

MMIS WEB PORTAL TEMPLATE TRAINING

Laura Holzworth, Medical Services Division



# ND Health Enterprise Web Portal Claim Template Instructions

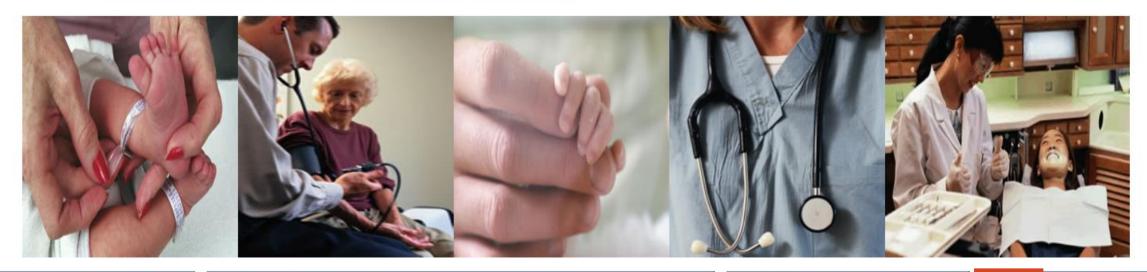


Go to <a href="https://mmis.nd.gov/portals/wps/portal/EnterpriseHome">https://mmis.nd.gov/portals/wps/portal/EnterpriseHome</a>



Home

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

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Log into the system based upon your role:

Providers

Internal Users



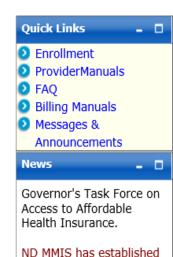
**Home** 

Program 🕨

Member ▶

Provider Documentation

Directories >



a scheduled maintenance window for calendar year

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.

2019 from 9:00PM to 4:00AM Central Time on the 2nd Thursday of the

### 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.

# 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 ? Login Reset

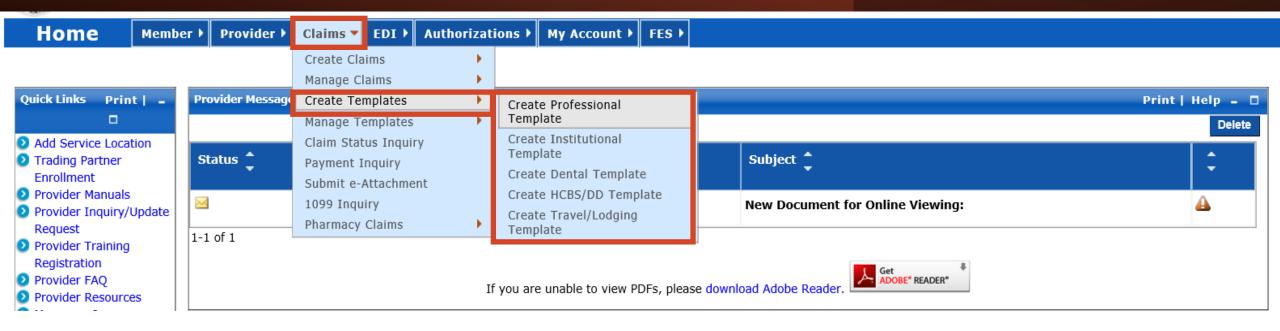
# Provider Login

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

# > Manage Provider User Security:

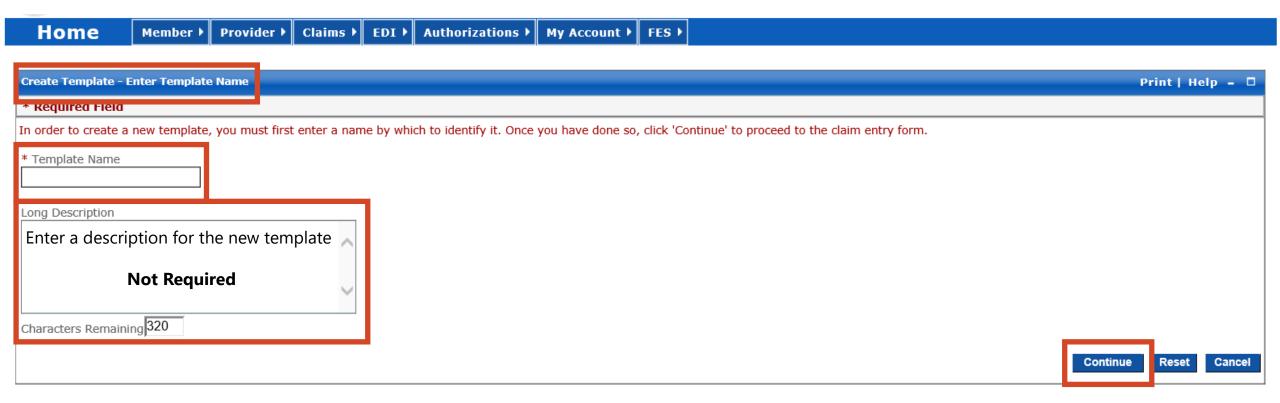
https://www.nd.gov/dhs/info/mmis/docs/mmis-managing user-security-grg.pdf

# **Creating a Claim Template**

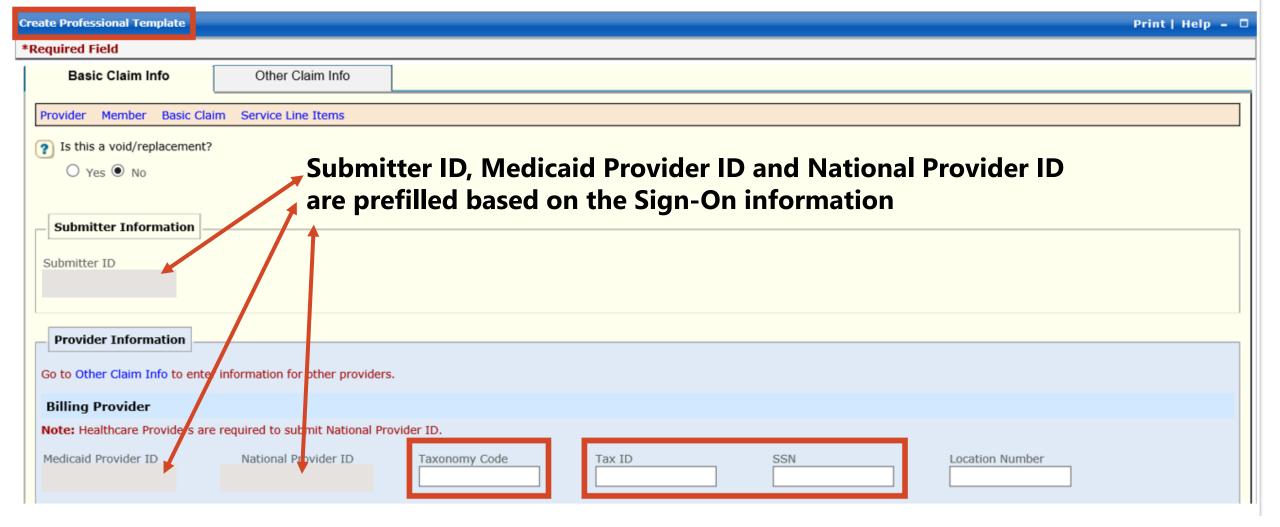


# > Create Claim Template

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

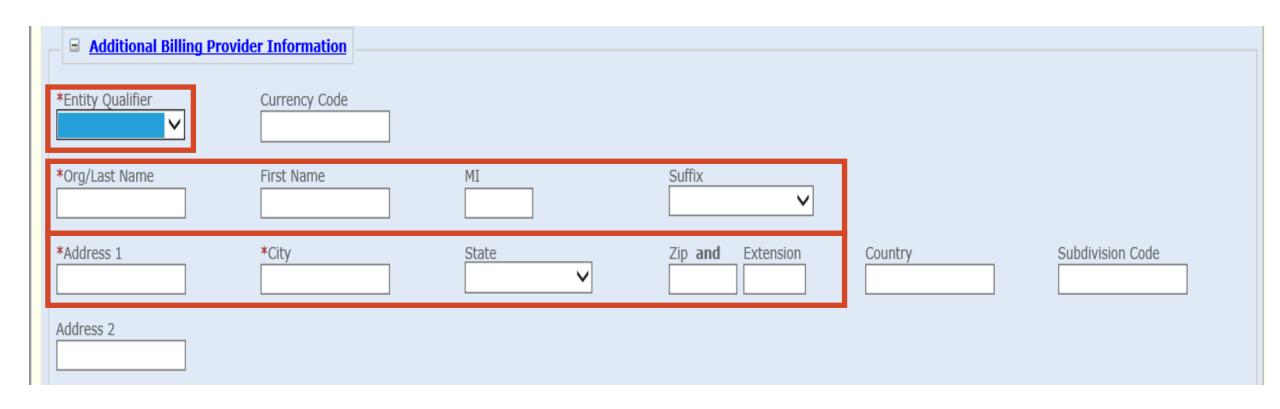


- > Create Template
  - Create Template Name Enter Name of Template
  - Long Description Enter a description Not Required
  - Select Continue



# > Billing Provider

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



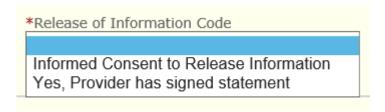
- > Additional Billing Provider Information
  - Entity Qualifier Select Person or Non-Person
  - Enter Org/Last Name, Address, City, State and Zip Code
  - ❖ Note: **Required** fields are **NOT REQUIRED** in a Template



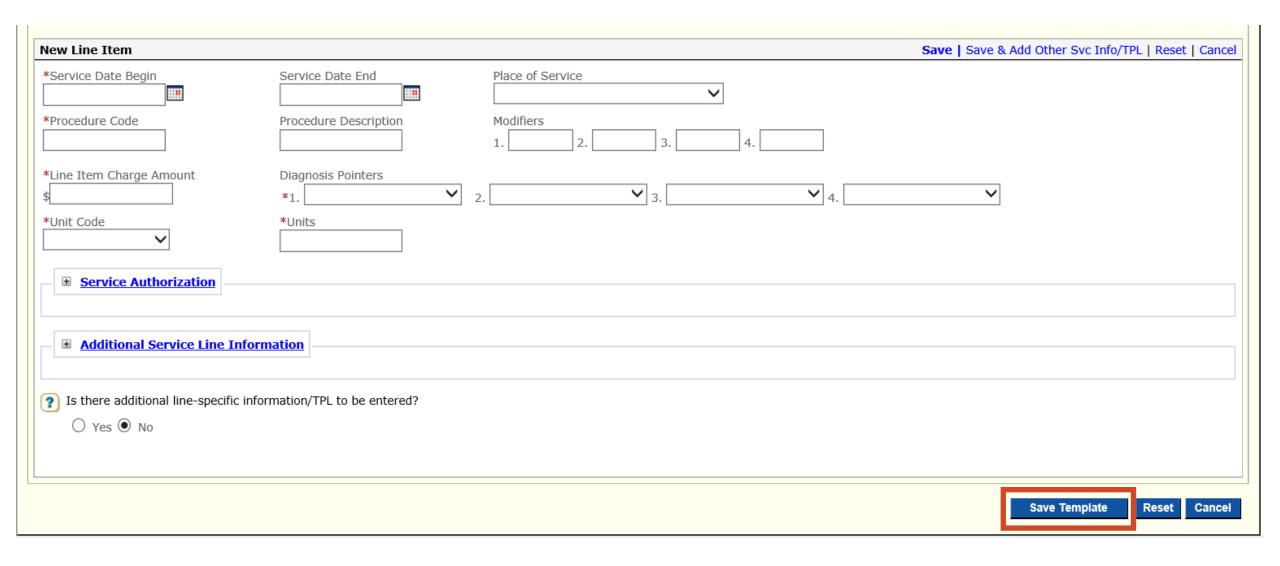
> Assignment Code – Select Not Assigned



Benefits Assignment Certification— Select Not Applicable

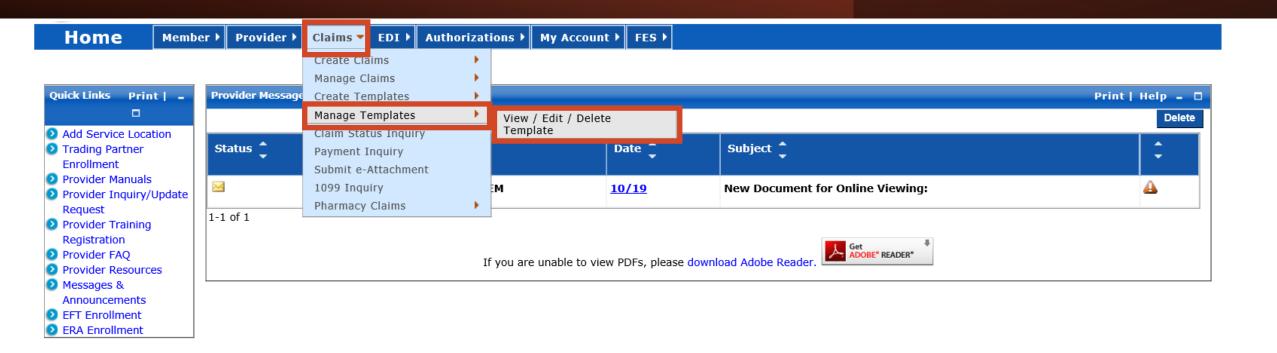


> Release of Information Code— Select Yes, Provider has signed statement

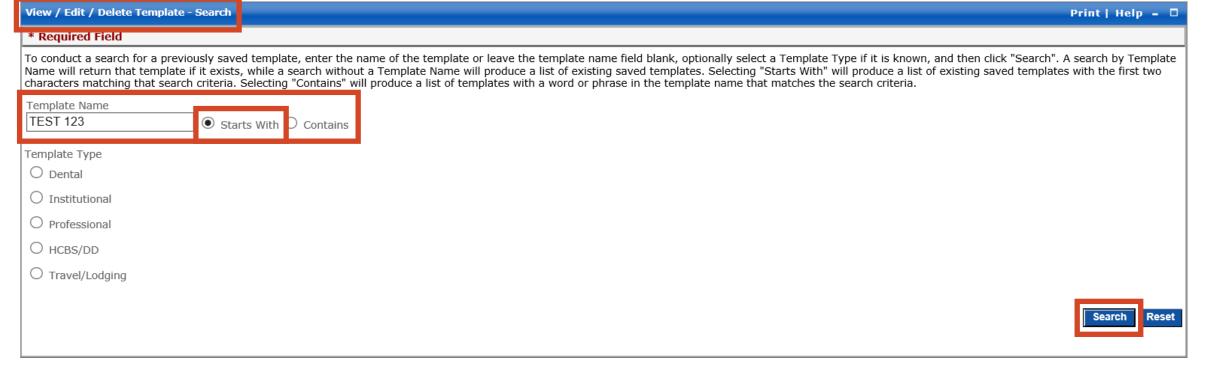


Select **Save Template** 

# Managing and Editing a Template



- > Claims
- ➤ Manage Templates Select View/Edit/Delete Template

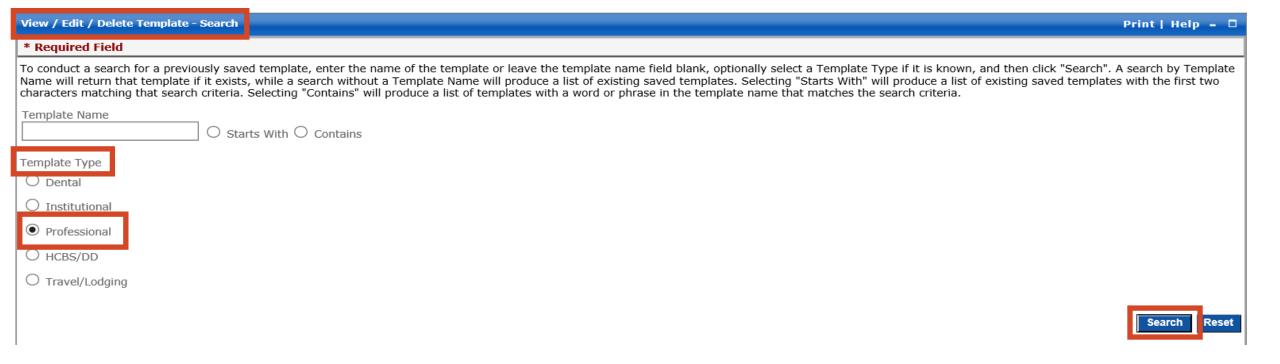


- Enter Template Name Select Starts With
- Click Search

### 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 🕏
TEST 123 H2015	Professional		11/17/2021	
TEST 123 T2003	Professional		11/17/2021	



- Select Template Type Professional
- Click Search

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TEST 123 T2003	Professional		11/17/2021	

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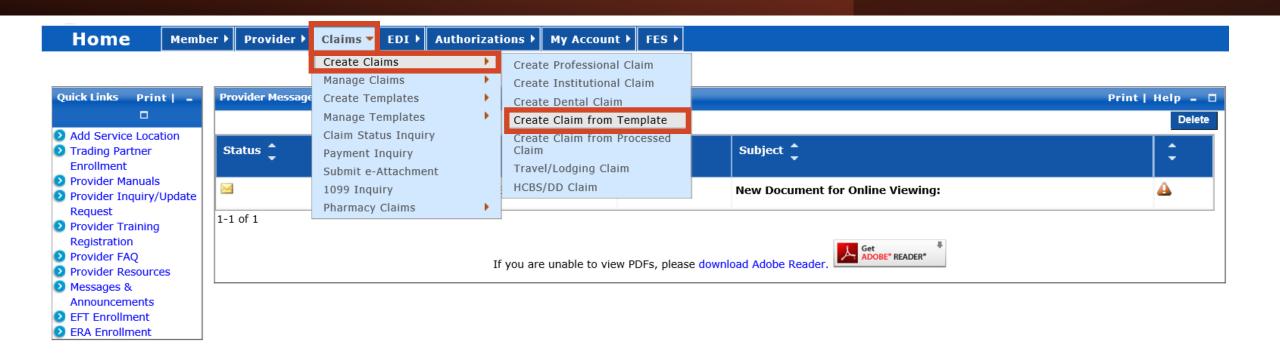
Template Name ▼	Form Type 🕏	Form Sub Type 🕏	Last Update 🕏	Last Updated By 🕏
TEST 123 H2015	Professional		11/17/2021	
TEST 123 T2003	Professional		11/17/2021	

1 - 2 of 2

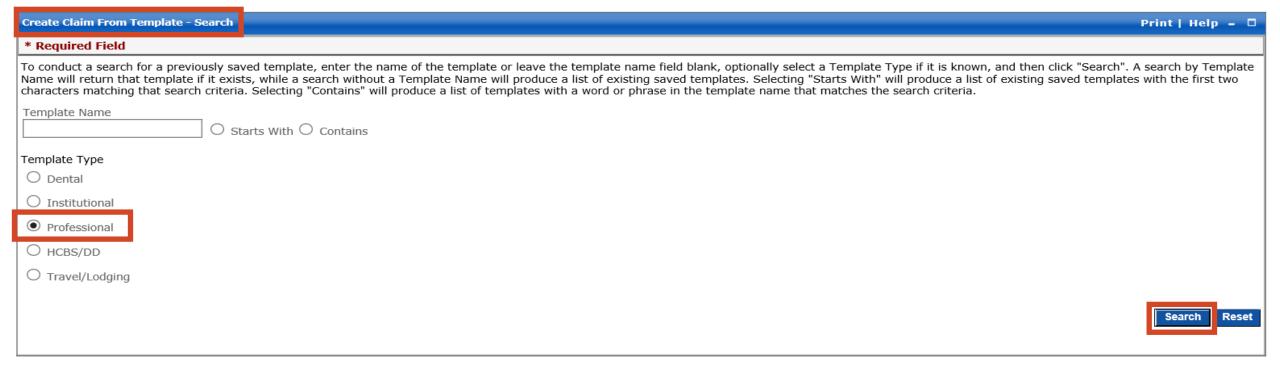
# > Search Results:

Select - Template Name to make any changes to the template

# **Create Claim from Template**



# > Create Claim from 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 🕏
TEST 123 H2015	Professional		11/17/2021	
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TEST 123 T2003	Professional		11/17/2021	

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 <u>mmisinfo@nd.gov</u>