

May 2013

<Provider Name>
<Provider Address1>
<Provider Address2>
<Provider City> <state> <zipcode5-zip4>

Dear Provider:

RE: Department of Community Health (DCH) - File Transfer Application

The purpose of this letter is to provide information regarding the secure transfer of files between Medicaid long term care institutional providers (County Medical Care Facilities, Hospital Long Term Care Units, and Nursing Homes) and the Michigan Department of Community Health's Reimbursement and Rate Setting Section (RARSS).

Effective immediately, the DCH-File Transfer application may be used by these providers and the RARSS to securely send and receive files. The types of files that could be shared include Medicaid cost report software, Medicaid filed cost reports, Medicaid Interim Payment (MIP) and Quality Assurance Supplement (QAS) reconciliations, and claims files containing protected health information. Please note that providers can still submit information to the RARSS using traditional methods. The file transfer process is offered as another option, and providers are not restricted to using this system.

The DCH-File Transfer application is available through the State of Michigan Single Sign-On (SSO) at <https://sso.state.mi.us/>. This application is a front-end interface for secure file transfer protocol (FTP) functionality, is Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant, and uses an 128-bit encryption.

The RARSS will approve access to the DCH-File Transfer function for a limited number of users in your organization. Each of those users must be authorized to view any sensitive data that may be transmitted. The RARSS must be notified in advance of the users that will be applying, the area type(s) to which they need access (shared and/or provider specific), and when a user's access should be removed. Please direct this notification to the RARSS through the Section's email address at DARS@michigan.gov prior to registering through the SSO. All users desiring access to the DCH File Transfer application must have their own unique SSO user identification (ID) and password, and the user IDs and passwords should not be shared.

Please refer to the SSO instructions available at www.michigan.gov/medicaidproviders >> Billing & Reimbursement >> DCH-File Transfer for information on the LTC Reimbursement and Rate Setting Section's DCH-File Transfer application procedures.

If you have questions regarding this process, please contact the Reimbursement and Rate Setting Section at (517) 335-5356.

Sincerely,



Stephen Fitton, Director
Medical Services Administration