



## MMIS WEB PORTAL TEMPLATE TRAINING

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NORTH  
**Dakota**  
Be Legendary.™

| Human Services

# ND Health Enterprise Web Portal Claim Template Instructions



Go to

<https://mmis.nd.gov/portals/wps/portal/EnterpriseHome>



Home

Program ▶

Member ▶

Provider ▶

Documentation ▶

Directories ▶



Welcome Print | - □

Welcome to the North Dakota MMIS Web Portal.

ND MMIS has established a scheduled maintenance window for calendar year 2019 from 9:00PM to 4:00AM Central Time on the 2nd Thursday of the month with the following exceptions: Jan 17, Apr 17, May 16, Nov 7, and Dec 19. During the maintenance window, the

Provider Registration - □

To obtain a user id and password, Providers and Trading Partners must have an approved enrollment with North Dakota and have received their Provider or Trading Partner ID.

[Register](#)

Quick Links - □

- [FAQ](#)
- [Find a Healthcare Provider](#)
- [Benefits Overview](#)
- [Provider Enrollment](#)
- [Report Fraud & Abuse](#)

Sign In - □

Log into the system based upon your role:

- [Providers](#)
- [Internal Users](#)

# ➤ Sign In – Select Provider



**Quick Links**

- Enrollment
- ProviderManuals
- FAQ
- Billing Manuals
- Messages & Announcements

**News**

Governor's Task Force on Access to Affordable Health Insurance.

ND MMIS has established a scheduled maintenance window for calendar year 2019 from 9:00PM to 4:00AM Central Time on the 2nd Thursday of the month with the following exceptions: Jan 17, Apr 17, May 16, Nov 7, and Dec 19. During the maintenance window, the system may not be accessible.

**Provider**

The Health Enterprise Portal is a state-of-the-art electronic health care administration system that gives patients, doctors, pharmacists and other users easy, secure and efficient access to health care information.

**ProviderLogin**

To access secure areas of the portal, please log in by entering your User ID and Password.

\* User ID:

\* Password:

[Forgot User Name or Password ?](#)

## ➤ Provider Login

- Enter **USER ID** and **Password**
  - ✓ Initial login credentials provided by ND Medicaid Provider Enrollment.

## ➤ Manage Provider User Security:

[https://www.nd.gov/dhs/info/mmis/docs/mmis-managing\\_user-security-grg.pdf](https://www.nd.gov/dhs/info/mmis/docs/mmis-managing_user-security-grg.pdf)

# Creating a Claim Template

The screenshot displays a web application interface with a blue navigation bar at the top containing 'Home', 'Member', 'Provider', 'Claims', 'EDI', 'Authorizations', 'My Account', and 'FES'. The 'Claims' menu is expanded, showing options like 'Create Claims', 'Manage Claims', 'Create Templates', 'Manage Templates', 'Claim Status Inquiry', 'Payment Inquiry', 'Submit e-Attachment', '1099 Inquiry', and 'Pharmacy Claims'. The 'Create Templates' sub-menu is also expanded, listing 'Create Professional Template', 'Create Institutional Template', 'Create Dental Template', 'Create HCBS/DD Template', and 'Create Travel/Lodging Template'. On the left, there is a 'Quick Links' sidebar with items such as 'Add Service Location', 'Trading Partner Enrollment', 'Provider Manuals', 'Provider Inquiry/Update Request', 'Provider Training Registration', 'Provider FAQ', and 'Provider Resources'. The main content area shows a 'Provider Message' section with a 'Status' dropdown and a 'Subject' dropdown. Below this, there is a 'New Document for Online Viewing:' section with a warning icon. At the bottom, there is a message: 'If you are unable to view PDFs, please download Adobe Reader.' with a 'Get ADOBE READER' button.

## ➤ Create Claim Template

- Select **Claims**
- **Create Templates**
- **Create – Professional, Institutional, Dental, HCBS/DD or Travel/Lodging Template**

Create Template – Enter Template Name

Print | Help - □

**\* Required Field**

In order to create a new template, you must first enter a name by which to identify it. Once you have done so, click 'Continue' to proceed to the claim entry form.

**\* Template Name**

Long Description

Enter a description for the new template

**Not Required**

Characters Remaining 320

Continue

Reset

Cancel

## ➤ Create Template

- Create **Template Name** – Enter Name of Template
- **Long Description** - Enter a description – **Not Required**
- Select - **Continue**

\*Required Field

**Basic Claim Info**    Other Claim Info

Provider   Member   **Basic Claim**   Service Line Items

? Is this a void/replacement?  
 Yes    No

**Submitter Information**

Submitter ID

**Provider Information**

Go to [Other Claim Info](#) to enter information for other providers.

**Billing Provider**

**Note:** Healthcare Providers are required to submit National Provider ID.

Medicaid Provider ID   National Provider ID   **Taxonomy Code**   **Tax ID**   **SSN**   Location Number

**Submitter ID, Medicaid Provider ID and National Provider ID are prefilled based on the Sign-On information**

## ➤ Billing Provider

- Enter **Billing Provider Taxonomy Code** – provider group taxonomy code
- Enter **Billing Provider Tax ID** or **SSN Number** – provider group Tax ID

**Additional Billing Provider Information**

*Entity Qualifier <input type="text"/>	Currency Code <input type="text"/>					
*Org/Last Name <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Suffix <input type="text"/>			
*Address 1 <input type="text"/>	*City <input type="text"/>	State <input type="text"/>	Zip and <input type="text"/>	Extension <input type="text"/>	Country <input type="text"/>	Subdivision Code <input type="text"/>
Address 2 <input type="text"/>						

## ➤ **Additional Billing Provider Information**

- **Entity Qualifier** – Select **Person** or **Non-Person**
- Enter – **Org/Last Name, Address, City, State and Zip Code**

❖ Note: **Required** fields are **NOT REQUIRED** in a Template



## Claim Data

\*Patient Account #

\*Place of Service

\*Assignment Code

\*Benefits Assignment Certification

\*Release of Information Code

\*Assignment Code

  
Assgnmnt accepted on Clncl lab svc only  
Assigned  
Not Assigned

➤ **Assignment Code – Select Not Assigned**

\*Benefits Assignment Certification

  
No  
Not Applicable  
Yes

➤ **Benefits Assignment Certification– Select Not Applicable**

\*Release of Information Code

  
Informed Consent to Release Information  
Yes, Provider has signed statement

➤ **Release of Information Code– Select Yes, Provider has signed statement**

New Line Item

Save | Save & Add Other Svc Info/TPL | Reset | Cancel

\*Service Date Begin

Service Date End

Place of Service

\*Procedure Code

Procedure Description

Modifiers

1.  2.  3.  4.

\*Line Item Charge Amount

\$

Diagnosis Pointers

\*1.  2.  3.  4.

\*Unit Code

\*Units

+ [Service Authorization](#)

+ [Additional Service Line Information](#)

? Is there additional line-specific information/TPL to be entered?

Yes  No

Save Template

Reset

Cancel

Select **Save Template**

# Managing and Editing a Template

The screenshot displays a web application interface with a blue navigation bar at the top. The navigation bar includes links for Home, Member, Provider, Claims, EDI, Authorizations, My Account, and FES. The 'Claims' link is highlighted with a red box. A dropdown menu is open under 'Claims', listing options: Create Claims, Manage Claims, Create Templates, Manage Templates, Claim Status Inquiry, Payment Inquiry, Submit e-Attachment, 1099 Inquiry, and Pharmacy Claims. The 'Manage Templates' option is highlighted with a red box. A sub-menu is open under 'Manage Templates', listing 'View / Edit / Delete Template', which is also highlighted with a red box. Below the navigation bar, there is a 'Quick Links' sidebar on the left with various links like 'Add Service Location', 'Trading Partner Enrollment', 'Provider Manuals', etc. The main content area shows a 'Provider Message' section with a table. The table has columns for Status, Date, and Subject. A row in the table shows a message with the date '10/19' and the subject 'New Document for Online Viewing:'. A 'Delete' button is visible in the top right corner of the message area. At the bottom of the page, there is a message: 'If you are unable to view PDFs, please download Adobe Reader.' with a 'Get ADOBE READER' button.

➤ **Claims**

➤ **Manage Templates – Select View/Edit/Delete Template**

**\* Required Field**

To conduct a search for a previously saved template, enter the name of the template or leave the template name field blank, optionally select a Template Type if it is known, and then click "Search". A search by Template Name will return that template if it exists, while a search without a Template Name will produce a list of existing saved templates. Selecting "Starts With" will produce a list of existing saved templates with the first two characters matching that search criteria. Selecting "Contains" will produce a list of templates with a word or phrase in the template name that matches the search criteria.

Template Name  
  Starts With  Contains

Template Type

- Dental
- Institutional
- Professional
- HCBS/DD
- Travel/Lodging

## ➤ Search Template

- Enter **Template Name** – Select **Starts With**
- Click - **Search**

**SEARCH RESULTS**

Below is a list of templates that met your search criteria. To maintain the template, click on the row associated with the template you wish to display. You will be taken to the web form where you may enter your template.

Template Name ▾	Form Type ⇅	Form Sub Type ⇅	Last Update ⇅	Last Updated By ⇅
<a href="#">TEST 123 H2015</a>	Professional		11/17/2021	
<a href="#">TEST 123 T2003</a>	Professional		11/17/2021	

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Template Name

 Starts With  Contains

Template Type

- Dental
- Institutional
- Professional
- HCBS/DD
- Travel/Lodging

Search

Reset

## ➤ Search Template

- Select **Template Type - Professional**
- Click - **Search**

**SEARCH RESULTS**

Below is a list of templates that met your search criteria. To maintain the template, click on the row associated with the template you wish to display. You will be taken to the web form where you may enter your template.

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<a href="#">TEST 123 T2003</a>	Professional		11/17/2021	.....

1 - 2 of 2



## Search Results:

- Select - **Template Name** to make any changes to the template

# Create Claim from Template

The screenshot displays a web application interface with a blue navigation bar at the top containing the following tabs: Home, Member, Provider, Claims, EDI, Authorizations, My Account, and FES. The 'Claims' tab is selected, and its dropdown menu is open, showing options such as 'Create Claims', 'Manage Claims', 'Create Templates', 'Manage Templates', 'Claim Status Inquiry', 'Payment Inquiry', 'Submit e-Attachment', '1099 Inquiry', and 'Pharmacy Claims'. The 'Create Claims' option is highlighted, and its sub-menu is also open, listing 'Create Professional Claim', 'Create Institutional Claim', 'Create Dental Claim', 'Create Claim from Template', 'Create Claim from Processed Claim', 'Travel/Lodging Claim', and 'HCBS/DD Claim'. The 'Create Claim from Template' option is highlighted with a red box. On the left side, there is a 'Quick Links' section with various links like 'Add Service Location', 'Trading Partner Enrollment', 'Provider Manuals', etc. The main content area shows a 'Provider Message' section with a 'Status' dropdown and a 'Subject' dropdown. Below this, there is a 'New Document for Online Viewing:' section with a warning icon and a 'Delete' button. At the bottom, there is a message: 'If you are unable to view PDFs, please [download Adobe Reader](#).' with a 'Get ADOBE READER' button.

## ➤ Create Claim from Template

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Template Name

 Starts With  Contains

Template Type

 Dental

 Institutional

 Professional

 HCBS/DD

 Travel/Lodging

Search

Reset

## ➤ Search Template

- Select **Template Type - Professional**
- Click - **Search**

**SEARCH RESULTS**

Below is a list of templates that met your search criteria. To create a new claim from click on the row associated with the you wish to display. You will be taken to the web form where you may enter your claim information.

Template Name ▾	Form Type ⇅	Form Sub Type ⇅	Last Update ⇅	Last Updated By ⇅
<a href="#">TEST 123 H2015</a>	Professional		11/17/2021	
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Template Name   Starts With  Contains

Template Type

- Dental
- Institutional
- Professional
- HCBS/DD
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# ➤ Search Template

- Enter **Template Name** – Select **Starts With**
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## SEARCH RESULTS

Below is a list of templates that met your search criteria. To create a new claim from click on the row associated with the you wish to display. You will be taken to the web form where you may enter your claim information.

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Below is a list of templates that met your search criteria. To create a new claim from click on the row associated with the you wish to display. You will be taken to the web form where you may enter your claim information.

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1 - 2 of 2

### ➤ Search Results:

- Select - **Template Name to complete the Claim for submission**

### ➤ Assistance in completing the Web Portal Claim Instructions:

- **1915(I) - <https://www.behavioralhealth.nd.gov/1915i/trainings>  
Billing and Claims: Part 2 – MMIS**
- **All other providers – Contact Noridian Call Center at 877-328-7098  
or email [mmisinfo@nd.gov](mailto:mmisinfo@nd.gov)**