



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](http://www.njmmis.com)

**EFFECTIVE:** Immediately

**PURPOSE:** To notify providers about the **new features available** through the NJMMIS web site, which is available 24 hours a day and seven 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](http://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).

You received another Newsletter in April 2002 (**Vol. 12, No. 21**) which described new features available through the NJMMIS web site. Some of these features were: Provider Registration; Change Password; Forgot My Password; Billing Supplements; Report Distribution (Remittance Advice Reports); and enhanced Provider Directory. Several of these features are located on a secure area of the web site, and require a valid username and password to access.

**ACTION:** The NJMMIS web site ([www.njmmis.com](http://www.njmmis.com)) has again been enhanced to include several new features. These enhancements include: submitting and viewing Claim History requests (better known as Judge Runs) over the web, and allowing Long Term Care (LTC) providers to submit census data over the web. Users are able to use these functions immediately.

Additionally, a link to the Division's website will enable users to access the most recent versions of the regulatory portions of all Provider Manuals, which may also be found at [www.state.nj.us/humanservices/dmahs/manuals.html](http://www.state.nj.us/humanservices/dmahs/manuals.html). To use the link, go to the bottom of the njmmis web page and click on "Division of Medical Assistance and Health Services."

## Judge Runs

The Judge Run Request feature of the web site provides the ability to submit Judge Run Requests through the web. To use this feature on the web site, you must first register with the site by clicking on the "Provider Registration" link on the menu. After receiving your username and password, click on the "Login" menu option to log into the site.

Once in, click on the "Request Judge Run" menu option. To submit a Judge Run Request:

1. Verify the Provider Information displayed. Please correct any items that may be incorrect in regard to the requester information.
2. Fill in the Requester Information. This is important because this information will be used to notify you when your Judge Run has been generated.
3. Specify the information you want in the Judge Run (claim type, dates, status) and the media type on which you wish to receive the Judge Run. In addition to paper and CD, there is a media type called "web site." Selecting this media type will allow you to view the Judge Run reports on the web site as well as download a zipped version of the report. The zipped version is in the same (comma delimited ASCII) format as the CD version. You may select more than one media type, however, ***you will be charged for each media type selected.*** The Judge Run fee schedule for each media type is available on same page.
4. Once done, click on the "Submit Request" button to submit your request. (Clicking on "Reset Page" button will cause all values that you have entered to be cleared from the screen.) Once submitted, you will be notified that "your request has been sent".
5. Judge Run processing is performed at the end of each month. When completed, you will be contacted by a representative who will provide the number of claim lines printed in the report and the pricing information.

Once payment has been received, the paper and CD versions of the Judge Runs, if selected, will be mailed to you. If the media type selected included "web site," the Judge Runs will be immediately available to you on the web site.

To access and view the Judge Run reports:

1. Once logged onto the web site, click on the "Report Distribution" menu option.
2. In "Report Name," select "Judge Run" and click on the "Submit Request" button.
3. A list of your Judge Run reports will be displayed.
4. Click on the link in the "Work ID column" on this list.
5. The information will be displayed in page sets which can hold up to 100 pages of the Judge Run report. Controls at the top of the report allow movement between page sets (Previous and Next) as well as jumping to the first or last page set.

The downloaded version of the Judge Run report is in the same format (comma delimited ASCII) as the CD version. To download a file:

1. Click on the link in the Zip File column of the Judge Run report list.
2. Use the dialog box to either open the file or save it to your computer (select "Save"). Specify the location on your computer to save the file and click the "Save" button to begin the file download process. Please note

that the length of time required to download varies depending upon the size of the file, the connection speed, and the amount of network traffic.

Keep in mind that Judge Run reports are available on the web site for 90 days from the date payment is received.

### **Long Term Care Census Data**

The LTC Census feature of the web site allows providers to submit LTC Census data through the web. To use this feature on the site, first register by clicking on the "Provider Registration" link on the menu. After receiving your username and password, click on the "Login" menu option. Once logged on, click on the "LTC Census" menu option.

1. Select the Billing Month/Year for which you would like to submit Census data. Select up to a year back from the previous month. Once selected, click on the "Submit" button and a form will be displayed to complete.
2. If this is the first time Census data is being submitted for this Billing Month/Year, an online form filled with zeros will be displayed. If you have already submitted data for the Billing Month/Year, your previous totals will be displayed.
3. Completely fill out the form. If you have made a mistake and want to set the form fields back to their original values, click on the "Reset Page" button. Once you have completed the form, click on the "Submit" button. You will be required to read and indicate your acceptance of the Long Term Care Census Certification Statement before your data will be submitted to the system.
4. To accept, click on the "I Agree, Submit Form Now" button. If you do not accept the Certification statement, click on the "I Disagree, Cancel Submission." All changes will be cleared out and nothing will be submitted.

Please note that all LTC Census data submitted through the web site after 5:00 PM on weekdays will be processed at the end of the next business day.

Feedback on the web site is welcome. Please use the **Contact Webmaster** area of the 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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(BLUE TAB MARKED "5")**