

MN-ITS User Manual

Latest Manual Revisions

Revised: November 15, 2022

Updates cited below do not include minor grammatical or formatting changes that otherwise do not have bearing on the meaning of the policy contained herein.

November 15, 2022

Direct Data Entry Submit DDE Claims

- [837D Dental User Guides](#) – We removed the link to the MN-ITS DDE Screens - Dental (837D) (PDF). MHCP now has [On-demand videos](#) for help with MN-ITS billing.
- [837I Institutional User Guides](#) – We removed the link to the MN-ITS DDE Screens - Institutional (837I) (PDF). MHCP now has [On-demand videos](#) for help with MN-ITS billing.

November 14, 2022

Direct Data Entry Submit DDE Claims

- [837P Professional User Guides](#) – We removed the link to the MN-ITS DDE Screens - Professional (837P) (PDF). MHCP now has [On-demand videos](#) for help with MN-ITS.

November 10, 2022

MN-ITS Administration

- [MN-ITS Registration](#)
 - We updated MHCP Provider Call Center to MHCP Provider Resource Center and updated the option number to select when calling from 6 to 2.
 - Under [Before You Register](#), we added information about the MPSE portal user roles being managed by Primary Administrator.
 - We also moved some paragraphs around to improve information flow.

October 14, 2022

Direct Data Entry Other Applications

- The [Submit a Health Information Request \(HIR\)](#) MN-ITS user guide has been updated and will replace the PDF version.
- [Other Provider Application User Guides](#) – We replaced the Health Information Request (HIR) (PDF) with a reformatted Submit a Health Information Request (HIR) webpage.

Table of Contents

- [Table of Contents](#) – Under Other Applications, we replaced the Health Information Request (PDF) with Submit a Health Information Request (HIR).

October 13, 2022

Direct Data Entry Submit DDE Claims 837P Professional

- [Medicare Part A or Part B County Paid Premiums MN-ITS User Guide](#) – We added a link to the Late Request for Medicare Reimbursement (DHS-3918) and explained when it needs to be submitted.

Direct Data Entry

Submit DDE Claims 837D Dental

- [Dental \(837D\) Line Level COB - Billing for Dental Services](#) – Washington Publishing Company (WPC) has changed their name to X12.

October 10, 2022

Other Applications

- [Other Provider Application User Guides](#) – Under Other Application User Guides removed the link Submit a Health Care Home (HCH) Tier e-Tool.
- Obsoleted Submit-a-Health-Care-Homes-Tier-e-Tool
- Obsoleted Health Care Homes (HCH) Eligible MHCP Organization and Individual Providers
- Obsoleted Health Care Homes Help Welcome Screen
- Obsoleted Health Care Homes Help - Batch Results Screen
- Obsoleted Health Care Homes Help Batch Screen
- Obsoleted Health Care Homes Help - Data Entry Results Screen
- Obsoleted Health Care Homes Help - Data Entry Screen

September 30, 2022

Direct Data Entry

Authorization Request

- [Submit an Authorization Request for Durable Medical Equipment \(DME\)](#) – We added a MN-ITS user manual section for submitting an authorization request for durable medical equipment.

September 15, 2022

Direct Data Entry

Authorization Request

- [Submit an Authorization Request for Medical Services with Consolidated NPIs](#) – Replaced PDF document for Submit Authorization Request for Medical Services Consolidated NPIs with manual section.

August 25, 2022

Direct Data Entry

Authorization Request

- [Submit an Authorization Request for Medical Services](#) – Replaced the Medical Services PDF with a MN-ITS user manual section for submitting an authorization request for medical services.

August 19, 2022

Direct Data Entry (DDE)

Authorization Request

- [Submit an Authorization Request for Dental Services Consolidated Providers](#) is a new section that has been added to the MN-ITS User Manual and will replace the PDF 278 Authorization Request – Dental Consolidated.

July 28, 2022

Direct Data Entry (DDE)

Authorization Request

- [Submit an Authorization Request for Dental Services](#) – We updated language throughout this user guide to enhance usability. Under [Service Information](#), we explained the Service Description field has a 264-character limit.

June 30, 2022

Direct Data Entry (DDE)

Submit DDE Claims

837P Professional

- [Housing Support Supplemental Services](#) – New user manual for Housing Support Supplemental Services.

June 22, 2022

**Direct Data Entry (DDE)
Authorization Requests**

- [Submit an Authorization Request \(278\) for CT and MRI Imaging Services](#) – We removed old prior authorization (PA) and service agreement (SA) images and added new images of authorization and services tabs that appear in MN-ITS. We updated text that has changed in the PA and SA in MN-ITS.

January 4, 2022

**Direct Data Entry (DDE)
Submit DDE Claims
837D Dental**

- [Dental \(837D\) Claim Level COB - Billing for Dental Services](#) – We added billing information for consolidated providers throughout.

January 3, 2022

**Direct Data Entry (DDE)
Submit DDE Claims
837P Professional**

- [Medicare Part A or Part B County Paid Premiums MN-ITS User Guide](#) – Under [Claim Information](#), we added Attachment Control Number information under the Situational Claim Information row of the grid.

[2021 Archived Manual Revisions](#)

[2020 Archived Manual Revisions](#)

[2019 Archived Manual Revisions](#)

[2018 Archived Manual Revisions](#)

[2017 Archived Manual Revisions](#)

[2014 – 2016 Archived Manual Revisions](#)