

MMIS Insider

Volume 2, Issue 1 ■ April 2008

Oregon's Medicaid Management Information System:
A system for today *and* tomorrow

Registration now open for free MMIS provider training

Any staff responsible for billing, adjustments, eligibility verification, prior authorization requests, or other functions related to appropriate billing for Oregon Medicaid services should attend this training.

The following locations have morning sessions for Web Portal Professional training from 8 a.m. to Noon, and afternoon sessions for Web Portal Institutional training from 1 to 5 p.m.

- **Web Portal Professional sessions** are for providers who bill using the CMS-1500 claim format. These sessions also feature a section on dental billing using the Provider Web Portal.
- **Web Portal Institutional sessions** are for providers who bill using the UB-04 claim format. These sessions also feature a section on changes to Pharmacy Benefit Management and Point of Sale.

Go to the MMIS Web site at www.oregon.gov/DHS/mmis for specific locations and content. DHS will also hold training sessions for pharmacy providers and providers who are new to standardized billing. If you are one of these providers, watch the MMIS Web site and your mail for more information.

June 2008	
17	LaGrande
18	Pendleton
19	Walla Walla, WA
20	The Dalles
24	Boise, ID
25	Ontario
26	Baker City
27	John Day

July 2008	
1-2	Bend
8	Roseburg
9	Grants Pass
10-11	Medford
14	Crescent City, CA
15	Gold Beach
16	Coos Bay
17	Florence
22-24	Eugene
29	Klamath Falls
30	Lakeview

August 2008	
1	Burns
4	Portland
5	Woodburn
6-7	Vancouver, WA
8	McMinnville
11	Wilsonville
12	Hillsboro
13	Dallas
14	Hillsboro
15	Portland
18	Newport
19	Tillamook
20	Astoria
21	Longview, WA
22	St. Helens
25-27	Salem
28-29	Albany

Register today!

Register as soon as possible so that we can adjust the training schedule as needed.

The Web-based DHS Learning Center at dhslearn.hr.state.or.us will handle registrations for MMIS provider training. Registration on the Web is quick and easy (see page 2 for more information).

We look forward to meeting you at provider training!

For more information, go to:
www.oregon.gov/DHS/mmis

What you will learn at the MMIS Web Portal training sessions

Both the Professional and Institutional sessions provide an overview of system advantages and changes, including how to verify client eligibility in the replacement MMIS; Provider Web Portal functionality (for prior authorization, provider enrollment, HSC list inquiries, claims submission, adjustments, and more); how to prepare for the change.

- **Professional sessions also feature:** How to submit CMS-1500 claims, CMS-1500 Medicare-Medicaid crossover claims, CMS-1500 Web Roster claims, and dental claims via the Provider Web Portal.
- **Institutional sessions also feature:** How to submit UB-04 claims, UB-04 Web Roster claims, and pharmacy claims via the Provider Web Portal; a basic overview of the POS and PBM changes that accompany the new MMIS.

These are just some of the highlights. See full course descriptions on the MMIS Web site.

Sign up as a DHS Learning Center user – It’s quick and easy!

Signing up with the DHS Learning Center only takes five simple steps. All you need is Internet access to get to the DHS Learning Center Web site, plus an e-mail address where you can receive training confirmations from the DHS Learning Center.

Step 1	Go to the DHS Learning Center sign-up page at https://dhslearn.hr.state.or.us/kc/login/register_gateway.asp . <ul style="list-style-type: none"> ■ Click “I am a DHS partner signing up for the first time,” then “Submit.”
Step 2	Create an individual login ID and password for your profile, then click “Submit.”
Step 3	Select the appropriate organization: <ul style="list-style-type: none"> ■ “Root Organization”: Select “Other organizations,” then click “Expand” ■ “Sub Organization” (1st box): Select “13 - Medical Service Providers,” then click “Expand” ■ “Sub Organization” (2nd box): Select “Medical Billing,” then click the “Select” button to the right of this selection.
Step 4	Enter your name and contact information, then click “Submit.” Fields marked with an asterisk (*) are required. Also enter your 6-digit Medicaid provider number.
Step 5	You have successfully completed your profile! Click “Done” to save your profile and go to your DHS Learning Center home page. You can edit your profile at any time by going to the “User Profile” tab on your home page.

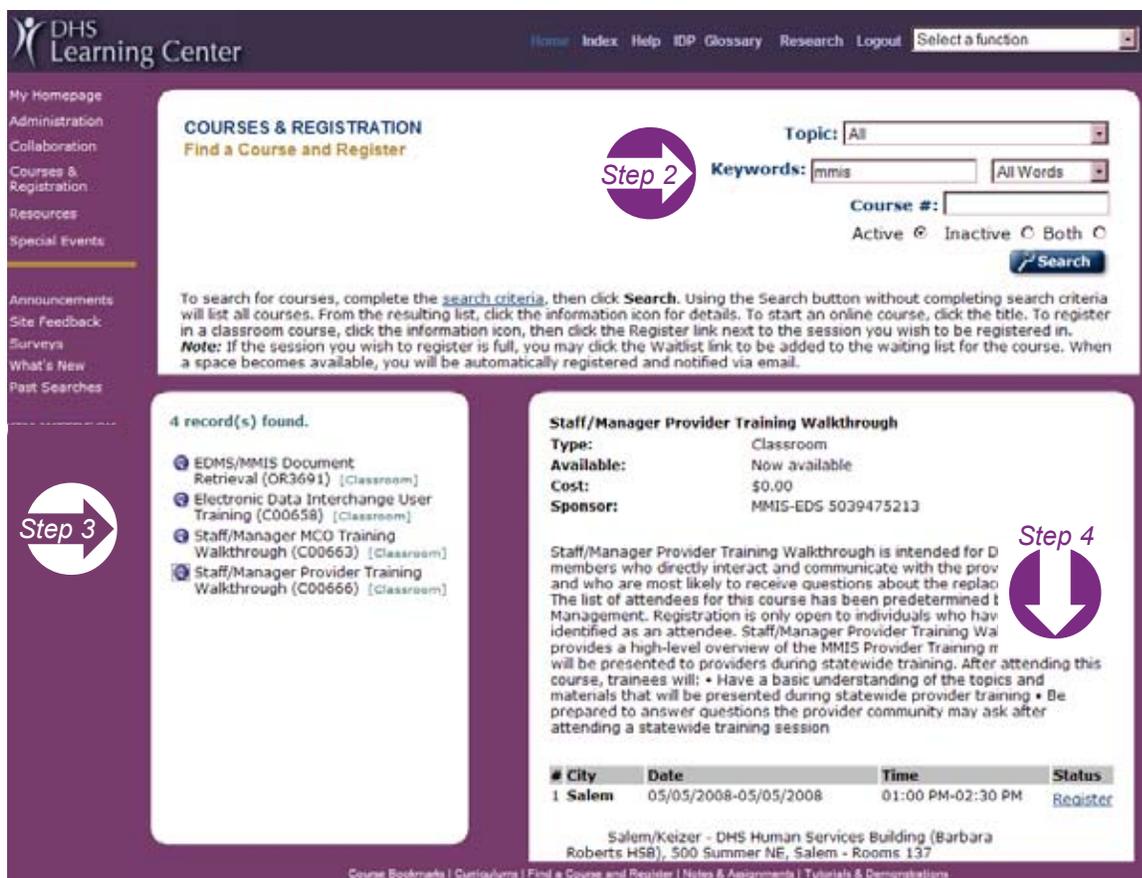
More resources to help you register for MMIS provider training

- **MMIS Provider Resources Web site** - Detailed instructions for the DHS Learning Center, a faxable registration form, and more are on the Web at www.oregon.gov/DHS/mmis/training-info.shtml.
- **DMAP Training at 503-945-6549** - Staff can help you navigate the DHS Learning Center to sign up as a user and register for training.

How to register for MMIS provider training sessions

Once you log into your User Profile, it's just another four easy steps to register for MMIS provider training!

- Step 1** Click on the “Courses and Registration” link, followed by the “Find a Course and Register” icon. All the information you need to register for training will be in a single “Courses and Registration” page (illustrated below).
- Step 2** In the top frame of the Courses and Registration page, enter “mmis provider” in the “Keyword” box, then click “Search.”
- Step 3** In the bottom left-hand frame, view your search results. To view the course description and available dates/locations for one of the search results, click on the blue “i” bullet at the beginning of the course name: 
- Step 4** Click on the “Register” link for the specific session you want to attend. If the session you want is full, you will see a “Waitlist” instead of a “Register” link.
 - The system will register you in the wait-listed class only if space becomes available, so make sure to only select a “Waitlist” class when no other dates/locations are suitable for your needs.



Step 2 →

Step 3 →

Step 4 ↓

COURSES & REGISTRATION
Find a Course and Register

Topic: All
Keywords: mmis All Words
Course #:
Active Inactive Both

To search for courses, complete the [search criteria](#), then click **Search**. Using the Search button without completing search criteria will list all courses. From the resulting list, click the information icon, then click the Register link next to the session you wish to be registered in.
Note: If the session you wish to register is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically registered and notified via email.

4 record(s) found.

-  EDMS/MMIS Document Retrieval (OR3691) [Classroom]
-  Electronic Data Interchange User Training (C00658) [Classroom]
-  Staff/Manager MCO Training Walkthrough (C00663) [Classroom]
-  Staff/Manager Provider Training Walkthrough (C00666) [Classroom]

Staff/Manager Provider Training Walkthrough
Type: Classroom
Available: Now available
Cost: \$0.00
Sponsor: MMIS-EDS 5039475213

Staff/Manager Provider Training Walkthrough is intended for D members who directly interact and communicate with the prov and who are most likely to receive questions about the replac Management. The list of attendees for this course has been predetermined t Management. Registration is only open to individuals who hav identified as an attendee. Staff/Manager Provider Training Wai provides a high-level overview of the MMIS Provider Training it will be presented to providers during statewide training. After attending this course, trainees will: • Have a basic understanding of the topics and materials that will be presented during statewide provider training • Be prepared to answer questions the provider community may ask after attending a statewide training session

#	City	Date	Time	Status
1	Salem	05/05/2008-05/05/2008	01:00 PM-02:30 PM	Register

Salem/Keizer - DHS Human Services Building (Barbara Roberts HSB), 500 Summer NE, Salem - Rooms 137

Course Bookmarks | Curtious/ums | Find a Course and Register | Notes & Assignments | Tutorials & Demonstrations

What happens after you register

Once you register for a session, the DHS Learning Center will send you an automatic e-mail saying you have registered for a course, complete with date, time, and location. Your DHS Learning Center home page will also show this information.

Make sure to bookmark dhslearn.hr.state.or.us for future visits.

In this issue:

Medicaid provider training information

- *MMIS provider training dates and locations*
- *What you will learn*
- *How to sign up with the DHS Learning Center*
- *How to register for training*

ATTENTION: OFFICE MANAGER
SUBJECT: MMIS provider training

More provider training information on the MMIS Web site

Go to the MMIS Provider Resources training page at www.oregon.gov/DHS/mmis/training-info.shtml for more information about provider training, such as:

- Available courses and content
- Step-by-step instructions on how to use the DHS Learning Center to register for MMIS training
- Links to the DHS Learning Center and a faxable registration form

Keep informed and keep in touch

DHS is committed to working closely with you during the transition to the successful implementation of our new MMIS. Make sure to *eSubscribe* to the MMIS Web site for updates.

- Get current information on the Web about how the replacement MMIS will affect you as a provider at www.oregon.gov/DHS/mmis. This site includes Frequently Asked Questions (FAQs), information about changes to expect, and much more.
- If you have questions about the replacement MMIS, e-mail mmis.questions@state.or.us. We will respond to your questions on the MMIS Provider Resources FAQ page, or refer them to your appropriate DHS contact for follow-up.