



Minnesota Department of **Human Services**  
 Minnesota Health Care Programs (MHCP)  
[www.dhs.state.mn.us/provider](http://www.dhs.state.mn.us/provider)

## MHCP Provider Billing Workshops MN-ITS Interactive 2008

Minnesota legislation passed during the 2007 session ([62J.536, Uniform Electronic Transactions and Implementation Guide Standards](#)) requires that you submit all Minnesota-based health care claims electronically by July 15, 2009. This will change how you bill all Minnesota health plans, including DHS/MHCP. Contact other Minnesota health plans you bill to learn about their Uniform Transactions compliance plans.

For your MHCP business, take the opportunity now to attend a free billing workshop, where you will learn how to use our free Internet-based [MN-ITS](#) (“minutes”) system. When you submit your claims electronically via MN-ITS, you submit more accurate claims, meet [electronic billing requirements](#) and get paid quicker.



Using MN-ITS is easier and cheaper than submitting paper claims, which only results in processing and payment delays. Billing electronically via MN-ITS eliminates the need to purchase claim forms, envelopes and postage.

Using MN-ITS also greatly increases your claim & payment turnaround time. We process 96% of electronic claims within five days, compared to only 27% of paper claims. **Why wait longer for payment?**

### Join us for a FREE one-day MN-ITS Interactive billing workshop

You'll learn how to use the web-based MN-ITS Interactive to accomplish these billing functions online:

- Verify program eligibility for one or more recipients at one time
- Submit claims (including claims with third party insurance or Medicare)
- Copy previously submitted claims
- Replace incorrectly submitted claims
- Check a claim's paid or denied status
- Submit authorization requests for medical/dental/med. supply services
- Validate the accuracy of your claim, so you submit it correctly
- Retrieve your authorization and Service Agreement letters
- Retrieve your Remittance Advices (RAs)

We'll also review the MHCP online provider resources and forms you need to do business with MHCP.

### Before you sign up for a workshop:

Be sure you are registered as a MN-ITS user. You received a MN-ITS Registration Letter at the time of your provider enrollment. Use this Letter to register for MN-ITS now. Contact the Provider Call Center at (651) 431-2700 or (800) 366-5411 for a copy of your Letter.

Register for MN-ITS and then sign up online for a workshop at <http://providertraining.dhs.state.mn.us>

### Checklist: What to bring with you:



A copy of your MHCP Remittance Advice (not just the supplemental page)
If applicable, adequate documentation so you can submit an authorization request
Adequate documentation so you can submit one or more of the following claims: <ul style="list-style-type: none"> <li>• Claims without other insurance coverage</li> <li>• Claims with TPL/other insurance coverage (as appropriate)</li> <li>• Claims with Medicare A or B (as appropriate)</li> </ul>
If applicable, a copy of the approved Service Agreement authorizing you to bill for services
If applicable, copies of Explanation of Benefits from other payers (TPL/Medicare A or B) related to the claim you will be submitting
A payer claim control number (PCN) or recipient number and date of birth so you can check that status of a claim submitted on paper or through MN-ITS
Optional: <ul style="list-style-type: none"> <li>• A copy of a MN-ITS Interactive PCN in paid status that you want to replace</li> <li>• A copy of a MN-ITS Interactive PCN (denied/paid) that you want to copy</li> </ul>

Morning workshops start at 8:30 a.m., afternoon workshops start at 1:00 p.m. and all take place in small computer labs throughout Minnesota. Sign up online for a free billing workshop near you at <http://providertraining.dhs.state.mn.us>