



ILLINOIS DEPARTMENT OF
Healthcare and
Family Services

Long Term Care MEDI Registration Tools and Guidelines for Long Term Care Providers

Registering a Medicaid Provider

- Go to <http://www.illinois.gov/hfs/MedicalProviders/EDI/medi/Pages/default.aspx>

The screenshot shows a web browser window displaying the Illinois Department of Healthcare and Family Services (HFS) website. The address bar shows the URL: <http://www.illinois.gov/hfs/MedicalProviders/EDI/medi/Pages/default.aspx>. The page title is "MEDI Home".

The website header includes the HFS logo and navigation links: MY HEALTHCARE, MEDICAL PROVIDERS (highlighted), INFO CENTER, and ABOUT US. A search bar is also present.

The main content area displays the following information:

- HFS > Medical Providers > Electronic Data Interchange (EDI) > MEDI Home**
- Update 5/6/2016**
- Oracle has introduced Java version 8 update 91. This new update has worked on our PCs for all Medi applications.
- If you can login now do not change your Java.
- In the 5/10/2016 Microsoft Windows update more Java versions are blocked. If you are getting the message that Microsoft Windows is blocking your Java, you can use the new version. www.java.com. Microsoft will block all Java 7 versions that are currently available to the public. Microsoft will block Java 8 versions before 8u77. If you do not have one of these versions (8u77, 8u91) and can't login you will have to change Java. Special Note: Do not use the Beta or early release of Java 9.
- If your password is over a year old you may be prompted to change your password. This is normal. If you are having problems logging in and your password is over a year old or it has been over 90 days since you used Medi you may have to change your password.
- For Illinois (Instate) users, use the Forgot Password button on the MEDI login page.
- For Out of state users, call 1-800-366-8768. Select option 1 then option 6 for assistance changing passwords.
- Please Note: Only accounts which were registered using a State of Illinois Driver's License (DL) or State of

On the right side of the page, there is a navigation menu with the following items:

- Medi
- EDI Home
- MEDI
- MEDI Home** (highlighted)
- MEDI Login
- MEDI Frequently Asked Questions
- MEDI Help
- MEDI Help (pdf)
- Getting Started with MEDI
- Register for Medi (indicated by a red arrow)
- Contact Us

The Windows taskbar at the bottom shows the date and time as 10:48 AM on 8/24/2016.

New Users

- To Get a Digital ID click on the Register for MEDI link on the right hand side of the page (see slide 2.
- Click the Getting Started Link to make sure your system meets the requirements to use the MEDI App.

The screenshot shows a web browser window displaying the Illinois MEDI website. The address bar shows the URL: <http://www.illinois.gov/hfs/MedicalProviders/EDI/medi/Pages/default.aspx>. The page content includes a navigation menu at the top with options like 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu, there are several links: 'Child Support Case Information', 'Cost Calculation For Medicaid School-Based Health Services', and a section titled 'New Users'. Under 'New Users', there is a sub-header 'Resources are available to assist you with establishing and troubleshooting your MEDI access:' followed by three links: 'Getting Started', 'Registration Toolbox (pdf)', and 'Help Documentation'. A red arrow points to the 'Getting Started' link. Below this section is a 'Registered Users' section with a blue 'Login' button and a note about system maintenance. At the bottom, there is a 'Provider Updates' section with information about E-mail notifications.

Registered Users

- Click on the Registration Toolbox for a reference guide to all forms of registration available.
- Help Documentation provides a more detailed description of MEDI functionality.

The screenshot shows a web browser window with the URL <http://www.illinois.gov/hfs/MedicalProviders/EDI/medi/Pages/default.aspx>. The page content includes:

- Child Support Case Information
- Cost Calculation For Medicaid School-Based Health Services
- New Users**
 - Resources are available to assist you with establishing and troubleshooting your MEDI access:
 - Getting Started presents what is required to use these applications
 - Registration Toolbox (pdf) provides steps to complete the registration process, as well as problem tips
 - Help Documentation for a more thorough overview of MEDI
- Registered Users**
 - [Login](#) button
 - Login here or click the login button above.
 - Note: Some features of this site will be unavailable between 3 and 3:30 a.m. on a daily basis, and between 10 p.m. to midnight on Saturdays, due to regular system maintenance. Please keep this in mind when using this site during this time frame, and thank you for your cooperation.
- Provider Updates**
 - Providers can register to receive E-mail notification, when new provider information has been posted to the Web site, by completing the form for [Provider Releases and Bulletins E-mail Notification Request](#).
 - Providers can register to receive an E-mail notification when a new preferred drug list has been posted to the Web site, by completing the form for the [Preferred Drug List E-Mail Notification Request](#).

Two red arrows point to the "Registration Toolbox (pdf)" and "Help Documentation" links in the "New Users" section.

Ready to log in? Just click the button!

The screenshot shows a web browser window with the address bar displaying <http://www.illinois.gov/hfs/MedicalProviders/EDI/medi/Pages/default.aspx>. The page content includes:

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 - Login** (A red arrow points to this blue button)
 - Login here or click the login button above.
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The browser's address bar at the bottom shows <https://medi.hfs.illinois.gov/medi/mlogin.do>. The system tray at the bottom right shows the date and time: 10:59 AM 8/24/2016.

Login using your digital ID and password

https://medi.hfs.illinois.gov/TruePassSample/AuthenticateUserRoamingEPF.html

File Edit View Favorites Tools Help

RAPPLH2N Web Server Suggested Sites State of Illinois Enterprise... Web Slice Gallery

HFS ILLINOIS DEPARTMENT OF Healthcare and Family Services www.myhfs.illinois.gov

Bruce Rauner, Governor

myHFS myHFS Login

Login
Getting Started
Check Browser
Register
Contact Us
Logout
myHFS Index

SECURED BY
Entrust
SSL
VERIFY

 Please enter your User Name and Password from your state of Illinois Digital ID.

User Name:

Password:

Remember name

If you have forgotten your password or need to change your password, then choose 'Forgot Password'. You may also use this option to recover your password if you have exceeded your login limit.

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11:06 AM
8/24/2016

Obtaining IEC & LTC Transaction Links

To submit claims and LTC transactions a minimum of two links should appear on your MEDI Home Page: Internet Electronic Claims (IEC) and Long Term Care (LTC). If these two links do not appear on your MEDI Home page, please continue to the next slide to learn how to obtain them.

The screenshot shows a web browser window with the URL <https://medi.hfs.illinois.gov/medi/userSecurityAgreement.do>. The browser tabs include 'MEDI Home' and 'MEDI Home'. The page content includes a sidebar with contact information for the DoIT Service Desk and a main area with several links:

- Internet Electronic Claims System(IEC)**
The IEC System provides the ability to perform basic processing functions such as:
 - * Eligibility Inquiry
 - * Claim Status Inquiry
 - * Upload/Download HIPAA-compliant transactions
- [English All Kids Application Agent\(AKAA\) / Spanish All Kids Application Agent\(AKAA\)](#)
- [Illinois Health Connect \(ILHC\)](#)
- [Electronic Health Records/Provider Incentive Payment \(EHR/PIP\)](#)
- [Drug Prior Approval/Refill Too Soon Entry System](#)
- [Primary Care Attestations](#)
- Long Term Care (LTC)**
- [Sexual Assault Survivor Registration Site \(ERSASS\)](#)
- [Standardized Illinois Early Intervention Referral Form, Form 650](#)
A referral to the Department of Human Services (DHS) Early Intervention (EI) program, Child and Family Connections (CFC) offices can be made using the Standardized Illinois Early Intervention Referral Form, Form 650. The form can be printed or saved to your computer for use. The form includes a link to an on-line tool to look up the CFC office(s) serving your area.

Adding the Long Term Care Link

- Click on the Registration Menu on the upper left hand corner of your home page.

The screenshot shows a web browser window displaying the MEDI Home website. The browser's address bar shows the URL <https://medi.hfs.illinois.gov/medi/userSecurityAgreement.do>. The website header includes the HFS logo, the text "ILLINOIS DEPARTMENT OF Healthcare and Family Services", and the name "Bruce Rauner, Governor". A navigation menu on the left is titled "MEDI Links" and contains the following items: "MEDI Home", "Manage My Account", "Registration Menu", "Manage NPI Account", "Help Index", "Contact Us", and "Logout". A red arrow points to the "Registration Menu" link. Below the navigation menu, the main content area displays "Welcome, MEDI TEST 4!" and a "Select Application" section with several links: "Internet Electronic Claims System(IEC)", "English All Kids Application Agent(AKAA) / Spanish All Kids Application Agent(AKAA)", "Illinois Health Connect (ILHC)", "Electronic Health Records/Provider Incentive Payment (EHR/PIP)", and "Drug Prior Approval/Refill Too Soon Entry System". A "Help" button is visible in the top right corner of the page. The Windows taskbar at the bottom shows the time as 11:14 AM on 8/24/2016.

Registering a Medicaid Provider

- To register a Medicaid provider you will need to reference the facility's Provider Information sheet that was sent when the facility was enrolled.
- If you do not have the Provider Information Sheet, you may request one on the Registration Page by clicking the link found below the Medicaid Provider Link named "request a Provider Information Sheet."

Registering a Medicaid Provider

https://medi.hfs.illinois.gov/medi/mediRegistrationMenu.do

MEDI Home

MEDI Registration Menu

File Edit View Favorites Tools Help

RAPPLH2N Web Server Suggested Sites State of Illinois Enterprise ... Web Slice Gallery

Bruce Rauner, Governor

Help

MEDI Links

- MEDI Home
- Manage My Account
- Registration Menu
- Manage NPI Account
- Help Index
- Contact Us
- Logout

If you have billing problems, please call a billing consultant at 1-877-782-5565. For all other questions, please call DoIT Service Desk at 1-312-814-DoIT (3648), Option 1 - for Information Technology (IT), and then Option 2 - for HFS.

MEDI Registration Menu

Business Registration
Select this option if you are an administrator for a business and want to perform this function for HFS applications available over the Internet. Select a business registration type below:

Medicaid Provider - Certified by the Illinois Department of Healthcare & Family Services as a medical services provider. You will need your **Provider Information Sheet** which is mailed to the official medical provider address from HFS. If you do not have a Provider Information Sheet, you may [request a Provider Information Sheet](#) to have one mailed to the address on file. Provider registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

Payee - Authorized by a Medicaid provider to receive **remittance advices**. You should have access to a Provider Information Sheet or previously received remittance advices to register. If you do not have this information, you will need to contact the provider. Payee registration available 8 a.m. to 5 p.m. Monday through Friday.

Payor - Certified by the Illinois Department of Healthcare & Family Services as an enrolled payor. You will need your **Payor Information Sheet** which is mailed to the official payor address from HFS. You may [request a Payor Information Sheet](#) to have one mailed to the address on file. Payor registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

Other Business - A billing service, agency or other business that represents a certified HFS medical provider. Other business registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

Employee Registration
Select this option if you have been provided with the Employee Registration Key for the business. If you do not have this information, contact your administrator. Registration of the business is required before you can register. Employee registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

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11:18 AM
8/24/2016

Reduced Facsimile of a Provider Information Sheet

MEDICAID SYSTEM (MMIS) PROVIDER SUBSYSTEM REPORT ID: A2741KD1 SEQUENCE: PROVIDER TYPE PROVIDER NAME	STATE OF ILLINOIS HEALTHCARE AND FAMILY SERVICES PROVIDER INFORMATION SHEET	RUN DATE: 1/10/09 RUN TIME: 11:47:06 MAINT DATE: 1/10/09 PAGE: 84																													
<div style="border: 1px dashed black; padding: 5px;"> <p> --PROVIDER KEY-- 036999999 </p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%; vertical-align: top;"> PROVIDER NAME AND ADDRESS JOHNSON ALBERT 1421 MY STREET ANYTOWN, IL 62000 PROVIDER GENDER: COUNTY 200-COOK TELEPHONE NUMBER - - </td> <td style="width: 60%; vertical-align: top;"> PROVIDER TYPE: 010 - PHYSICIAN ORGANIZATION TYPE: 01 - INDIVIDUAL PRACT ENROLLMENT STATUS B - ACTIV NOCST BEGIN 11/01/06 END ACTIVE EXCEPTION INDICATOR - NO EXCEPT BEGIN END AGR: YES BILL: NONE </td> </tr> </table> </div>			PROVIDER NAME AND ADDRESS JOHNSON ALBERT 1421 MY STREET ANYTOWN, IL 62000 PROVIDER GENDER: COUNTY 200-COOK TELEPHONE NUMBER - -	PROVIDER TYPE: 010 - PHYSICIAN ORGANIZATION TYPE: 01 - INDIVIDUAL PRACT ENROLLMENT STATUS B - ACTIV NOCST BEGIN 11/01/06 END ACTIVE EXCEPTION INDICATOR - NO EXCEPT BEGIN END AGR: YES BILL: NONE																											
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	DBA:					TIN #: 01																									

Registering a Medicaid Provider Continued

- The information marked with an asterisk (*) must be entered exactly as it shown on the Provider Information Sheet.
- This process must be completed for each facility you wish to view the Long Term Care information for.

The screenshot shows a web browser window with the URL <https://medi.hfs.illinois.gov/medi/businessRegistration.do?action=provider>. The browser's address bar shows "Chapter 200" and "Business Registration". The page content includes a sidebar with links like "Help Index", "Contact Us", and "Logout". The main form area contains the following fields:

- Provider Number:***
- Provider Type:***
- Provider Name:***
- Provider Address:***
- City:***
- State:***
- ZIP:***
- Business Phone:***
- Business Fax:**
- Your Work E-Mail Address:***
- ENTER ONE OF THE FOLLOWING***
Your Work Phone: **OR** **Your Work Ext:**
- ENTER ONE OF THE FOLLOWING***
Enrollment Date: **OR** **State Medical License Number:** **OR** **Tax ID Number:** **FEIN:** **SSN:**

At the bottom right of the form are "Submit" and "Reset" buttons. The browser's taskbar at the bottom shows the time as 11:39 AM on 8/24/2016.

Finishing Medicaid Provider Registration

- Once you have completed entering the required information click the Submit Button.
- If there are errors you will be prompted to correct them before proceeding to the next step.
- If there are no errors you will be asked if you are registering as an administrator for the existing or a new location. Select the existing location.
- Once you have received the message indicating you have successfully registered as an administrator you should have access to the Long Term Care Link on the MEDI Home Page.
- For information on managing administrators and employees in the MEDI system, please refer to the MEDI Registration Toolbox located on the MEDI Login Page.

Registering a Payee

- Registering as a Payee will grant you access to the Internet Electronic Claims System, Claim Status features, and Electronic Remittance Advices (ERA). Click on the Registration Menu button and select Payee to begin.

The screenshot shows a web browser window with the URL <https://medi.hfs.illinois.gov/medi/mediRegistrationMenu.do>. The page title is "MEDI Registration Menu". The browser's address bar shows "HFS Chapter 200" and "MEDI Registration Menu". The page content includes a "MEDI Links" sidebar on the left and a main content area on the right. The sidebar contains links for "MEDI Home", "Manage My Account", "Registration Menu", "Manage NPI Account", "Help Index", "Contact Us", and "Logout". The main content area is titled "MEDI Registration Menu" and contains the following sections:

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- Employee Registration**: Select this option if you have been provided with the Employee Registration Key for the business. If you do not have this information, contact your administrator. Registration of the business is required before you can register. Employee registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

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Registering a Payee Continued

- Corporations with multiple facilities sometimes share the same payee number. In these instances registering the payee is only needed once. The information required to register a payee is also found on the Provider Information Sheet as well as at the bottom of paper remittance advices.
- To verify the payee number compare two remittance advices from two different facilities. The provider number is found at the top left hand corner of the remittance advice and the payee number is located at the bottom of the remittance advice.
- If two different facilities have the same payee number, you will only have to register the payee once in MEDI, however, each *provider number must be registered separately*.
- Once the payee is registered the system will automatically link to the enrolled provider(s) that have successfully registered in MEDI and share the same payee number in our IMPACT Provider Enrollment System. The name and number of the registered provider(s) linked to the payee will appear in the drop down boxes for the IEC tabs for Claim Submission, Upload/Download X12 File(s), Claim Status and Electronic Remittance Advice (ERA) transactions.

Registering a Payee Continued

https://medi.hfs.illinois.gov/medi/businessRegistration.do?action=payee

Chapter 200 Business Registration

File Edit View Favorites Tools Help

RAPPLH2N Web Server Suggested Sites State of Illinois Enterprise ... Web Slice Gallery

Manage NPI Account
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For all other questions, please call DoIT Service Desk at 1-312-814-DoIT (3648), Option 1 - for Information Technology (IT), and then Option 2 - for HFS.

Required Fields*

Payee Number:*

Payee Name:*

Payee Address:*

City:* **State:*** **ZIP:***

Business Phone:* **Business Fax:**

Your Work E-Mail Address:*

ENTER ONE OF THE FOLLOWING*

Your Work Phone: OR **Your Work Ext:**

Submit **Reset**

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100%

11:58 AM 8/24/2016

Completing Payee Registration

- Once you have entered the information marked with an asterisk, click Submit.
- If there are errors, you will be prompted to correct them before completing.
- Once the registration is accepted you will usually be granted access to the Internet Electronic Claims (IEC) link within 24 - 72 hours.
- The IEC Link will grant you access to submit electronic claims (after 10/01/16 for long term care providers). Completing the Payee Registration starts the 835 process for claims submitted after the date of registration. Claims submitted before this date will not have 835s.
- Please review the MEDI Registration Toolbox for information on managing Payee access and information.

Registering a Non-enrolled Business User for Claim Submission after 10/01/16

- You will also be able to authorize a business entity to submit claims on your behalf.
- This may be an ideal option if you will be submitting claims for multiple facilities.
- Using this option allows a registered Medicaid Provider to designate a third party limited access to submit claims electronically on their behalf without granting full access to the data available in MEDI.

Registering a Non-enrolled Business User for Claim Submission after 10/01/16 - Registered Providers

- The Third Party Business User must have their own login and password and registration in MEDI.
- To register as a Non-enrolled Business User select Other Business from the Registration Menu.

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Medicaid Provider - Certified by the Illinois Department of Healthcare & Family Services as a medical services provider. You will need your **Provider Information Sheet** which is mailed to the official medical provider address from HFS. If you do not have a Provider Information Sheet, you may [request a Provider Information Sheet](#) to have one mailed to the address on file. Provider registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

Payee - Authorized by a Medicaid provider to receive **remittance advices**. You should have access to a Provider Information Sheet or previously received remittance advices to register. If you do not have this information, you will need to contact the provider. Payee registration available 8 a.m. to 5 p.m. Monday through Friday.

Payor - Certified by the Illinois Department of Healthcare & Family Services as an enrolled payor. You will need your **Payor Information Sheet** which is mailed to the official payor address from HFS. You may [request a Payor Information Sheet](#) to have one mailed to the address on file. Payor registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

Other Business - A billing service, agency or other business that represents a certified HFS medical provider. Other business registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

Employee Registration
Select this option if you have been provided with the Employee Registration Key for the business. If you do not have this information, contact your administrator. Registration of the business is required before you can register. Employee registration is available 24 hours a day, seven days a week, except between the hours of 3 and 3:30 a.m.

The "Other Business" option is highlighted with a red arrow pointing to it from the left. The page footer includes "Copyright © 2016 myHFS" and links for "Privacy Information", "Web Accessibility", and "Webmaster". The system tray at the bottom shows the date and time as 12:11 PM on 8/24/2016.

Registering a Business Entity for Claim Submission after 10/01/16 - Non-enrolled Business Users

- The information entered on this page should be entered by the Third Party Business that will be submitting claims for the Medicaid Provider.
- For detailed information on what information should be used, please refer to the MEDI Registration Toolbox.

The screenshot shows a web browser window with the URL <https://medi.hfs.illinois.gov/medi/businessRegistration.do?action=other>. The page title is "Business Registration". The browser's address bar shows "HFS Chapter 200" and "Business Registration". The page content includes a sidebar with navigation links: "Manage NPI Account", "Help Index", "Contact Us", and "Logout". Below these links is a note: "If you have billing problems, please call a billing consultant at 1-877-782-5565. For all other questions, please call DoIT Service Desk at 1-312-814-DoIT (3648), Option 1 - for Information Technology (IT), and then Option 2 - for HFS." The main content area is titled "Required Fields*" and contains the following form fields:

- Business Name:*** (text input)
- Business Address:*** (text input)
- City:*** (text input)
- State:*** (dropdown menu)
- ZIP:*** (text input)
- Business Phone:*** (text input)
- Business Fax:** (text input)
- Your Work E-Mail Address:*** (text input)
- ENTER ONE OF THE FOLLOWING***
 - Your Work Phone:** (text input) OR
 - Your Work Ext:** (text input)
- Tax ID Number:*** (text input) with radio buttons for **FEIN:** and **SSN:**
- Other Business Type:*** (dropdown menu with "SELECT" selected)
- Business Description:** (text input)

Required if 'Other Business' is selected*

The browser's taskbar at the bottom shows the Windows logo, Internet Explorer, File Explorer, Outlook, and PowerPoint icons. The system tray on the right shows the date and time: 12:13 PM 8/24/2016.

Business Entity's and Clearinghouse Associations - Non-enrolled Business Users

- Once the Business Entity is registered as a non-enrolled business, an administrator must request Medicaid Provider Authorization to submit claims using the IEC for each enrolled Medicaid Provider you wish to submit claims for.
- An administrator for the Enrolled Long Term Care Provider must approve the billing entity's authorization request to initiate IEC transactions.

IEC – Requesting Medicaid Provider Authorization

- To request Medicaid Provider Authorization, go to the Manage My Account tab located in the upper left hand corner of your home page
- Select the business entity/clearinghouse you want to request an authorization for and select the radio button to the left and then click on the Authorization Button in the upper right hand corner of the screen.
- On the next page click on “Req Provider Auth” (only non-provider businesses will have this option)

Clearinghouse/Other Business Registration

Browser address bar: <https://qmedi.hfs.illinois.gov/medi/manageMyMEDIAccount.do> Manage My MEDI Account

Menu: File Edit View Favorites Tools Help

Navigation: RAPPLH2N Web Server Suggested Sites State of Illinois Enterprise ... Web Slice Gallery

	Employee Registration Key:	Relationship:	Status:	Application:
	5u2LJdTsR1noma2	Administrator	ACTIVE	IEC, LTC
Select <input type="radio"/>	Business Name: MISHA'S CLEARINGHOUSE	HFS ID Number: 1K5849NFU451	Tax ID Number: [REDACTED]	Business Type: OTHER BUSINESS ←
	Employee Registration Key: c8D6S9e128262iT	Relationship: Administrator	Status: ACTIVE	Application: NONE
Select <input type="radio"/>	Business Name: SLP LTC TEST	HFS ID Number: 123456789500	Tax ID Number: 12-3456789	Business Type: MEDICAID PROVIDER - 028
	Employee Registration Key: 2m62bJT9vz4F1mR	Relationship: Administrator	Status: ACTIVE	Application: IEC, LTC
Select <input type="radio"/>	Business Name: SMHRF LTC TEST	HFS ID Number: 123456789502	Tax ID Number: 12-3456789	Business Type: MEDICAID PROVIDER - 038
	Employee Registration Key: xip1222Sbw6pi9o	Relationship: Administrator	Status: ACTIVE	Application: IEC, LTC

Requesting Authorization

Business Authorization Menu

Name: MISHA'S CLEARINGHOUSE

HFS ID Number: 1K5849NFU451

Tax ID Number: [redacted]

Registered Employees

Employee Name:	Employee Type:	Status:	Status Reason:
MISHA GLASSEL	Administrator	ACTIVE	INITIAL REGISTRATION

Req Provider Auth

Req Provider Auth

Requesting Provider Authorization Cont.

- Note: the provider name, number fields must be entered as they appear on the Provider Information Sheet and you must select an application from the drop-down list, answer the claim preparer question and click submit to complete the authorization request.
- Warning: if you are unsuccessful in requesting provider authorization five times, you will be locked out of the MEDI system and will have to contact Network Services to have your account unlocked.
- If there are no errors you will be returned to the Request Provider Authorization page to review the status of your authorization requests.
- The authorization process typically takes 2-3 business days to be granted before transactions can be exchanged. This is required to update HFS's X12N translator software.
- Any pending authorization requests will show up at the bottom of the authorization request screen.
- Once this step is completed, the provider will need to grant the authorization for the business they wish to have submit claims for them.
- To complete the process an administrator for the provider will need to login to MEDI and go to the Manage My Account Tab, select their provider number, and click on "Authorization."

Requesting Provider Authorization

The screenshot shows a web browser window with the URL <https://qmedi.hfs.illinois.gov/medi/employeeAuthorization.do>. The browser's address bar shows the page title "Request Provider Authoriza...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "RAPPLH2N Web Server", "Suggested Sites", "State of Illinois Enterprise...", "Web Slice Gallery", "Home", "Print", "Page", "Safety", and "Tools".

The page header features the "HFS Healthcare and Family Services" logo on the left and "Bruce Rauner, Governor" on the right. Below the header is a "MEDI Links" sidebar with the following items: "MEDI Home", "Manage My Account", "Registration Menu", "Manage NPI Account", "Help Index", "Contact Us", and "Logout". A note in the sidebar states: "If you have billing problems, please call a billing consultant at 1-877-782-5565. For all other questions, please call DoIT Service Desk at 1-312-814-DoIT (3648), Option 1 - for Information Technology (IT), and then Option 2 - for HFS."

The main content area is titled "Request Provider Authorization" and contains the following form fields and buttons:

- Name:** MISHA'S CLEARINGHOUSE
- Business Type:** OTHER BUSINESS
- HFS ID Number:** 1K5849NFU451
- TAX ID Number:** [Redacted]

Buttons: **Submit**, **Reset**, **Help**

Request Provider Authorization

I am Requesting Authorization from the Following Medicaid Provider:

Provider Name: DD LTC TEST

Provider Number: 123456789501

Application: INTERNET ELECTRONIC CLAIMS

Does MISHA'S CLEARINGHOUSE prepare claims for this Provider?
Yes

Current Authorization Requests

Remove:	Provider Number:	Provider Name:
<input type="checkbox"/>	123456789003	ACME LTC TEST
	Application: IEC	Status: PENDING - 09/06/2016

Buttons: **Submit**, **Reset**

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Taskbar: 10:49 AM 9/6/2016

Provider Authorization

Browser address bar: <https://qmedi.hfs.illinois.gov/medi/manageMyMEDIAccount.do>

Navigation: File Edit View Favorites Tools Help

Taskbar: RAPPLH2N Web Server Suggested Sites State of Illinois Enterprise Web Slice Gallery

Page: Page Safety Tools

ILLINOIS DEPARTMENT OF Healthcare and Family Services
www.myhfs.illinois.gov
Bruce Rauner, Governor

MEDI Links: Manage My Account, Registration Menu, Help Index, Contact Us, Logout

Buttons: Display, Authorization, Help

Business Associations

Select <input type="radio"/>	Business Name: ACME LTC TEST Employee Registration Key: 2i9pP6raKfSZMZb	HFS ID Number: 123456789003 Relationship: Employee	Tax ID Number: 12-3456789 Status: ACTIVE	Business Type: MEDICAID PROVIDER - 033 Application: IEC, LTC, LTCB
Select <input type="radio"/>	Business Name: DD LTC TEST Employee Registration Key: 5u2LJdTsr1noma2	HFS ID Number: 123456789501 Relationship: Administrator	Tax ID Number: 12-3456789 Status: ACTIVE	Business Type: MEDICAID PROVIDER - 029 Application: IEC, LTC
Select <input type="radio"/>	Business Name: MISHA'S CLEARINGHOUSE Employee Registration Key: c8D6S9e128262IT	HFS ID Number: 1K5849NFU451 Relationship: Administrator	Tax ID Number: [Redacted] Status: ACTIVE	Business Type: OTHER BUSINESS Application: NONE
Select <input type="radio"/>	Business Name: SLP LTC TEST Employee Registration Key: 2m62bJT9vz4F1mR	HFS ID Number: 123456789500 Relationship: Administrator	Tax ID Number: 12-3456789 Status: ACTIVE	Business Type: MEDICAID PROVIDER - 028 Application: IEC, LTC
Select <input type="radio"/>	Business Name:	HFS ID Number:	Tax ID Number:	Business Type:

System tray: 100%, 10:54 AM 9/6/2016

Requesting Provider Authorization Cont

- Select "Business Auth"

The screenshot shows a web browser window with the URL <https://qmedi.hfs.illinois.gov/medi/businessAssociations.do>. The page title is "Business Authorization Menu". The browser's address bar shows the URL, and the page title is "Business Authorization Menu". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's status bar shows the page title "Business Authorization Menu".

The page content includes a navigation menu on the left with "MEDI Links" and "Provider Authorization Menu". The "MEDI Links" menu includes: MEDI Home, Manage My Account, Registration Menu, Manage NPI Account, Help Index, Contact Us, and Logout. The "Provider Authorization Menu" includes: Business Auth, Change Emp Auth, and Help. The "Business Auth" button is highlighted with a red arrow.

The main content area displays the following information:

Name: DD LTC TEST
HFS ID Number: 123456789501
Tax ID Number: 12-3456789

Registered Employees

Employee Name:	Employee Type:	Status:	Status Reason:
JUDITH MCCREIGHT	Employee	ACTIVE Application: IEC LTC	ACCEPTED BY ADMIN AuthorizationLevel: AUTHORIZED AUTHORIZED
MISHA GLASSEL	Administrator	ACTIVE Application: IEC LTC	INITIAL REGISTRATION AuthorizationLevel: ADMINISTRATOR ADMINISTRATOR
SARAH RICKARD	Administrator	ACTIVE Application: IEC LTC	INITIAL REGISTRATION AuthorizationLevel: ADMINISTRATOR ADMINISTRATOR

At the bottom of the page, there are two buttons: "Business Auth" and "Change Emp Auth". The "Business Auth" button is highlighted with a red arrow.

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Approving Authorization Requests

- Initial Requests will be displayed in pending status. An administrator for the Enrolled Long Term Care Provider must approve the billing entity's authorization request to initiate IEC transactions.
- An administrator can place an authorization in Active or Inactive status by clicking accept or reject respectively, or it can be left in pending status. An administrator may also change previous authorizations or rejections that a previous administrator may have granted or revoked.
- If the authorization requested is for the IEC the administrator must also authorize the specific transactions the business/clearinghouse will have access to (837I, 835).

Provider Authorization Requests

MEDI LINKS

- MEDI Home
- Manage My Account
- Registration Menu
- Manage NPI Account
- Help Index
- Contact Us
- Logout

If you have billing problems, please call a billing consultant at 1-877-782-5565. For all other questions, please call DoIT Service Desk at 1-312-814-DoIT (3648), Option 1 - for Information Technology (IT), and then Option 2 - for HFS.

Provider Business Authorization

Name: ACME LTC TEST

HFS ID Number: 123456789003 **Tax ID Number:** 12-3456789

Business Authorizations

These businesses have requested access to the applications indicated on behalf of the provider. If you want to authorize a business to work on behalf of the provider, click the 'Accept' radio button to select it. If you do not want a business to work on behalf of the provider, click 'Reject.' If you are unsure, you may leave the request in pending status. Click 'Submit' to submit your changes.

For the IEC application, you must check the transactions you want to authorize.

Authorization Requests

HFS ID Number: 1K5849NFU451	Business Name: MISHA'S CLEARINGHOUSE	Address: 201 SOUTH GRAND AVE EAST SPRINGFIELD, IL 62704
Accept: <input checked="" type="radio"/> Reject: <input type="radio"/>	Administrators: MISHA GLASSEL	Contact Information: 217-782-0557 MISHA.GLASSEL@ILLINOIS.GOV
	Application Status: IEC - ACTIVE 09/07/2016	Current Authorized Transactions: 270 - 09/07/2016, 276 - 09/07/2016, 8371 - 09/07/2016
	Accept or Reject these Transactions: <input checked="" type="checkbox"/> SUBMIT INST CLAIM - X12 8371 <input checked="" type="checkbox"/> CHECK ELIGIBILITY - X12 270/271 <input checked="" type="checkbox"/> CHECK CLAIM STATUS - X12 276/277	
	Check the functions you want to authorize Check All	
	If you want to remove an authorized function, uncheck the checkbox UnCheck All	
HFS ID Number: 123456789003	Business Name: PUBLIC AID / TECHNICAL SUPPORT	Address: 201 S GRAND AVE E 2ND FLOOR

Questions?

- For step by step procedures in basic registration in MEDI, please refer to the MEDI Registration Toolbox.
- For assistance registering a long term care facility, please call the Bureau of Long Term Care at 217-782-0545.