

MN-ITS Death Data Match User Guide

Objective To access, view, retrieve and transfer Death Data Match files

Performed by Lead Agency (county/tribe) - MN-ITS users

Background This User Guide instructs lead agencies how to access, view, retrieve and transfer Death Data Match information in the RECIPIENTFILE file type, in the Miscellaneous Received Mailbox

About MN-ITS Mailbox

The MN-ITS Mailbox Home page now appears upon login. Items appear in four main folders.

- **Links** (default folder which includes Provider Updates and Provider News)
- **Miscellaneous Received** (Recipientfile, service authorization/agreements, enrollment letters, reports, etc.) Death Data Match files are accessible for 90 days from the date they are placed into the Miscellaneous Received mailbox in the recipientfile file type.

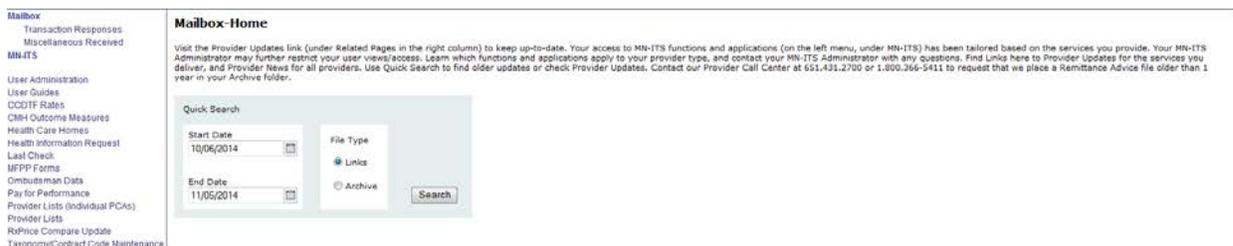
Note: MN-ITS Administrators are able to restrict MN-ITS users access, which may reduce the number of Mailbox folders and file types that appear in an individual's mailbox. Refer to the Death Data Match Create/Modify/assign MN-ITS User Assess User Guide.

To Access and Use MN-ITS Mailbox

1. Login to **MN-ITS**
2. Select **Mailbox**

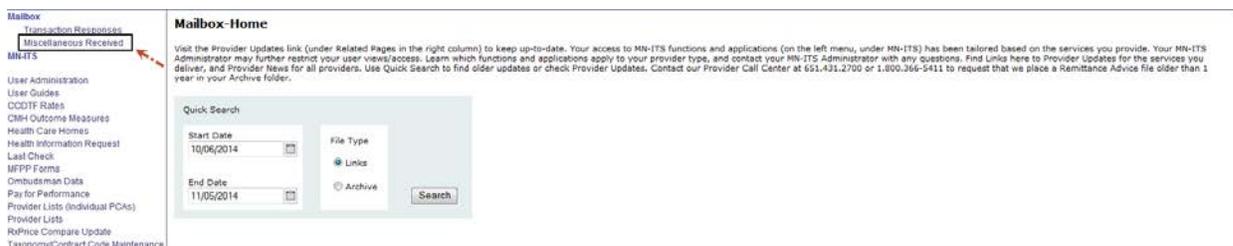


3. The landing page defaults to the Links folder, which contains Provider Updates, Provider News and other important information for your organization about any changes to coverage policy or billing procedures.

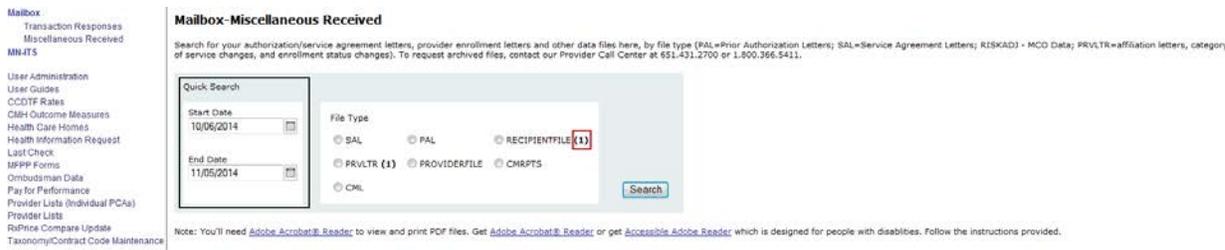


Use Miscellaneous Received

1. Select **Miscellaneous Received** in the left column
MN-ITS displays the number of files marked as "unread" in each mailbox file:



2. Select the date span that you are looking for in the Quick Search date fields.
MN-ITS displays the number of files marked as "unread" in each mailbox file:



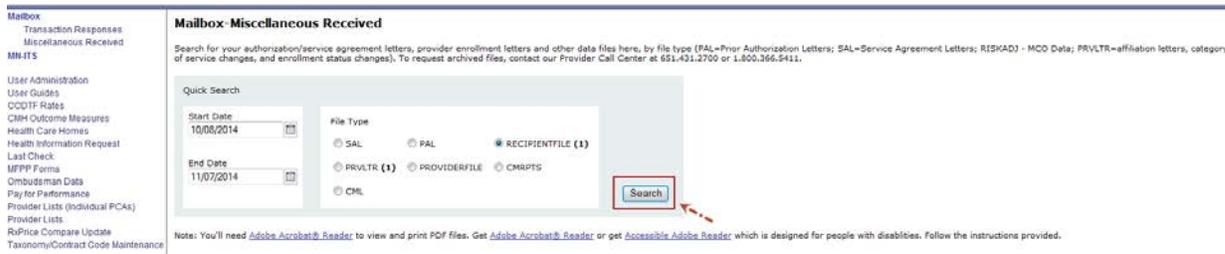
NOTE: File Type options may vary for different users based on the files sent to their mailbox. The File Type descriptions are as follows:

- SAL (service authorization letters)
- PAL (prior authorization letters)
- PRVLTR (provider affiliation letters)
- PROVIDERFILE (
- CMRPTS (
- CML (waiver/AC case manager authorization letters)
- RECIPIENTFILE (death match documents)

3. Select the RECIPIENTFILE file type from the options shown below.



4. Select Search to display the items within the RECIPIENTFILE file.



File Names

The files all follow the same name format.

The bolded items are unread. The non-bolded items have been read by you or someone else within your organization. The files items will display in order from the newest to the oldest unless you change the order.

5. Select the **file link** to open the file:

Mailbox-Miscellaneous Received

Search for your authorization/service agreement letters, provider enrollment letters and other data files here, by file type (PAL=Prior Authorization Letters; SAL=Service Agreement Letters; RISKADJ - MCO Data; PRVLTR=affiliation letters, category of service changes, and enrollment status changes). To request archived files, contact our Provider Call Center at 651.431.2700 or 1.800.366.5411.

Quick Search

Start Date
09/01/2014

End Date
12/05/2014

File Type
 SAL
 PAL
 RECIPIENTFILE (1)
 PRVLTR (7)
 PROVIDER-FILE (4)
 CMRPTS
 CML

Search

Note: You'll need [Adobe Acrobat® Reader](#) to view and print PDF files. Get [Adobe Acrobat® Reader](#) or get [Accessible Adobe Reader](#) which is designed for people with disabilities. Follow the instructions provided.

Mark as Unread

Page 1 of 1 Total Files 5 1

Name	Date	Size	Description
<input type="checkbox"/> A342517700_RECIPIENTFILE_MonthlyDeathMatch_2014-11-25-07-16-09.xls	11/25/14 07:20 AM	1.2 MB	

6. Select **Open**



7. At the top of your browser, select **File** and then select either **Save As** or Print depending on your internal workflow process.

Lastname	Firstname	MiddleName	PHI	SSN	DOB	DOB	ResidenceStreet	ResidenceCity	St	Zip
Doe	Jane	Sue	02345678	1234567890	01/01/1924	08/25/2014	1234 My Street N	Blumville	MINNESOTA	55337
Doe	John	Paul	01234567	9876543210	01/01/1988	10/01/2014	34567 MY Ave W	Apple Valley	MINNESOTA	55055

Logging Out of MN-ITS Mailbox

You may log out of MN-ITS mailbox anytime by selecting “**Logout**” in the upper left portion of the page located on the dark blue bar. This will bring you back to the MN-ITS Homepage.



Questions

If you have questions, follow these steps below:

1. Contact the MHCP Provider Call Center at 651-431-2700 or 1-800-366-5411.
2. Enter the NPI/UMPI for your agency (this is the number after the @ sign of your MN-ITS user name).
3. Select MN-ITS option 6.