

February 14, 2002
ALL PROVIDERS
MONTANA PROVIDER NOTICE

Weekly Payments Available

Any provider may now choose to be paid weekly instead of bi-weekly so long as you also agree to accept electronic remittance advices (RA) and to be paid via electronic funds transfer (EFT). This new option is designed to improve providers' cash flow and to reduce paper-handling costs for both providers and the state government. This option is available to any provider of services within the Montana Medicaid program, Mental Health Services Plan, or Children's Health Insurance Plan dental and eyeglass program. Following is a list that details all the options available to you for receiving your payments and remittance advices:

	Payment Method	Remittance Advice	Payments Received
Option 1	EFT	Electronic	Weekly
Option 2	EFT	Electronic	Bi-Weekly
Option 3	EFT	Paper	Bi-Weekly
Option 4	Paper	Electronic	Bi-Weekly
Option 5	Paper	Paper	Bi-Weekly

The only way to receive weekly payments is if a provider receives an electronic remittance advice and payments through EFT.

If you currently receive an electronic remittance advice and payments through EFT, you must notify ACS Provider Relations in writing by mail or by fax if you want to receive your payments weekly – this will not happen automatically. In your written notification, please list all the provider numbers you wish to include in the change. You do not have to take any action if you want to continue receiving payments bi-weekly.

For providers who are not currently but want to start receiving electronic remittance advices and/or EFT, there are forms you will need to complete in order to start the process:

1. *Electronic Remittance Advice and Payment Cycle Enrollment Form* (see attached.)
2. *Direct Deposit Sign-up Form Standard Form 1199A*, available from your financial institution or on the Web at forms99.psc.gov/Forms/SF-11991A.htm.
3. *MEPS Access Request Form* for the Montana Eligibility & Payment System (MEPS), available on the Web in The Virtual Human Services Pavilion at <http://vhsp.dphhs.state.mt.us>. To find the form select "Human Services", then select the "Medicaid" kiosk. On the Electronic Remittance page click on "How to "Access" the Electronic Remittance System" and then select "access request form."

You must complete this form in order to receive a password, which will enable you to view your Electronic Remittance Advice on line. Entry into the system requires either a valid provider or group number, and password. Each provider and group number requires a unique password.

Therefore, a separate request form must be completed for each provider or group of providers. **Providers already accessing the MEPS system can use their current password and do not need to complete this form.**

Send the completed *Electronic Remittance Advice and Payment Cycle Enrollment Form* and the *Direct Deposit Sign-up Form Standard Form 1199A* to ACS Provider Relations (P.O. Box 4936, Helena MT 59604) for initial screening. If any necessary information is missing, the forms will be returned to you along with an explanation of what is needed. Once the forms pass the screening process at ACS, they will be sent to DPHHS for the process to be started.

Send the completed *MEPS Access Request Form* directly to DPHHS at the address on the form. As soon as your MEPS access has been set up DPHHS will call to give you your new ID and password. At this point in time both paper and electronic RAs will be created for you. DPHHS will contact you and make sure you are not having problems accessing your electronic RAs before discontinuing your paper RA. If you are setting up a new EFT it will have to go through a test cycle, which will take two to three weeks after DPHHS receives your request. This allows time for the system to send your bank a test EFT while continuing to mail a paper warrant to you.

Electronic Remittance Advice Access and Formats

Your electronic Remittance Advices can be accessed on the Web in The Virtual Human Services Pavilion at vhsp.dphhs.state.mt.us - select "Human Services" then select the "Medicaid" kiosk, and then select Electronic Remittance. **Due to space limitations, each RA will only be available for six weeks.**

The electronic RA will be available on the Web in two different formats so you will be able to choose according to your needs:

The first choice is to download the RA in a PDF format. You will need to have Adobe Acrobat Reader (which can be downloaded from the SOR Download Page) to view this format. In PDF format, you can view the RA and print it out. It will look exactly like the paper RA.

The second choice is to download a flat file of the RA. File layout information is available (on the SOR Download Page) for this format to assist you in setting up a system to post directly to your accounts.

If you have any questions or require additional information, please call Provider Relations at:

Helena and out-of-state: (406) 442-1837
In-state toll-free: 1-800-624-3958

