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Distribution: All Providers

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Subject: 2005 Medicaid Provider Manual

Effective: January 1, 2005

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

Enclosed is your January 2005 compact disc (CD) version of the electronic Michigan Medicaid Provider Manual. The Manual contains policies related to Medicaid, Children's Special Health Care Services (CSHCS), Adult Benefits Waiver (ABW), Maternity Outpatient Medical Services (MOMS), and other health care delivery programs administered by MDCH.

The manual has chapters that discuss programs and providers covered by MDCH, provide instructions for billing and reimbursement, copies of pertinent forms, and contact information for applicable offices and agencies.

About The Manual
The Manual includes policy for all Medicaid-enrolled providers except Nursing Facilities. (Nursing Facilities should retain and refer to the provider-specific chapters of their paper manuals until this information is incorporated into the electronic manual.) Although the MDCH will continue to issue paper policy bulletins as necessary, it no longer issues paper manuals.

To acquaint yourself with the Manual, begin with the Medicaid Provider Manual Overview. The Overview describes how information is organized and how to navigate through the document. Using the Overview, you will be able to identify the chapters most relevant to you and your activities. We believe you will find the format and search capabilities of this Manual to be user-friendly, and having all policies in a single document very convenient.

A copy of the Manual is maintained on the MDCH website at: www.michigan.gov/mdch >>Providers >>Information for Medicaid Providers. The web version is updated quarterly to incorporate any policies transmitted via policy bulletins since the last Manual update. This will alleviate the need to retain and review a large number of policy bulletins in addition to the Manual.

Most Medicaid Policy Bulletins issued on or before December 1, 2004 (except those applying to Nursing Facilities) have been incorporated into the January 2005 version of the manual, or the information they transmitted is available on the MDCH website (e.g., procedure code and fee screen information, DRG Grouper-specific information, etc.). Those bulletins that must still be retained for reference appear on the Supplemental Bulletin List maintained along with the Manual on the website noted above.

Historic bulletins (from October 2000 forward) continue to be available on the MDCH website noted above.

How To Use This CD
To view and utilize the search capabilities of the Provider Manual you will need Adobe Acrobat Reader version 5.0 or higher. If you do not have this software, or have a lower version, a copy is provided on the CD. Before you begin installing Adobe Reader, save your work and make sure you close out all open applications and files.

How To Launch This CD-Rom
This disc is designed to automatically start when placed in your computer's CD-ROM drive (except for MAC OSX). If the CD does not start, follow the instructions below:

- **For Windows:**
  On your desktop, double click on My Computer. Once the My Computer window opens, double click on the disc Provider Manual, then double click on the file START.HTML to launch the program.

- **For MAC:**
  On your desktop, double click on the Provider Manual disc icon. Once the Provider Manual window opens, double click the file START.HTML to launch the program.

If the CD-ROM directory appears, click on "START.HTML" to get back to the menu page.

QUESTIONS
If you have questions about the Manual, or problems locating information, you may contact Provider Inquiry at 1-800-292-2550 or providersupport@michigan.gov. If you submit an e-mail, be sure to include your name, affiliation, and a phone number so you may be contacted if necessary.

MANUAL MAINTENANCE
This bulletin may be discarded after review.

Paul Reinhart, Director
Medical Services Administration