



State of New Jersey
Department of Human Services
Division of Medical Assistance & Health Services

NEWSLETTER

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TO: All Providers - For Information

SUBJECT: New Features to the Web Site for Providers – www.njmmis.com

EFFECTIVE: Immediately

PURPOSE: To notify providers about the **new** features available through the NJMMIS Web site. **Questions can be directed to the Webmaster via the Web site.** This Web site is available 24 hours a day and 7 days a week.

BACKGROUND: In December 2001, you received a Newsletter (**Vol. 11, No. 88**) which announced the new Web site for providers – www.njmmis.com. This Newsletter included a description of the Web site features that were available at that time (access to various manuals, guides, forms, newsletters, alerts, edit codes and descriptions and a limited provider directory).

ACTION: The NJMMIS Web site (www.njmmis.com) has been enhanced to include the following:

- **Provider Registration** – allows providers to register for a username and password, which must be used to access secure areas on the Web site.
- **Change Password** – allows users to modify their password.
- **Forgot My Password** – allows providers to request their password.
- **Billing Supplements** – allows access to provider billing supplements.
- **Report Distribution** – allows providers to access the six most recent Remittance Advice reports online. **This is a secure area of the Web site and requires a username and password to access.**
- **Provider Directory** – for users logged in with a valid username and password; the secure area of the Provider Directory will display the 7 digit Medicaid Identification Number for all providers.

Provider Registration - Obtaining a Username and Password

Some of the new features on the NJ Medicaid Web site are secure areas and **require a valid username and password** before access is granted. Providers may register for a username and password using the Web site. To obtain a username and password:

1. Access the Web site and select 'Provider Registration' from the menu options.
2. Fill in the required information and click the Submit button. Please note that you must indicate if this username and password will be used to access Charity Care or Medicaid Remittance Advice reports.
3. The request will be processed and a username and password will be sent to you, via certified mail, within 7 business days.

Providers are expected to maintain their own passwords. The "Change Password" function is located on the Login page. Access this function to modify your password.

If a username and/or password cannot be remembered, the Web site does have an option to request this information.

1. Access the Forgot My Password option.
2. Fill in your provider number.
3. Click on the Submit button.

Within 7 business days, your username and password will be sent to you, via certified mail.

Logging In

1. After receiving your username and password, access the Web site and select Login from the menu options.
2. Enter your username and password. The very first time you log in, you will be required to change your password. After changing your password, you will be required to login again with your new password.

Accessing Remittance Advice Reports

1. After successfully logging in, the Report Distribution menu option will appear under the general 'Information' menu items. Select this to access the Report Distribution page.
2. Select the type of report you wish to view. Currently, Remittance Advice (RA) reports are the only reports available. Click on the Submit Request button to bring up a list of all available reports for that type. Remittance Advice reports available on-line include 6 weeks back from the current date (6 months back for Charity Care RAs).
3. To view a specific report, click on the Submit button for that report.

If you are a provider that receives both **Charity Care** and **Medicaid** Remittance Advice reports under the same Provider ID, **you must obtain two separate username and password combinations** for accessing the Remittance Advice reports. Use the Charity Care username and password to access Charity Care Remittance Advice reports, and the other username and password to access Medicaid Remittance Advice reports.

More than one person may be logged in under a single username and password. This allows multiple persons to access Remittance Advice data at the same time. It is highly recommended that the username and password combination not be shared with anyone other than those employees that have a need to access this information.

Please note that Claim Correction Forms will not be available over the web at this time. You will continue to receive your Remittance Advice report with the Claim Correction Forms included.

Accessing the Enhanced Provider Directory

To view Provider Medicaid IDs in the Provider Directory, the user must first log in to the Web site. Providers may register for a username and password as described above. Once logged in, the information displayed for providers will include their Medicaid ID.

Feedback on the Web site is welcome. Please use the **Contact Webmaster** area of the Web site to communicate your questions and comments.

If you have any questions concerning this Newsletter, please contact the webmaster via the Web site or call Unisys Provider Services at 1-800-776-6334.

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