

Customer Support Section (CSS) Updates

2015 Regional Meetings



By The Numbers

- CSS handles large volumes of paper & electronic documents every day
 - FY14
 - General Office Assistants (GOA) over 78,000 documents
 - Department Technicians (Techs) over 45,000 client records
 - Analysts nearly 79,600 client records
 - FY15 (through April)
 - GOA nearly 53,750 documents
 - Techs nearly 20,920 client records
 - Analysts over 37,200 client records



CSS Staff

CSS is comprised of:

- 10 Analysts
- 5 Techs (currently 2 vacancies)
- 3 GOAs
- 1 Secretary
- 3 Managers 2 analysts are working out of class as unit managers due to current vacancies



Payment Agreements

- Siblings on CSHCS require one payment agreement
- The family will receive <u>one</u> set of coupons
- The payments will show on both (or all) sibling's case records.
- You can reprint the Client Eligibility Notice (CEN) and coupons as well as other letters.



Notice of Action (NOA)

- What does your analyst need to add a provider?
 Client ID
 - Provider name
 - Provider NPI
 - Date of service
 - Specific diagnosis code or condition



Providers and NPIs

- All providers must be Michigan-Medicaid enrolled before they can be added
- Having an NPI number does not mean they are Michigan-Medicaid enrolled
- Here is the NPI Registry website: (http://www.npinumberlookup.org/getResult s.php)



- You can print the Client Eligibility Notice (CEN), payment agreement letter and coupons
- Adding providers to a previous enrollment period does not generate a CEN
- Providers are not added when a client is in a health plan



- LHD forms are located under LHD Forms Download in the database
 - Applications
 - IRPA
 - IRPA Amendments
 - Current Payment Agreement Guide
 - Transportation
 - Diagnostic Evaluation
 - Financial Worksheets
 - REMINDER: Don't give families an application until they have been found medically eligible.



You can open a second instance of the CSHCS system by holding down the control (Ctrl) key and clicking on the CSHCS logo in the upper left corner?



Previously Viewed V



You can personalize your overview screen by using the select preference feature. Click on the small wrench icon then click the items you want viewable then indicate the order they should appear on your screen.





Let's Talk Reports

- There are several reports in the database designed to help you with renewal questions.
 - The Temporary Eligibility Period (TEP) report
 - Clients Renewed report
 - Clients Not Renewed report
 - 3rd Month report
- These reports identify:
 - what is needed for renewal
 - which diagnoses renewed and which didn't
 - which providers renewed and which didn't



New LHD Reports

- Lost Health Plan
 - Shows the start and end dates of a client's health plan enrollment.
- Lost Medicaid
 - Shows the start and end dates of a client's Medicaid eligibility.



New LHD Reports

Lost Health Plan

Lost Health Plan

Lost Health Plan

County

Please select a County (by County name or County code)

Select All

•

Health Plan Ended From:

03-01-2015

To: 03-31-2015 Export to Excel?

Submit Cancel



Sample Lost Health Plan Report

System Name Version: 1.0	e: LostHealthP		Idren's S		mmunity Health Care Services NDED	Page 1 Date Produce	of 1 ed:04/21/2015
Recipient ID	Last Name	First Name	County	Provider ID	Provider	Health Plan Start Date	Health Plan End Date
			44	1182073	HEALTHPLUS MICHILD	08-01-2014	08-31-2014



Lost Medicaid Report

Lost Medicaid Report

Lost Medicaid

Lost Medicaid

County

Please select a County (by County name or County code)

Select All

.

Medicaid Ended From: 03-01-2015 ×

To: 03-31-2015 Export to Excel?

Submit Cancel



Sample Lost Medicaid Report

System Name: LostMedicaid Version: 1.0

Michigan Department of Community Health Children's Special Health Care Services LOST MEDICAID Page 1 of 1 Date Produced:04/21/2015

Recipient ID	Last Name	First Name	County	Medicaid Start Date	Medicaid End Date
			61	02-01-2013	07-31-2014
			39	03-01-2013	08-31-2014
			88	02-01-2013	09-30-2014



Upcoming Technology Initiatives

- Accessing CSHCS
- Document Management Portal (DMP)
- myHealthButton & myHealthPortal
- eMeds



Database Security Application (DSA)

- A new initiative
- Designed to provide additional security to MDHHS various electronic systems
- Users will need to justify access to requested systems

Implementation date unknown at this time

DMP





Document Management Portal Monday, , 2014

Return to CHAMPS

Search Documents Document Upload | Messages | FAX Cover Sheet

Documents Search

CHAMPS

Online Document Submission

Document Type :	Select 🗸	Document Title :	~
County Code :		Status :	Select 👻
Beneficiary First Name :		Beneficiary Last Name :	
Sender Name :		Sender Phone :	
Beneficiary Date Of Birth :		Beneficiary ID:	
Document Name :			
NPI:		CHAMPS Provider Id :	
Loaded On :		Include History :	
	Search	Clear	



DMP

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Beneficiary Date of Birth	n : *			В	eneficiary ID :						
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Sender Name :				S	ender Phone :						
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		NONE	•	N	lo of documents I	to upload :	1 •				
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County Code : Document Type* Select	Documen							Responsible Par	rty Last Name	Message*	
County Code : Document Type* Select	Documen'		Docum	ent Name Client	t Address			Responsible Par	ty Last Name	Message*	
County Code : Document Type*	Documen'		Docum	ent Name Client				Responsible Par	ty Last Name	Message*	
County Code : Document Type* Select	Documen		Docum	ent Name Client	t Address			Responsible Par	rty Last Name	Message*	
County Code : Document Type* Select	Documen		Docum	ent Name Client	t Address			Responsible Par	rty Last Name	Message*	
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County Code : Document Type* Select Select	•		Docum	ent Name Client	t Address			Responsible Par	ty Last Name	Message*	
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County Code : Document Type* Select Select	•		Docum	ent Name Client	t Address			Responsible Par	ty Last Name	Message*	

myHealthPortal (Portal)



My Profile Page

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Healthcare Coverage				
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	ADisclaimer : If you want to change the above info	rmation, please visit MILogin.		
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Dashboard

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Search Q	Dashboard		✔ Configure
My Profile Switch User	Calendar Events	News	My Health Tracker
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My Health Wallet >	O More Events	Preventing Chronic Disease Does Per	A Water Intake
🌡 Find a Doctor	Favorite Doctors	Health Observances - Women's Health	*
Healthcare Coverage	Markia Jones 😮	Basics Diabetes CDC	Fruits and Vegetables
♣ Authorizations		Los antibióticos no son siempre la solu	Smoking
Letters		Where to Write for Vital Records - Calif	T Alcohol
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Demographics

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Dashboard	(🏟)	-		1. 194	1 m
Demographics	Gender	Spoken Language		Telephone	
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🌡 Find a Doctor	Age	County of Residence		MIChild Case Number	
Healthcare Coverage		Race			
Authorizations	Written Language			Primary Email	-
Letters	Address Source Children Special	Health Care Services			۵
🛱 Health Tracker					
Ø Take a Tour	Туре	Address Holder Name	Address		
P FAQ	Mailing address for Child				
Contact Us	Responsible Party Address				
	Disclaimer: If there is any discrepancy in	the above details, <mark>please click here</mark> to Edit/Chang	ge the above information.		
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My Health Wallet – Other Insurance

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Search Q	Other Insurances			Add O	ther Insurance
My Profile Switch User	Search by Date Range * (MM/DD/YYYY)	Start 03/23/2015	End 04/22/2015	🛗 Range 🗸 🔍 Q Sea	arch
BashboardDemographics	Other Insurances Requested Changes				
My Health Wallet Y	Other Insurance List Payer Name \$\u00f5\$	Start Date ⊜	End Date 🗘	Details	¥
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Other Insurances	BCBSM	10/01/2014	12/31/2999	Details	
🎄 Find a Doctor	Showing 1 - 2 out of 2				
i Healthcare Coverage					
a Authorizations	Beneficiary Helpline : 1-800-642-3195 , TTY : 1	966 501 5656			
🖺 Letters	A beneficiary helpline : 1-000-042-3153, 111.1	00-201-2020			
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My Health Wallet – Other Insurance Details

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Find a Doctor							
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Authorizations	Member Name		Start Date	e		End Date	
Letters							
	Service Covered	Service Eligib	le				
Health Tracker	Pharmacy	Yes					
Take a Tour	Dental	Yes					
FAQ	Vision	Yes					
Contact Us	LTC	No					
contact os	Mental Health	No					
			🗸 Update Insura	ance ØEnd/	Remove Insurance		
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	Showing 1 - 2 out of 2						
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Healthcare Coverage

= myHeal	thPortal artment of Community Health				
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My Profile Switch User	Search by Date Range * (MM/DD/YYYY)	Start 01/01/2015	End 12/31/2015	🛗 Range 🗸	Search
 Dashboard 	Healthcare Coverage				ş
Demographics	Benefits Plan Name 🗘	Start Date 🗘	End Date 🗘	Details	
My Health Wallet >	Children's Special Health Care Services	05/01/2014	09/30/2015	Details	
🌡 Find a Doctor	Showing 1 - 1 out of 1				« <u>1</u> »
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Authorizations	Eligibility is determined on a month to month	basis.			
Letters					
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Ø Take a Tour					
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📞 Contact Us					
		Copyright © 2014 myHealthPortal			



PortalCSHCS – Qualifying Diagnoses

= myHeal	IthPortal partment of Community Health			
Search Q	Healthcare Coverage » Ch	nildren's Special Health	Care Services	« Back
 My Profile Switch User Dashboard Demographics My Health Wallet > Find a Doctor Healthcare Coverage 	cannot pay if the other insurance is not fully u	Start 05/01/2014 ment related to CSHCS-eligible me used in a way that will get the most from the i sed first.	nsurance benefit such as using in-netwo	Date Range ~ Q Search s not cover primary care or visits to the primary rk providers, getting prior approval, etc. CSHCS
Authorizations	For Medicaid or MIChild health plan members	, all medical services must be coordinated thre	ough the health plan.	
Letters	Qualifying Diagnosis 🗘 🛛	Diagnosis Code 🗘	Start Date 🗘	End Date 🛇
📋 Health Tracker	Myoneural Disorders, Unspecified	3589	05/01/2014	09/30/2015
Ø Take a Tour	Other Respiratory Abnormalities	78609	05/01/2014	09/30/2015
G FAQ	Unspecified Hypertensive Heart Disease Without Heart Failure	10290	05/01/2014	09/30/2015
📞 Contact Us	Showing 1 - 3 out of 3			« <u>1</u> »
		Copyright © 2014 myHealthPortal		
		Copyright © 2014 myHealthPortal		



CSHCS – Authorized Providers

Search Q	Healthcare Cov	verage » Children'	s Special Healt	h Care Services		« Back
			s op celai ricare		,	
My Profile Switch User	Qualifying Diagnosis	Authorized Providers Pay	ment Agreements			
8 Dashboard						
Demographics						
Demographics		health plan members, all medical so department to report a change in		e coordinated through the he -authorized providers are liste		health plan, contact the CSHCS
My Health Wallet						
Find a Doctor	Provider 🗘	Diagnosis Description 🗘	Diagnosis Code 🗘	Start Date 🗘	End Date 🛇	Details
Healthcare Coverage	•	Myoneural disorders, unspecified	3589	05/01/2014	04/01/2015	Details
Authorizations		Unspecified hypertensive heart disease without heart failure	40290	05/01/2014	09/30/2015	Details
Health Tracker	_	Other respiratory abnormalities	78609	05/01/2014	09/30/2015	Details
🕽 Take a Tour		Myoneural disorders, unspecified	3589	05/01/2014	09/30/2015	Details
FAQ	-					

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CSHCS – Payment Agreement

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My Profile Switch User	Qualifying Diagnosis Authorized F	Providers Payme	ent Agreements		
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■ My Health Wallet >	05/01/2013 to 04/30/2014	R	\$192.00	\$192.00	Details
🖁 Find a Doctor	Showing 1 - 1 out of 1				« 1 »
Healthcare Coverage					
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iearch Q	Healthcare Coverage	» Children's	Special Health	Care Ser	vices			« B
My Profile Switch User	Qualifying Diagnosis Authorized	d Providers Paym	nent Agreements					
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Demographics	Agreement Period 🛇	Suffix 🗘	Contract Total 🗘		Balance 🗘			Details
My Health Wallet >	05/01/2013 to 04/30/2014	R	\$192.00		\$192.00			<u>Details</u>
Find a Doctor	Payment Agreement Details							
Healthcare Coverage	Agreement Perio Monthly Payme		04/30/2014	Suffix Balance	R \$192.00	Contract Total	\$192.00	
Authorizations	Online payments may take up to 24 hours to be reflected in the current balance.							
Letters	If paying by check or money order, please remit your coupon and payment to the address on your coupon.							
Take a Tour	If you have questions, please contact	CSHCS at 1-800-359-372	2, cshcsfc@mi.gov, MI CSHCS	Website				
FAQ	Payment History							
Contact Us	Date Received	Amount						
	No records matching the search criteri found.	a were						
			🚍 Pay Online throu	gh CSHCS Paym	ent Site			
	Showing 1 - 1 out of 1							< 1

Children's Special



CSHCS – Closed Payment Agreement

	IthPortal partment of Community Health				
Search Q	Healthcare Coverage »	Children's	Special Health Car	e Services	« Back
My Profile Switch User	Qualifying Diagnosis Authorized	Providers Payme	ent Agreements		
Bashboard				🔵 Open 🕑 Clos	ed 🔵 All
Demographics	Agreement Period 🗘	Suffix 🗘	Contract Total 🗘	Balance 🗘	Details
 My Health Wallet 	05/01/2012 to 04/30/2013	Q	\$192.00	\$0.00	Details
🌡 Find a Doctor	05/01/2011 to 04/30/2012	Р	\$192.00	\$0.00	<u>Details</u>
i Healthcare Coverage	05/01/2010 to 04/30/2011	0	\$120.00	\$0.00	Details
Authorizations	Showing 1 - 3 out of 3				« <u>1</u> »
Letters					
Ø Take a Tour					
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Children's Special

Health Care Services

XXXXX



	IthPortal Dartment of Community Health				
Search Q	Healthcare Coverage	» Children's	Special Health Care	e Services	« Back
My Profile Switch User	Qualifying Diagnosis Authorize	ed Providers Payme	ent Agreements		
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🖁 Find a Doctor	05/01/2012 to 04/30/2013	Q	\$192.00	\$0.00	Details
Healthcare Coverage	05/01/2011 to 04/30/2012	Р	\$192.00	\$0.00	Details
Healthcare Coverage	05/01/2010 to 04/30/2011	0	\$120.00	\$0.00	<u>Details</u>
Authorizations	Showing 1 - 4 out of 4				« <u>1</u> »
) Take a Tour					
FAQ					
• Contact Us					



CSHCS – Prior Authorizations

E myHealthPortal Michigan Department of Community Health						
Search Q	Authorizations					
My Profile Switch User	Search Authorizations					
🊯 Dashboard	Authorization Request (Optional)	Please search with at least one of th	e following criteria (Service dates, Status, Provider name, Servic Status (Optional)	e, Tracking number)		
Demographics	Start 02/21/2015	End 04/22/2015	Range ~ Select	▼		
My Health Wallet >	Provider Name (Optional)	Service (Optional)	Authorization Tracking Numb	per (Optional)		
🎄 Find a Doctor		Select				
Healthcare Coverage		Q Sear	rch Clear			
♣ Authorizations	·					
Letters	Authorization List					
🛱 Health Tracker	Auth #≎ Request Start Date	☆ End Date ☆ Service ☆	Requesting Provider Service Provider Stat	us⇔ Details		
Ø Take a Tour						
FAQ	No records could be found that match your search criteria. Please broaden your search criteria and try again					
📞 Contact Us						
	Copyright © 2014 myHealthPortal					

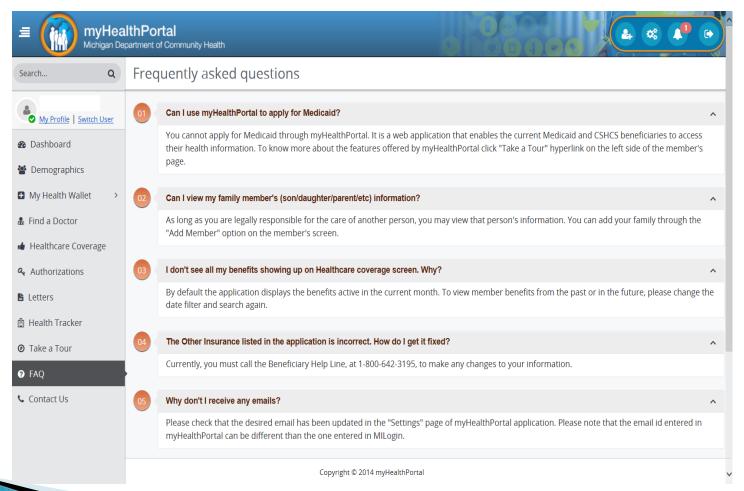


Letters

= myHeal	thPortal artment of Community Health	•	00000	≗ ≪ ▲ •
Search Q	Letters			
My Profile Switch User	Search by Date Range * (MM/DD/YYYY)	Start 04/01/2015 🗎 End	04/30/2015 🛗 Range ~	Q Search
🚯 Dashboard	E Letters List			
Demographics	Date 🗘	Type of Letter ⇔		Attachment
My Health Wallet >		No records could be found that match yo	ur search criteria.	
🎄 Find a Doctor		· · · · · · · · · · · · · · · · · · ·		
Healthcare Coverage				
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Frequently Asked Questions





myHealthButton (Button)

Available for iPhone and Android





myHealthButton® Michigan





Registration



New here? Sign Up

User ID	
Password	
Sign In	

Forgot Password?

Need help with this app? Call the Beneficiary Help Line at: 1-800-642-3195 or email us at: MDCH-myhealthbutton@michigan.gov

myHealthButton v4.0 © 2014 CNSI



Sign Up Back Relationship to O Select Member Member First Name Member Last Name Member DOB Are you registering \bigcirc Select for MIChild? ZIP Code Member mihealth Card # Continue

Sign Up



HealthCare

		Back	CSHCS	
Search by Date:	٩	(아) Qualify	ying Diagnosis	
Children Special Health Care Services Start Date: 08/01/2013	0	Author	rized Providers	
End Date : 07/31/2014	~	\$ Payme	ent Agreements	
Healthy Kids Dental Start Date: 10/01/2012	0	A IRPA		
End Date : 10/31/2019	0			
Prepaid Inpatient Health Plan	0			
Start Date: 10/01/2009 End Date: 12/31/2999	0			
Childrens Special Health Care Services				
Managed Care	0			
Start Date: 01/01/2013 End Date : 07/31/2014	-			



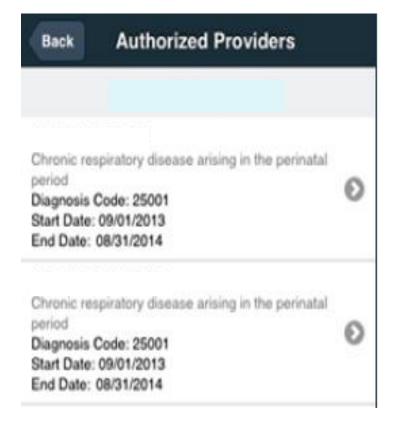
Qualifying Diagnosis & Authorized Providers

Chronic respiratory disease arising in the perinatal period Diagnosis Code: 25001 Start Date: 09/01/2013 End Date: 08/31/2014

Qualifying Diagnosis

Malocclusion, unspecified Diagnosis Code: 5244 Start Date: 09/01/2013 End Date: 08/31/2014

Back





ButtonAuthorized Provider Details

Back Authorized Provider Details	Back Authorized Provider Details
CSHCS CLIENT ELIGIBILITY As of: 04/02/2014 Authorized From: 09/01/2013 Authorized To: 08/31/2014	NANCY DODGE
	DIAGNOSIS CODE 25001
NAME NANCY DODGE	DIAGNOSIS DESCRIPTION Chronic respiratory disease arising in the perinatal period
DIAGNOSIS CODE 25001	SPECIALTY Medical
DIAGNOSIS DESCRIPTION Chronic respiratory disease arising in the perinatal period	STATE In State Authorized Providers
SPECIALTY Medical	ADDRESS 2104 JOLLY RD STE 220, OKEMOS, MI, 48864
STATE In State Authorized Providers	TELEPHONE (810) 342-1000
ADDRESS 2104 JOLLY RD STE 220, OKEMOS, MI, 48864	FAX (517) 321-1730



Payment Agreements

Open	Closed	All	i
Date: 04/01/201 Suffix: P Contract Total: \$19 Balance: \$128.00	1 to 03/31/2012		
Date: 04/01/201 Suffix: P Contract Total: \$19 Balance: \$128.00	3 to 03/31/2014 92.00		



Payment Agreement Details



reneuteu in une cuntern Dalance.

Pay Online through CSHCS Payment Site

If paying by check or money order, please remit your coupon and payment to the address on your coupon. If you have questions, please contact CSHCS at 1-800-359-3722, cshcsfc@mi.gov, or the MI CSHCS Website.

Payment History

Date Received	Amount
09-11-2011	\$16.00
07-28-2011	\$16.00
06-30-2011	\$16.00
05-25-2011	\$16.00



• Other Insurance

Add/Remove/Edit other insurance information

Back Other Insurances	
Add Other	Insurance
Last 30 Days	ତ Q
Other Insurances	Requested Changes
MEDICARE-ENROLLE Start Date: 03/01/1980 End Date: 12/31/2999	D IN PART B
MEDICARE-ENROLLE PART D Start Date: 01/01/2013 End Date: 12/31/2999	D IN MEDICARE
MEDICARE-ENROLLE Start Date: 03/01/1980 End Date: 12/31/2999	D IN PART A



0

Button

Back IRPA Instructions for Completion (MSA-0738) The Income Review/Payment Agreement (MSA-0738) is used to determine if a payment agreement is required of the family to receive coverage by the Children's Special Health Care Services (CSHCS) program. SECTION 1 - Client Information (Adult Client or Minor Child) and Household Information Enter the clients county of residence. 3. Enter the clients social security number. Enter the clients home address. 5. Enter the clients date of birth. 6. List other immediate family members in the household with CSHCS coverage. 7. Check all that apply to the client. SECTION 2 - Income Information (Note: Contact your local health department's CSHCS office to complete this section due to no federal tax form, change in family size, loss of income, or other similar circumstance.) Next

Online IRPA

• Coming in late June





Completed IRPA



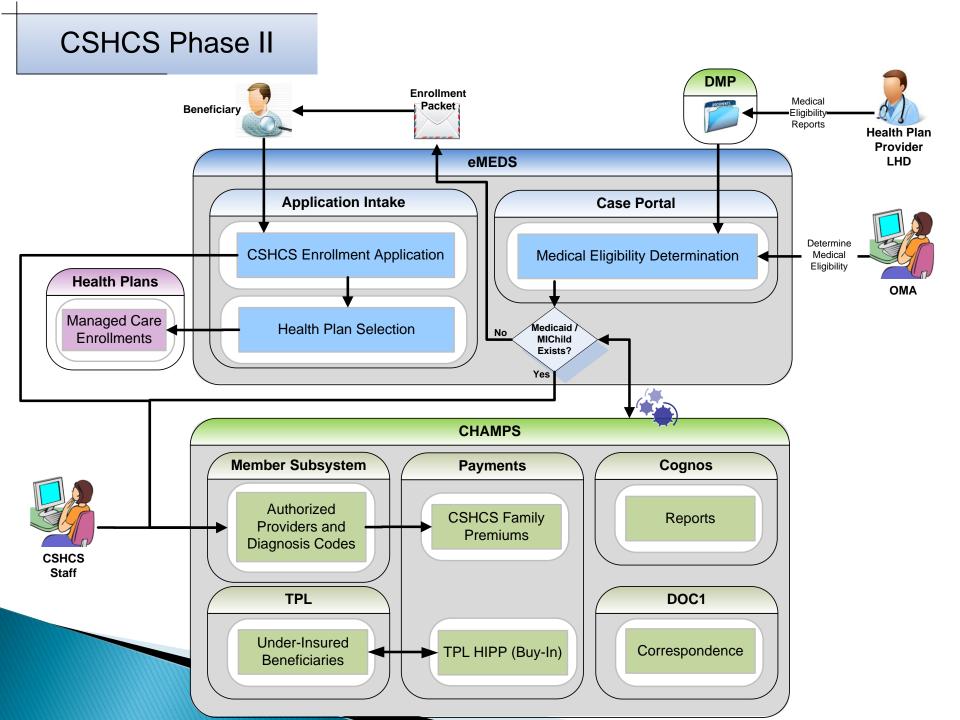
Congratulations! Your Income Payment/Payment Agreement form has been successfully submitted to CSHCS team. To view the completed form, kindly go to the 'Letters' section.

OK

Children's Special

eMeds

- Medicaid Modernization
- Objective:
 - Improve Service Delivery to Families:
 - Coordination of Benefits
 - Access to Care
 - Align Services by Person, Not by Program
 - Provide Relief to State Workers
 - Streamline Processes to Improve...
 - Data Integrity & Governance
 - Efficiency
 - Leverage the State's Investment in Existing Systems





Questions?