



Documentation EZ Link

MDCH Electronic Claim Attachment Pilot for SE Michigan

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- With Compuware for 4 years
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Documentation EZLink Overview

EZLink Registration

- Security Administrators
- EZLink Users

Using Documentation EZLink

- Finding / Creating a Patient Record
- Adding Documentation
- Sending a Message to MDCH
- Tracking and Responding to Messages

Questions

Documentation EZ Link Information

Go to www.michigan.gov/medicaidproviders

- Click on **Medicaid Billing & Reimbursement** in the lower section

• [Documentation EZ Link](#)
Attention Livingston, Macomb, Monroe, Oakland, St.

Website Contains

- Documentation, Forms, and Frequently Asked Questions
- Details about Educational Seminars (May – August 2007)

The screenshot shows the Michigan Department of Community Health (MDCH) website. The header includes the MDCH logo, the text 'Department of Community Health', and the Michigan state seal. A navigation bar at the top contains links for 'MDCH Home', 'Online Services', 'Sitemap', and 'Contact MDCH'. Below this, there are links for 'Printer Friendly', 'Text Version', 'Email Page', and 'A- A+ Text Size'. The main content area is titled 'Documentation EZ Link' and features a sub-header 'Documentation EZ Link Updates'. A news item dated 'March 15, 2007' is displayed, stating: 'To create more efficiency for providers and the Michigan Department of Community Health, MDCH is announcing an ambitious and innovative pilot program called Documentation EZ Link. As a provider in Livingston, Macomb, Monroe, Oakland, St. Clair...'. On the right side, there is a sidebar with a search bar, a 'GO' button, and a list of links: 'Departments/Agencies', 'Online Services', 'Surveys', 'RSS Feeds', and 'Related Content'. The 'Related Content' section lists 'Co-Payment requirements.' and 'PLANFIRST! Family Planning Services Available July 1,'.

Documentation EZ Link is an Internet based tool which enables Medicaid providers to submit claim documentation via fax or electronically through a secure web portal.

The two phased rollout began on March 15, 2007

- **Phase I** – (March 15, 2007) Allows you to send claim attachments via fax
- **Phase II** – (May 21, 2007) Allows you to scan documents on your fax machine or attach them electronically and transmit them through a secure web portal

Benefits of the improved claim attachment system:

- **Decreased claim resolution cycle time improves your cash flow and gives patients a clear picture of their balance due much earlier**
- **Eliminating printing and mailing expenses along with the manual burden of processing mail drives down your cost of operations**
- **Creating an audit trail - a record of what claims information was sent to whom and when - helps you track the history of a claim and identify where a claim stands in the adjudication cycle**
- **Facilitating two way communication about claim attachments allowing many issues to be resolved rather than having the claim denied**

The new claim attachment process will only be applicable to claims filed electronically.

Show “EZ LINK” as the first text in the remarks section

- Loop 2300, Segment NTE

Fill out the appropriate cover letter

- Available on the MDCH website

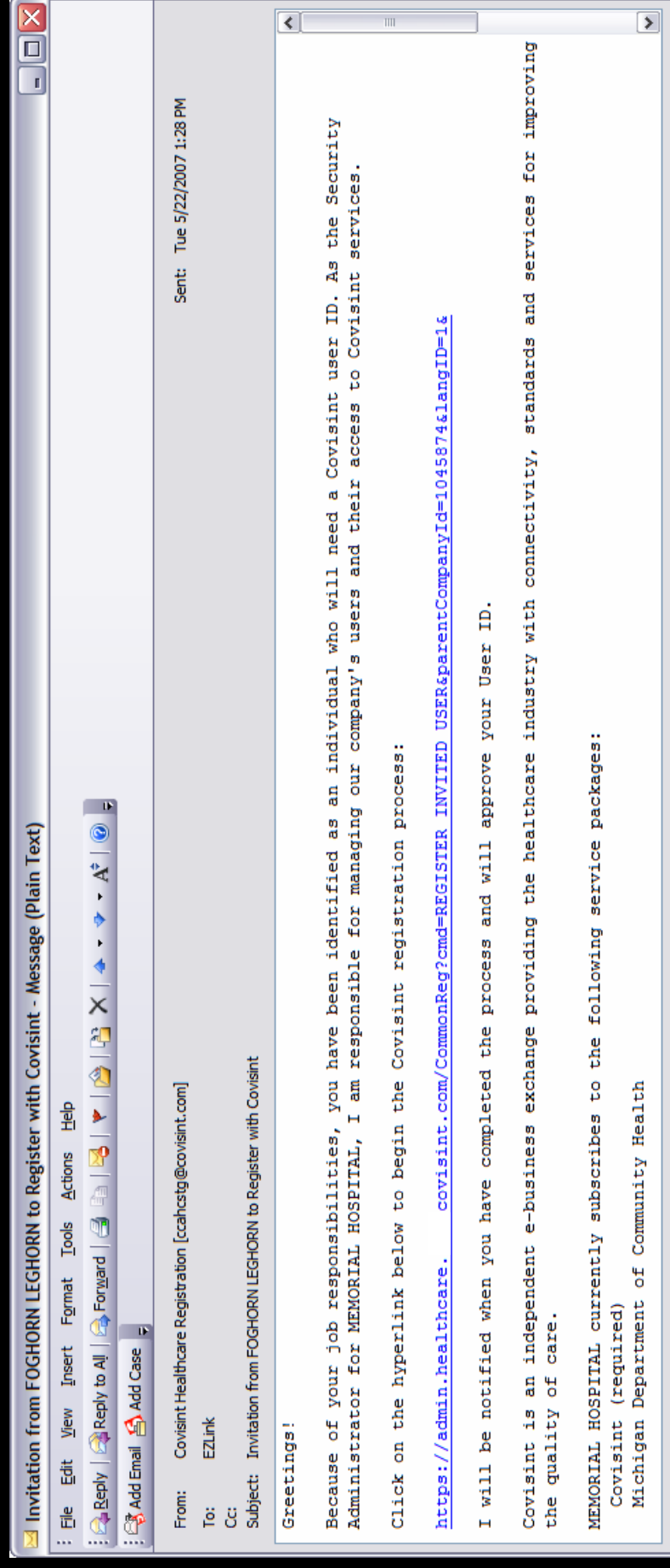
Transmit to the Documentation EZ Link fax number:

- Professional Providers: 866-584-8081
- Institutional Providers: 866-472-4799

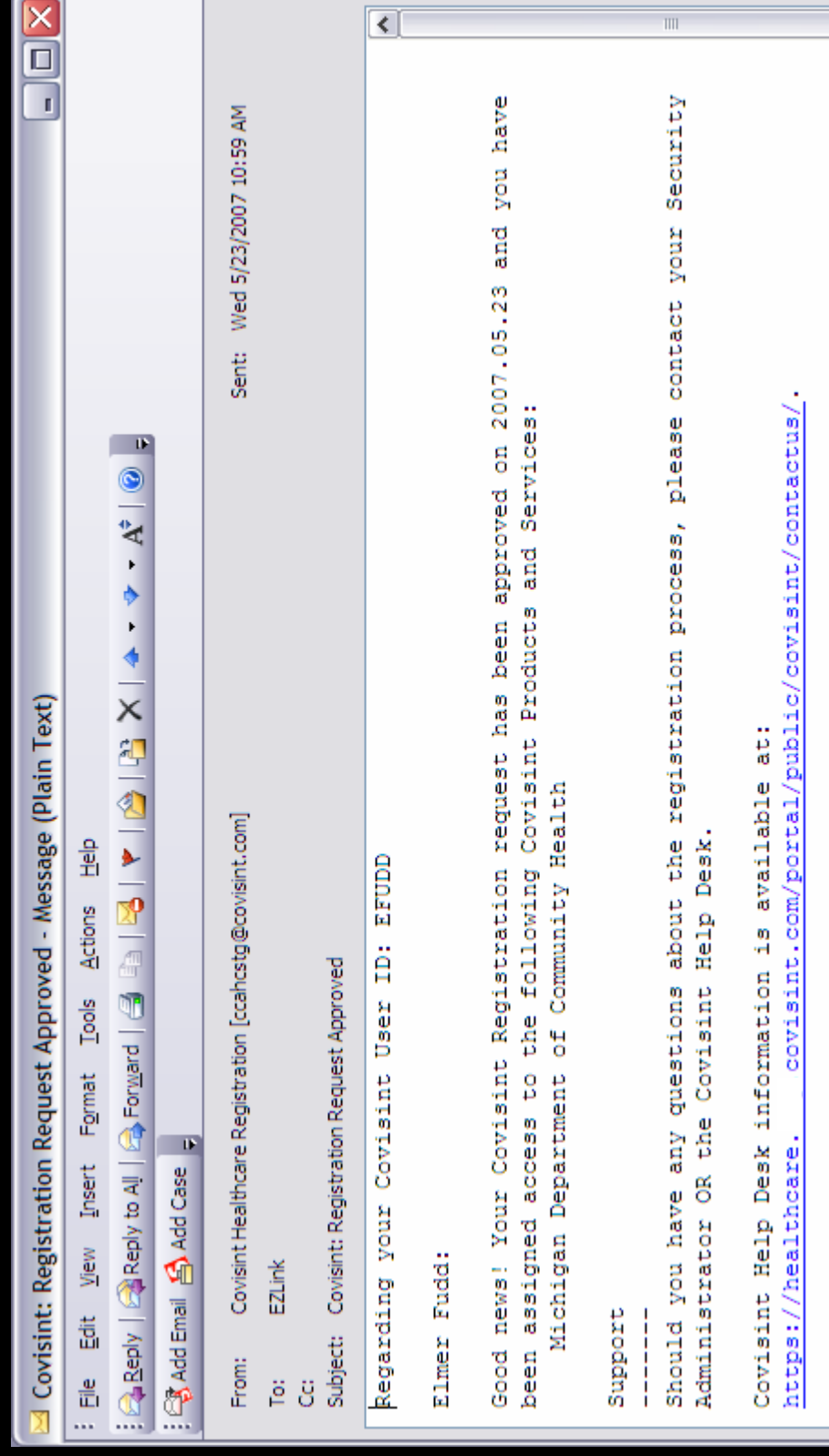
Security Administrators

- Register the Organization
- Invite Users to Register
- Approve or Reject Registration Requests
- Designate Users as Security Administrators

User Registration - Invitation



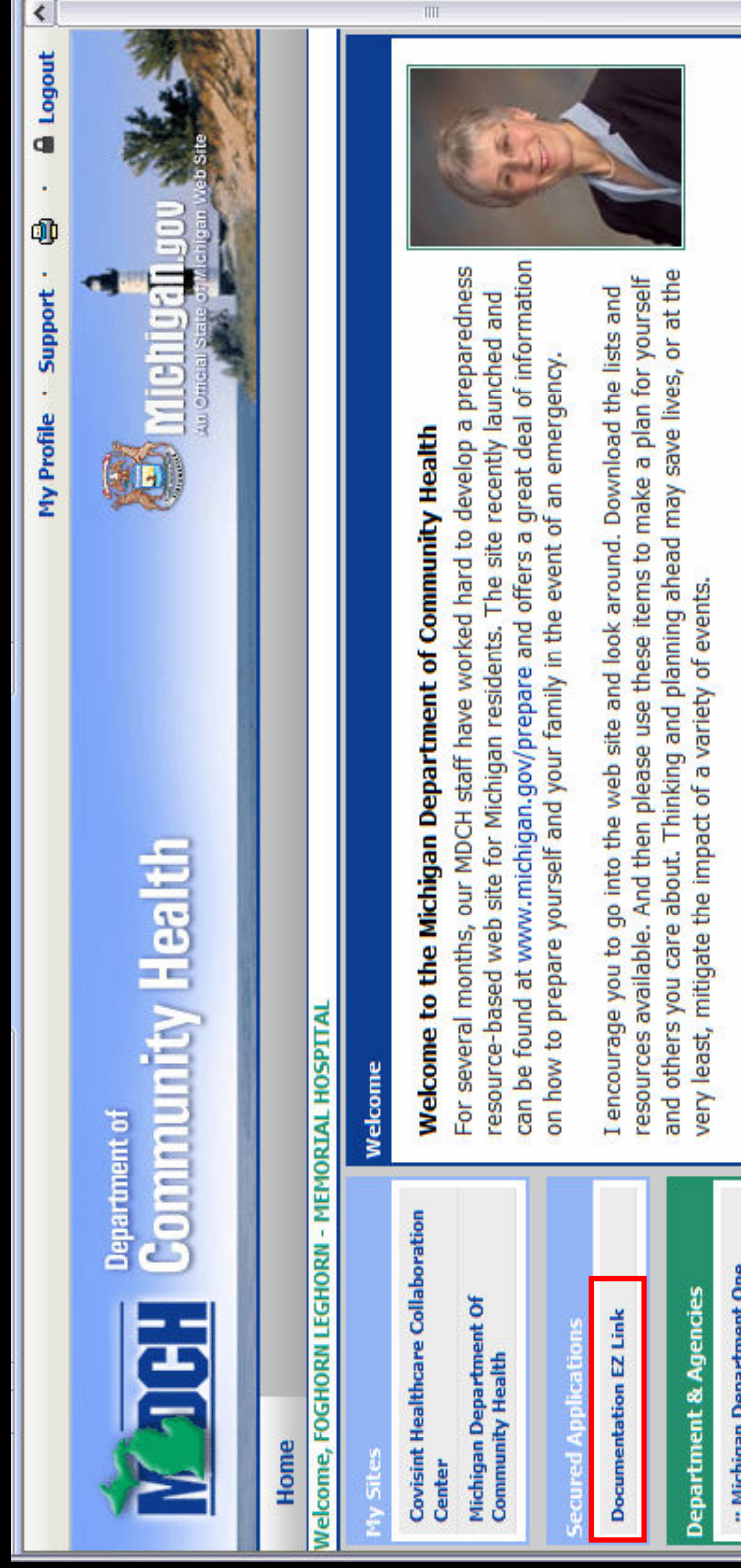
User Registration - Approved



Log in to MDCH Portal

<https://healthcare.covisint.com/portal/private/mdch>

Click on Documentation EZLink



Steps to Send Claim Attachments

1. Find / Create a Patient
2. Attach the Documentation
3. Send the Message to MDCH
4. Remove Patient from Worklist

Tracking Messages

Reading Messages from MDCH

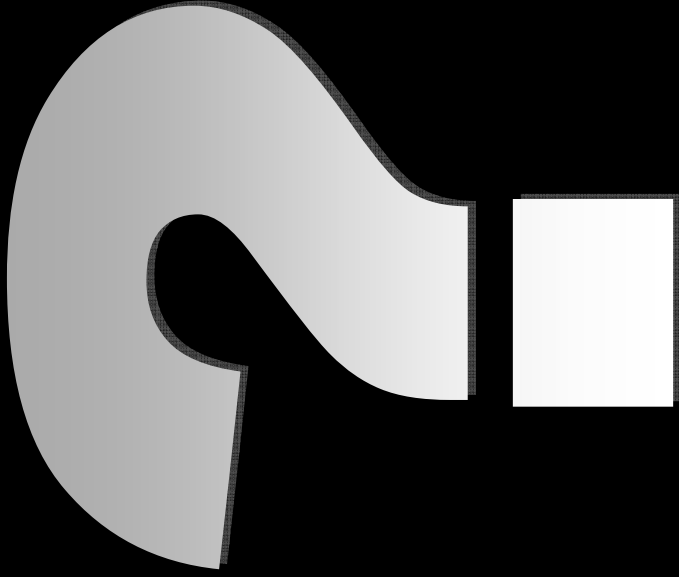
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How do I get help?

E-mail: ezlink@covisint.com

Phone: 866.373.0878

Security Administrators

- Register the Organization [link](#)
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- Designate Users as Security Administrators

Michigan Department of Community Health Documentation EZLink

Thank you for participating.