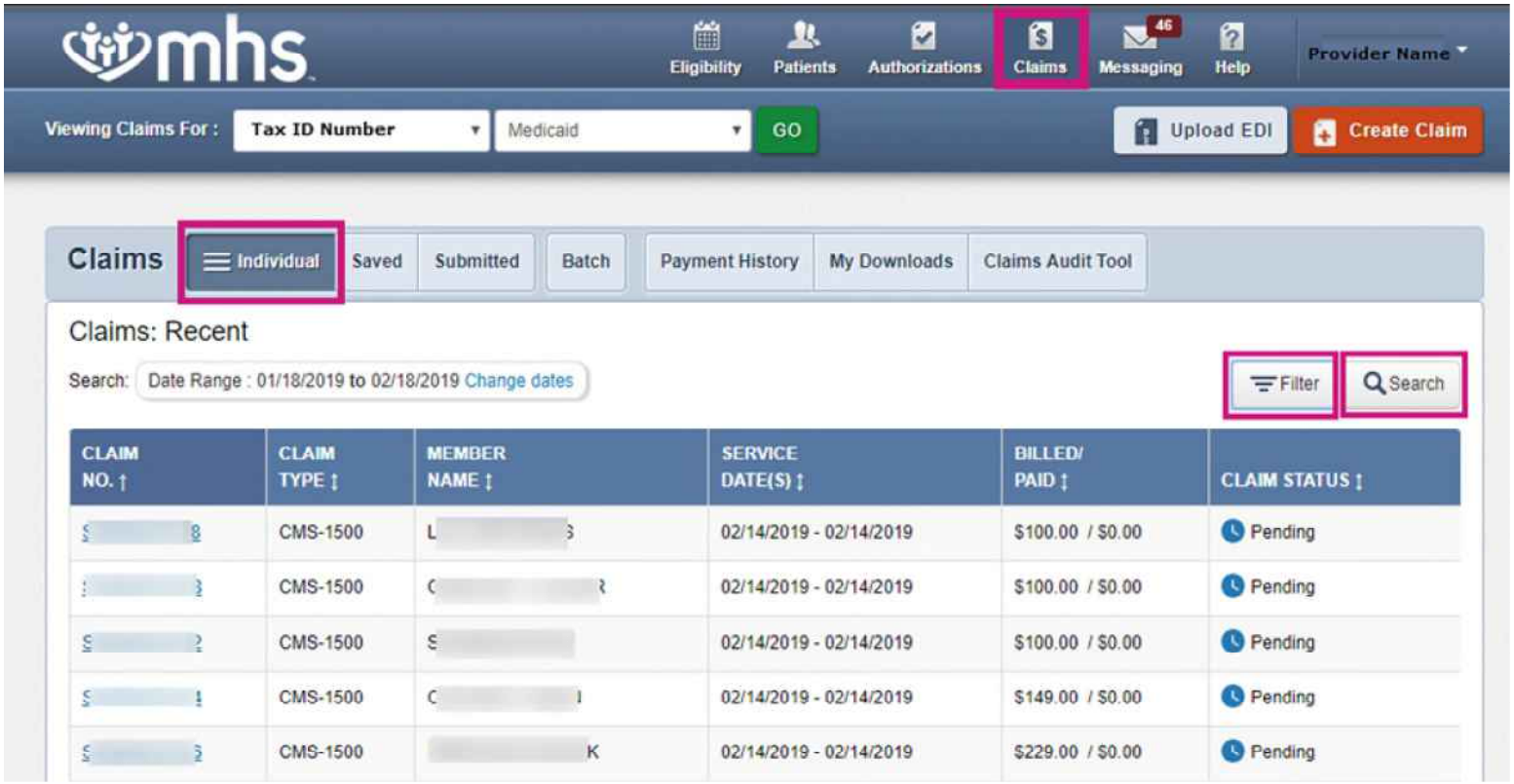
Submitted Claims

- The **Submitted** tab will show only claims created via the MHS portal.
  - **Paid** is a green thumbs up.
  - **Denied** is a orange thumbs down.
  - **Pending** is a clock.
- **RTEP (Real Time Editing and Pricing)** claims also show if eligible. (i.e. line 3 was submitted. But was not eligible for RTEP.)



Individual Claims

- On the **Individual** tab, claims submitted using paper, portal or clearing house.
  - View the Claim Number, Claim Type, Member Name, Service Dates, Billed/Paid, and Claim Status



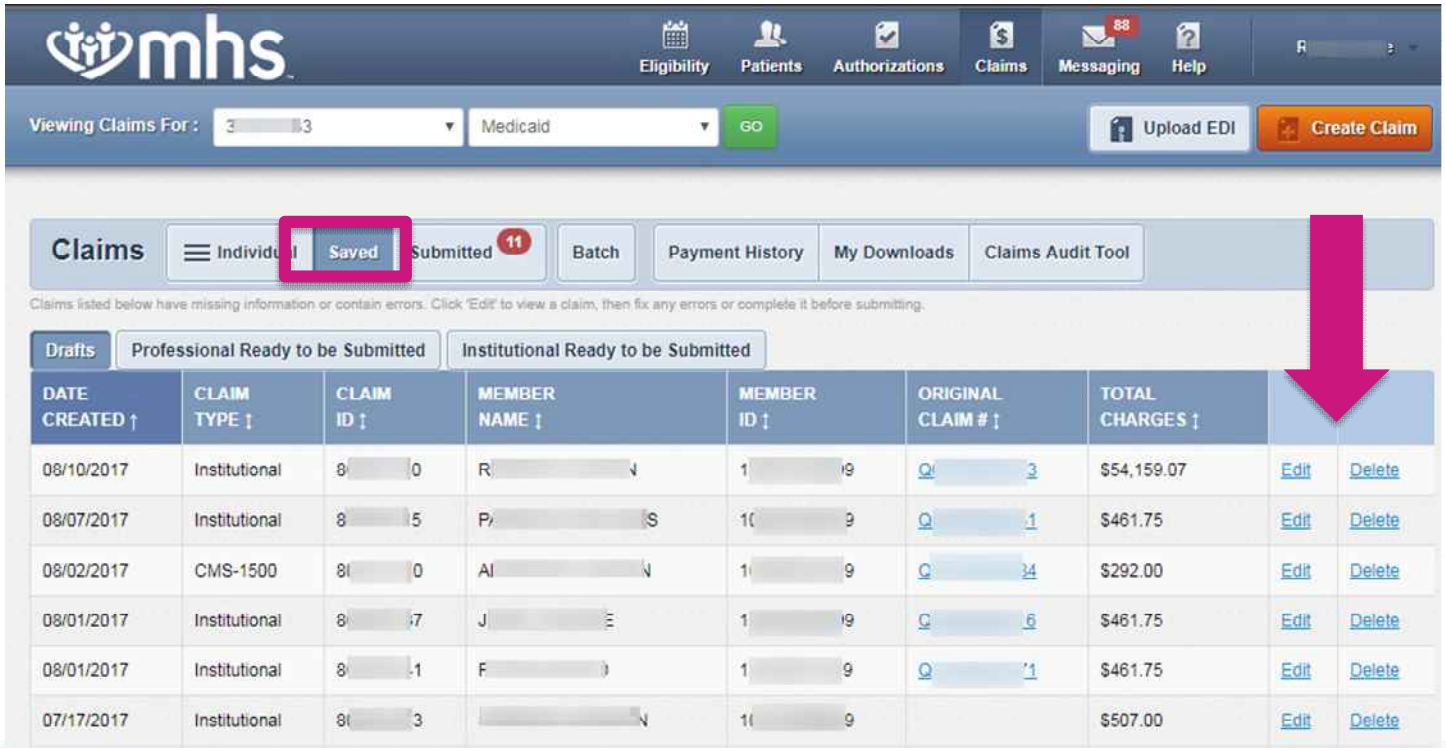
Saved Claims

To view **Saved** claims: Drafts, Professional or Institutional

1. Select **Saved.**
2. Click **Edit** to view a claim.
3. Fix any errors or complete before submitting.

   Or

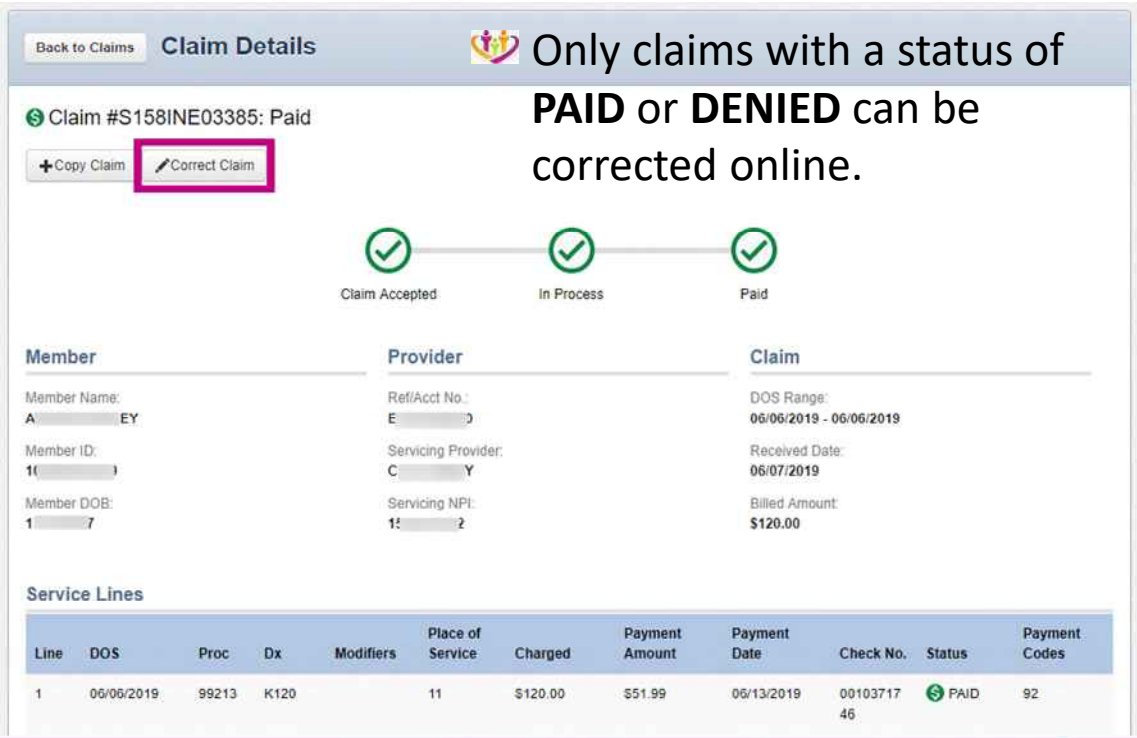
4. Click **Delete** to delete saved claim that is no longer necessary.
5. Click **OK** to confirm the deletion.



Correcting Claims

After clicking on a **Claim #** link:

1. Click **Correct Claim.**
2. Proceed through the claims screens correcting the information that you may have omitted when the claim was originally submitted.
3. Continue clicking **Next** to move through the screens required to resubmit.
4. Review the claim information.
5. Click **Submit**.

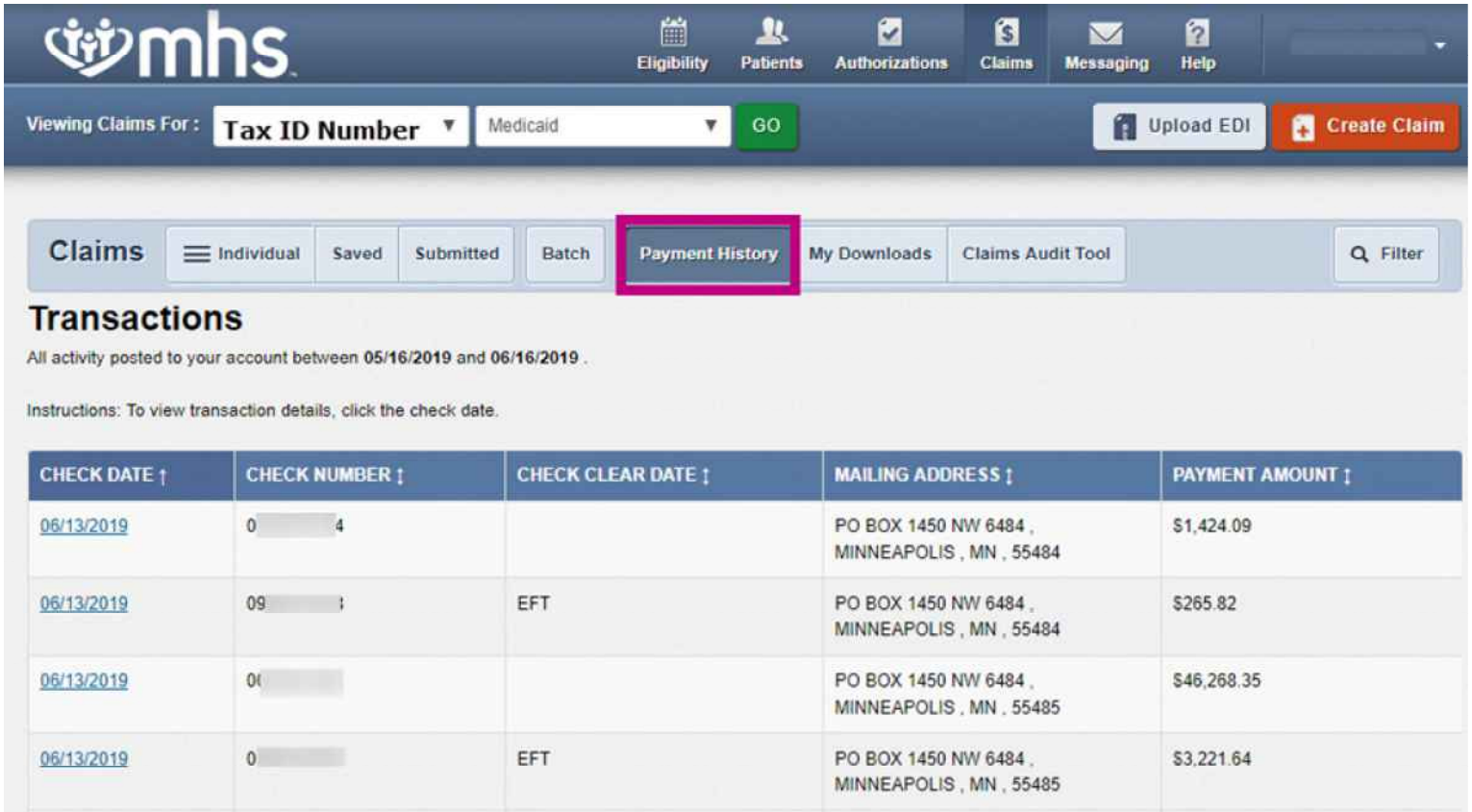


Only claims with a status of **PAID** or **DENIED** can be corrected online.

Submit a Correct Claim Guide

Payment History

- Click on **Payment History** to view Check Date, Check Number, Check Clear Date, Mailing Address and Payment Amount.
  - Click on **Check Date** to view Explanation of Payment.



Payment History

Click on **View Service Line Details.**

Explanation of Payment Details

Back to Payments List | Download (Excel Format) | Print

Check/Trace Number: [redacted] Check Date: 02/28/2019

Insured Name: [redacted]
Patient Name: [redacted]
Control Number: [redacted]
Service Provider: [redacted]

Group: [redacted]
ID: [redacted]
Account: [redacted]
NPI: [redacted]

View Service Line Details

Serv	Date	Proc#/ Proc2	Mod	Days/ Cnt Qty	Charged	Allowed	Deduct/ Copay	Coinsur	Discount/ Interest	Med Allow/ Med Paid	TPP	Denied	Remit Codes	Payment
10	02/13/2019	76820	26	0/1	100.00	24.86	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92	24.86
20	02/13/2019	76818	26	0/1	130.00	52.32	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92	52.32
Sub Total:					$230.00	$77.18	$0.00/$0.00	$0.00	$0.00/$0.00	$0.00/$0.00	$0.00	$0.00		$77.18

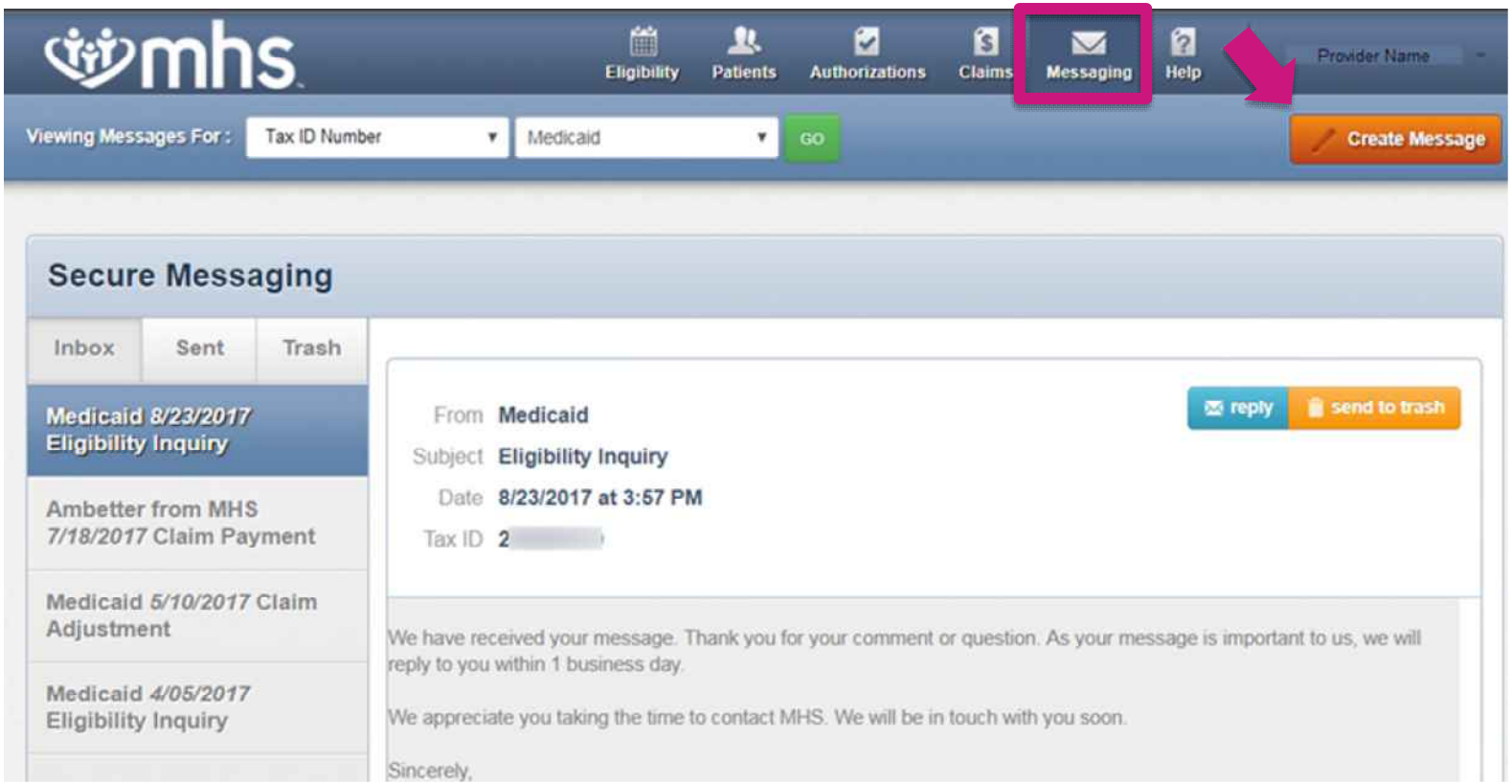
Remit Code Descriptions

92
PAID IN FULL

Secure Messaging

Create a **New Secure Message.**

- Click **Messaging** tab from the Dashboard.
- Click **Create Message.**



Provider Portal Enhancement (Online Claim Reconsiderations)

Summary Of Online Reconsiderations

Skip the phone call.

- Providers will make their case directly on the portal.

Make the case.

- Providers will submit informal dispute/reconsideration comments using expanded text fields.

Add context.

- Providers can easily attach supporting documentation when filing an informal dispute/reconsideration.

Stay current.

- Providers may opt in/out for informal dispute/reconsideration status change emails.
- Providers may also view status online.

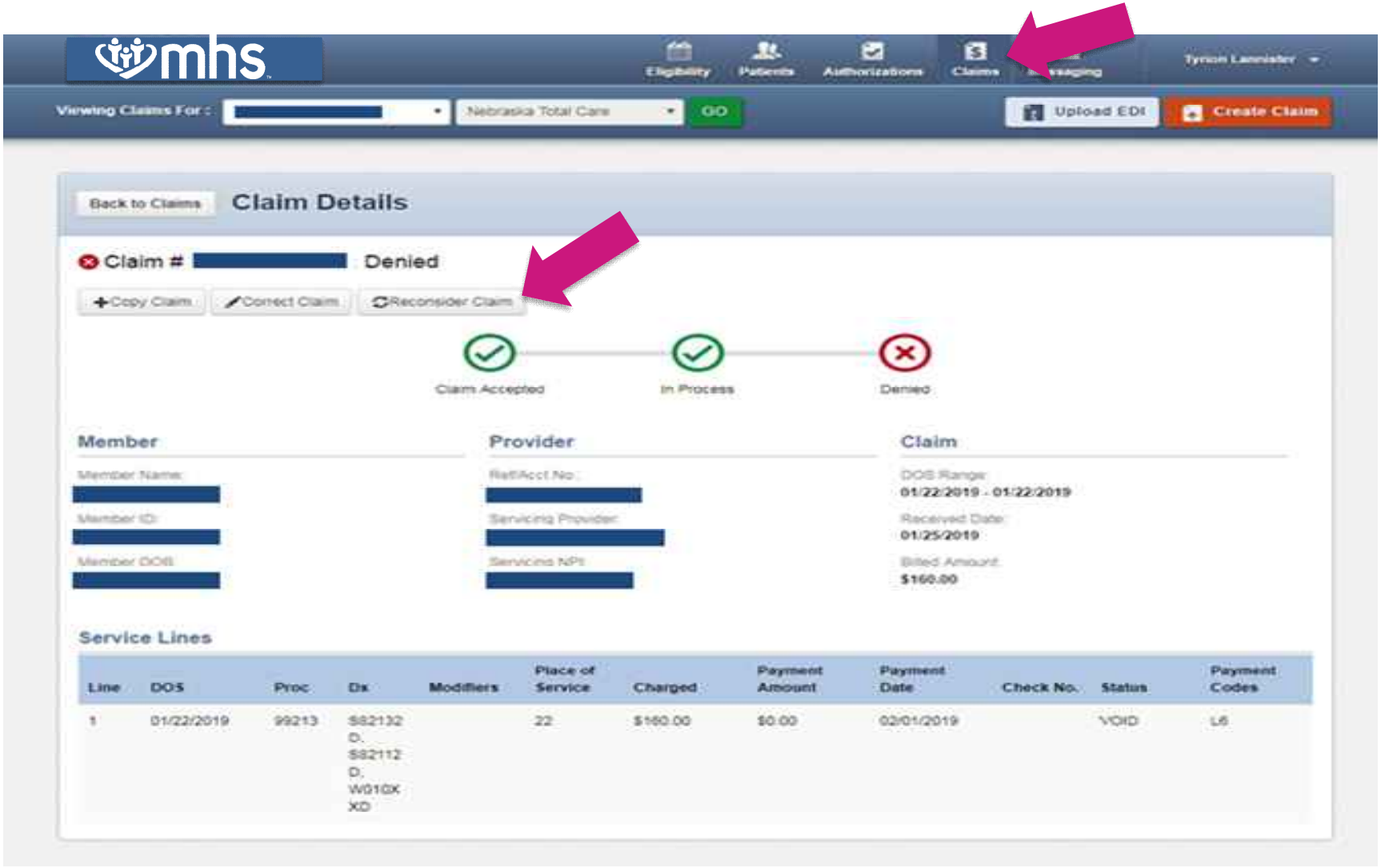
Submit Reconsideration

- Step 1- Provider will search for the claim from the claims tab.

- Step 2- The **Reconsider Claim** button will be visible from the claims sub navigation screen.

Note: This option is only available to those claims that do not already have a web-initiated reconsideration already in progress.

Submit Reconsideration

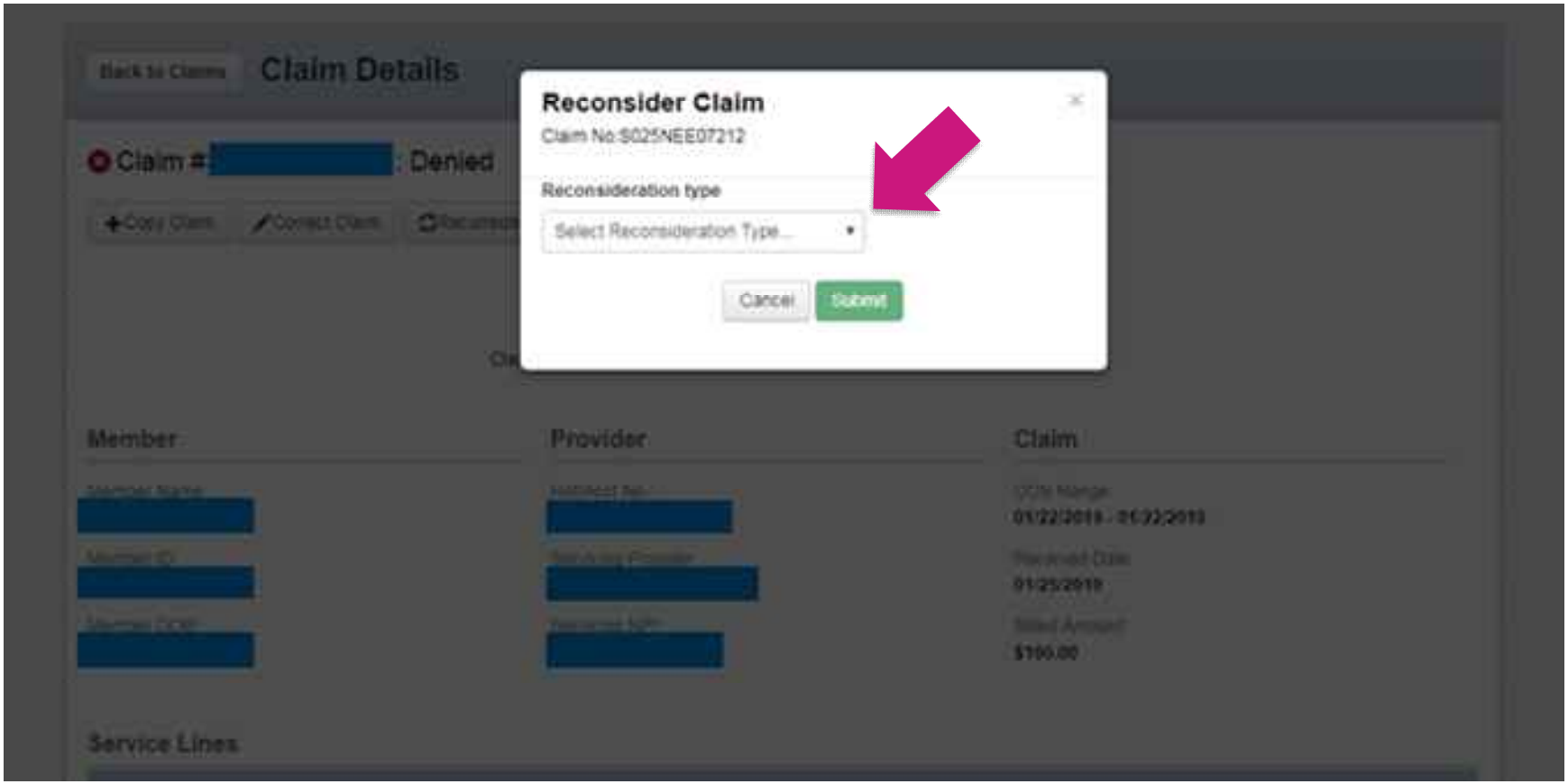


Submit Reconsideration – Pop-Up Window

- Once the provider selects Reconsider Claim, a pop up window will show.

- The pop-up window displays a Reconsideration Type dropdown menu.

Submit Reconsideration – Pop-Up Window

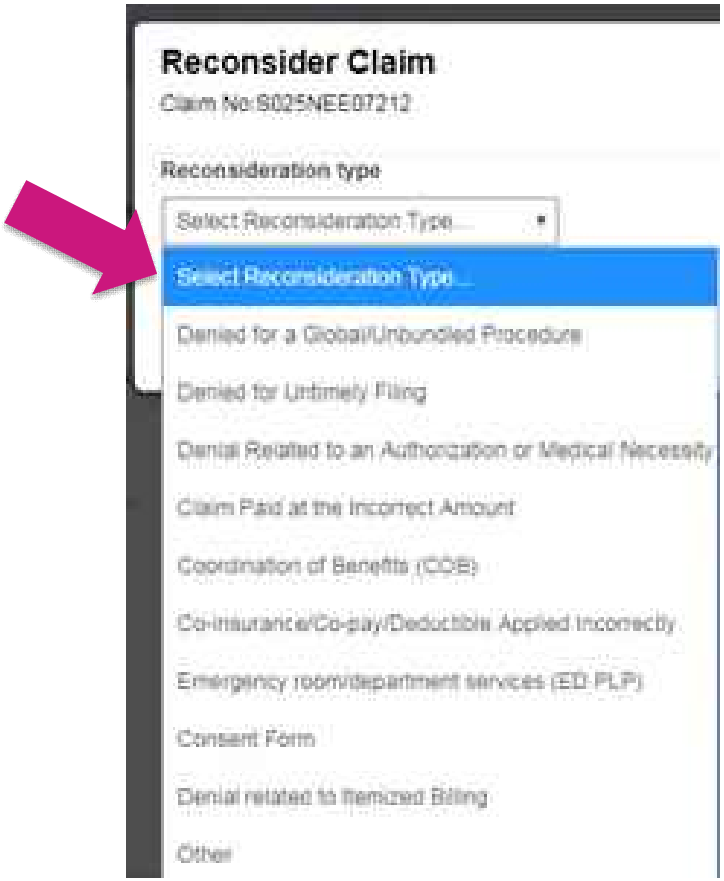


Submit Reconsideration – Select Reconsideration Type

- Providers will select a Reconsideration Type.
  - Examples include:
    - “Denied for Global/Unbundled Procedure”
    - “Denied for Untimely Filing”
    - “Other”

- Providers should choose the option that is related to their reconsideration reason.

Submit Reconsideration – Select Reconsideration Type



Submit Reconsideration – Enter Information

- Once the provider selects the reconsideration reason, the provider has two options:
  - Add notes
  - Upload documents

- The form is dynamic; depending on the dropdown item selected, notes and/or documents may be required.

- Select **Submit** after populating all required fields.

Submit Reconsideration – Updated Tracker

- Upon submission, a success banner will be displayed.

Submit Reconsideration – Updated Tracker

- The tracker graphic will be updated to reflect that a reconsideration is in progress.

Provider Relations Team

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Provider Partnership Associate
1-877-647-4848, ext. 20114

Available online:
https://www.mhsindiana.com/content/dam/centene/mhsindiana/medicaid/pdfs/ProviderTerritory_map_2020.pdf

MHS Provider Network Territories

Back of Map

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PROVIDER GROUPS
Beacon Medical Group
Franciscan Alliance
HealthLinc
Heart City Health Center
Indiana Health Centers
Lutheran Medical Group
Parkview Health System
South Bend Clinic

JENNIFER GARNER
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PROVIDER GROUPS
American Health Network of Indiana
Columbus Regional Health
Community Physicians of Indiana
HealthNet
Health & Hospital Corporation of Marion County
Indiana University Health
St. Vincent Medical Group

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ENVOLVE DENTAL, INC.

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Available online:
https://www.mhsindiana.com/content/dam/centene/mhsindiana/medicaid/pdfs/ProviderTerritory_map_2020.pdf

What Did You Learn?

- Analytic/Web Tool Resources
- Navigating the web portal
- Navigating provider analytics
- How to view Gaps In Care
- Navigating patient analytics
- Eligibility verification
- Authorization requests and information
- How to submit a corrected claim
- Reviewing claim information
- How to submit request on line
- How to navigate online claim reconsiderations

Questions?

Thank you for being our partner in care.