



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

JANET OLSZEWSKI  
DIRECTOR

May 2009

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

Dear Provider:

The purpose of this letter is to provide information regarding the secure transfer of files between Medicaid providers (County Health Plans, Federally Qualified Health Centers, Health Maintenance Organizations, Hospitals, Local Health Departments, Rural Health Clinics, and Tribal Health Centers) and the Michigan Department of Community Health's Hospital & Health Plan Reimbursement Division (HHPRD).

Effective immediately, the DCH-File Transfer application may be used by these providers and the HHPRD to securely send and receive files. The types of files that could be shared include Medicaid cost report software, Medicaid filed cost reports, Medicaid filed reconciliation reports, and claims files containing protected health information. Please note that providers can still submit information to the HHPRD as they routinely do. The file transfer process is offered as another option and providers are not restricted to its use.

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 128-bit encryption.

The HHPRD 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 HHPRD must be notified in advance of the users that will be applying, the area type(s) they need access to (shared and/or provider specific), and when users access should be removed. Please direct this notification to the HHPRD auditor assigned to your facility 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](http://www.michigan.gov/medicaidproviders) >> Billing & Reimbursement >> DCH-File Transfer for information on the HHPRD DCH-File Transfer application procedures.

If you have questions regarding this process, please contact the Hospital & Health Plan Reimbursement Division at (517) 335-5330.

Sincerely,

A handwritten signature in black ink that reads 'Stephen Fitton'.

Stephen Fitton, Acting Director  
Medical Services Administration