

Bulletin Number: MSA 17-36

Distribution: All Providers

Issued: December 1, 2017

Subject: Michigan Department of Health and Human Services (MDHHS)
File Transfer Application

Effective: January 1, 2018

Programs Affected: Medicaid, Healthy Michigan Plan, MIChild, Children's Special Health Care Services, Maternity Outpatient Medical Services

Due to recent enhancements to the State of Michigan MILogin (formerly Single Sign-On) access process, the Michigan Department of Health and Human Services (MDHHS) is providing updated information regarding MDHHS–File Transfer. The MDHHS–File Transfer application is available through the State of Michigan MILogin at <https://milogintp.michigan.gov>. The MDHHS–File Transfer application allows for the secure electronic transfer of files between MDHHS and Medicaid providers, Medicaid Health Plans, and other organizations. 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. MDHHS–File Transfer application is currently used to securely send and receive files including, but not limited to, Medicaid cost report software, Medicaid filed cost reports, Medicaid filed reconciliation reports, and claims and encounters files containing protected health information.

Additional communications with the respective MDHHS program area(s) is required to obtain the appropriate MDHHS File Transfer access. Each approved user must be authorized to view any sensitive data that may be transmitted. All users requesting access to the MDHHS–File Transfer application must have their own unique MILogin user identification (ID) and password, and the user ID and password must not be shared. MDHHS program areas that use the MDHHS–File Transfer application to securely communicate with providers are authorized to limit the number of users per organization. Additionally, MDHHS may require advance notification of the users that will be applying, the area type(s) they need access to (shared and/or provider specific), and when user access should be removed. MDHHS is not responsible for communications that are undeliverable or are otherwise not received due to a provider's or authorized user's failure to maintain or provide accurate information.

Please refer to the MDHHS MILogin webpage at <http://www.michigan.gov/mdhhs-milogin-info> for user guides and videos. If you need help logging in or accessing your applications, please call the Client Service Center at 1-800-968-2644 for assistance.

Manual Maintenance

Retain this bulletin until the information is incorporated into the Medicaid Provider Manual.

Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Health and Human Services, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at ProviderSupport@michigan.gov. When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

Approved

A handwritten signature in black ink, appearing to read "Kathy Stiffler". The signature is written in a cursive, flowing style.

Kathy Stiffler, Acting Director
Medical Services Administration