Behavioral Health Redesign Brief:

Step by Step Instructions: Enrolling Rendering Practitioners in MITS

As part of redesigning Ohio's Medicaid behavioral health benefit package, **the Ohio Departments of Medicaid and Mental Health and Addiction Services have extended the deadline to January 1, 2017 for rendering practitioners to enroll with Ohio Medicaid and be listed on Medicaid claims.** This edition of MITS BITS gives step by step instructions on how rendering practitioners can enroll in MITS and become affiliated with their employing provider agency. (See also MITS BITS dated February 3, 2016 on this topic: http://bh.medicaid.ohio.gov/Providers1#4276-mits-bits)

Practitioners required to have an NPI and be enrolled in Ohio Medicaid:

Physicians (MD/DO), Psychiatrists	Licensed Independent Social Workers
Advanced Practice Registered Nurses	Licensed Professional Clinical Counselors
Certified Nurse Practitioners	Licensed Independent Marriage and Family Therapists
Clinical Nurse Specialists	Licensed Independent Chemical Dependency Counselors (LICDC)*
Physician Assistants	Registered Nurses
Licensed Psychologists	Licensed Practical Nurses

 * LICDCs can begin enrolling 7/1/2016

Behavioral health professionals not listed above are not required to obtain an NPI or enroll in the Ohio Medicaid program. ODM will issue future guidance on the requirements for Medicaid claims for services rendered by practitioners without an NPI.

Physicians, psychiatrists, and advanced practice nurses who are registered with Ohio Medicaid as Ordering, Referring, or Prescribing (ORP) providers do NOT need to re-register. The Ohio Department of Medicaid will enroll all ORP registered practitioners as "rendering status" within MITS.

To assist behavioral health professionals in enrolling in Ohio Medicaid as a rendering provider, we have developed step by step instructions to complete the Medicaid provider application in MITS. Instructions can be found at the link below.

http://bh.medicaid.ohio.gov/Portals/0/Users/008/08/8/20160404-Provider-enrollment-instructions.pdf?ver=2016-04-12-102708-773

Affiliating Medicaid Enrolled Practitioners with a Behavioral Health Agency

Once an agency's practitioners are enrolled with Ohio Medicaid, the practitioners must be affiliated with their employer(s). This step must be performed in the secure section of the MITS portal by the behavior health agency's MITS Administrator. Individual practitioners may also use MITS to associate themselves with their employing agency if they have been granted access by the agency's MITS portal administrator. Practitioners employed by more than one provider agency must affiliate with each one.

The agency must ensure that all practitioners are enrolled and affiliated before January 1, 2017 so that claims can be submitted. The following instructions explain how to affiliate or link a Medicaid enrolled practitioner and a provider agency. MITS screen shots of this process can be found at the link below.

http://www.medicaid.ohio.gov/Portals/0/Providers/Enrollment%20and%20Support/Grp-Link-Instruct.pdf

How to Affiliate Practitioners with Their Employer Agencies

1. Log into the MITS secure portal.
2. Select "Group Member."
3. Scroll down to the "Group Member" panel. The panel will automatically display all practitioners associated with the group.
4. Select "Add."
5. Enter the practitioner 7 digit Medicaid Number or 10 digit NPI number in the appropriate field.
6. Select "Search." If the practitioner is enrolled with Medicaid eligible to be associated with provider agencies, MITS will pre-populate the panel with the practitioner's information.
7. Change the Effective Dates and End Dates to reflect the dates of association.
8. Select "Save" to finalize the updated information.

MITS also allows "un-affiliation" or delinking of a practitioner from their employer agency. Provider agencies must "un-affiliate" practitioners no longer employed by the provider agency.

How to "Un-Affiliate" Practitioners from their Employing Agencies

1. Log into the MITS secure portal.
2. Select "Group Member."
3. Scroll down to the "Group Member" panel. It will automatically display all practitioners associated with the group.
4. Select the practitioner from which you would like to withdraw your agency. The data for that practitioner will populate in the corresponding fields below.
5. Change the End Date to reflect the date on which your agency withdrew or will withdraw from the practitioner. Dates may be back dated or dated into the future.
6. Select "Save" to finalize the updated information.

Please direct any questions to the Ohio Medicaid provider call center at 1-800-686-1516.