

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

NOTICE OF PROPOSED POLICY

Public Act 280 of 1939, as amended, and consultation guidelines for Medicaid policy provide an opportunity to review proposed changes in Medicaid policies and procedures.

Please review the policy summary and the attached materials that describe the specific changes being proposed. Let us know why you support the change or oppose the change.

Submit your comments to the analyst by the due date specified. Your comments must be received by the due date to be considered for the final policy bulletin.

Thank you for participating in the consultation process.



Director, Program Policy Division  
Bureau of Medicaid Policy and Actuarial Services

<b>Project Number:</b>	0832-Manual	<b>Comments Due:</b>	November 27, 2008	<b>Proposed Effective Date:</b>	February 1, 2009
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**Mail Comments to:** Jackie Prokop  
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Medical Services Administration  
P.O. Box 30479  
Lansing, Michigan 48909-7979

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**Policy Subject:** Medicaid Provider Manual Compact Disc (CD) Mailings

**Affected Programs:** Medicaid, Children's Special Health Care Services, Adult Benefits Waiver, MOMS, Plan First!

**Distribution:** All Provider

**Policy Summary:** The purpose of the policy is to notify providers that an updated version of the Medicaid Provider Manual on a compact disc (CD) will no longer be mailed out annually.

**Purpose:** When the Manual was originally created in an electronic format and posted to the Michigan Department of Community Health's website, there was difficulty opening the manual due to its size and many providers had limited Internet access. Now, with improved Internet service and updated computers, many providers are able to open the Medicaid Provider Manual from the website without difficulty. Mailing the CD version of the Medicaid Provider Manual to all Medicaid providers annually is an unnecessary expense.

# Proposed Policy Draft

Michigan Department of Community Health  
Medical Services Administration

**Distribution:** All Providers

**Issued:** January 1, 2009

**Subject:** Medicaid Provider Manual Compact Disc (CD) Mailings

**Effective:** February 1, 2009

**Programs Affected:** Medicaid, Children's Special Health Care Services, Adult Benefits Waiver, MOMS, Plan First!

The Michigan Department of Community Health (MDCH) annually mails a compact disc (CD) version of the Michigan Medicaid Provider Manual to all enrolled Medicaid providers. The Medicaid Provider Manual contains policies related to Medicaid, Children's Special Health Care Services, Adult Benefits Waiver, Maternity Outpatient Medical Services (MOMS), Plan First!, and other health care insurance programs administered by MDCH.

Given that the Medicaid Provider Manual is available online and is updated on a quarterly basis showing policy bulletins that were incorporated and technical changes, MDCH is discontinuing the annual mailing of the Medicaid Provider Manual CD to all Medicaid providers. The Medicaid Provider Manual can be accessed on the MDCH website at [www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders) >> Policy and Forms >> Medicaid Provider Manual.

If you are an enrolled Medicaid provider without Internet access and would like to receive the January 1, 2009, CD version of the Medicaid Provider Manual, you will need to submit a request to MDCH. The request must include the Medicaid provider's name and address, National Provider Identifier (NPI), telephone number, and a contact person's name. You may submit the request by mail, fax, or e-mail to one of the following:

MDCH/Medicaid Program Policy Division  
PO Box 30479  
Lansing, MI 48909  
or  
Fax: 517-335-5136  
or  
E-mail: [MSA-Forms@Michigan.gov](mailto:MSA-Forms@Michigan.gov)

Upon receipt of this request, MDCH will mail you one free copy of the January 1, 2009, CD version of the Medicaid Provider Manual. Providers using the CD will need to visit the MDCH online version of the Medicaid Provider Manual in April, July and October of each year to review the quarterly updates.

In the future, if you are interested in obtaining an updated CD version of the Medicaid Provider Manual, you will need to contact MDCH and annually submit a request to the mail address, fax number, or e-mail address identified above. Upon receipt, MDCH will mail a CD to you.