



Bulletin

Michigan Department of Community Health

Distribution: All Provider 01-10

Issued: October 1, 2001

Subject: Electronic Funds Transfer

Effective: As Indicated

Programs Affected: Medicaid, Children's Special Health Care Services, Children's Waiver Program

The Department of Community Health (DCH) is implementing Electronic Funds Transfer (EFT) for the above programs as an option for all enrolled Medicaid providers. Providers electing this option will receive all Medicaid payments due under one Tax Identification Number [TIN] (either a Federal Employer ID number [FEIN] or Social Security Number), as a single transfer each payment cycle. Providers already receiving EFT payment for other services provided to the State will automatically begin receiving Medicaid payments effective on the dates indicated below.

The first phase of the EFT implementation will be for Medicaid Health Plans and CSHCS Special Health Plans (provider type 17), and Medical Suppliers (provider type 87). Beginning December 1, 2001, these providers will be eligible to receive Medicaid payments through EFT. EFT will be available for all other provider types effective January 1, 2002.

To initiate EFT, providers must complete the steps listed in the attachment to this bulletin. This process may be completed at any time, however, EFT payments for the above programs will not begin until the dates indicated.

Note to corporate and multi-site providers: Corporate or multi-site providers must coordinate EFT registration with their central business office. Only one bank account can be identified per TIN. Payments for all sites that use a single TIN will be deposited into the one designated bank account.

Providers being paid through EFT will receive a single payment per TIN. The detail payment information that used to be printed on the check stub will be available on the Contract & Payment Express (C&PE) Web site. For example, a group practice operating under one TIN will receive a single EFT payment per payment cycle with approved claims. The C&PE Web site will list the total amount paid for each group member (with approved claims) by provider type/ID number. Providers will continue to receive a paper Medicaid remittance advice providing status and payment information on each claim processed during that payment cycle.

Generally, funds transmitted through EFT are available in the provider's designated bank account on Thursday of each week given the provider had approved claims processed during that week's payment cycle. In the event that an EFT fails, a single State Treasurer's warrant (paper check and check stub) will be issued per TIN.

A provider payment will be reduced by the amount owed to the State of Michigan or to a creditor who has served a legal order or levy on the State of Michigan. Any residual amount will be issued as a State Treasurer's warrant.

Once a provider has completed the steps to receive EFT payments, other State of Michigan agencies may also choose to make payments to the provider via EFT. If, at a later time, you no longer want to receive payments via EFT, log onto the C&PE Web site and complete the steps to terminate EFT payments.

Providers are reminded that changes in information, such as an address change or change in TIN, must be updated both on the Contract & Payment Express Web site and DCH Provider Enrollment as each department maintains its own records.

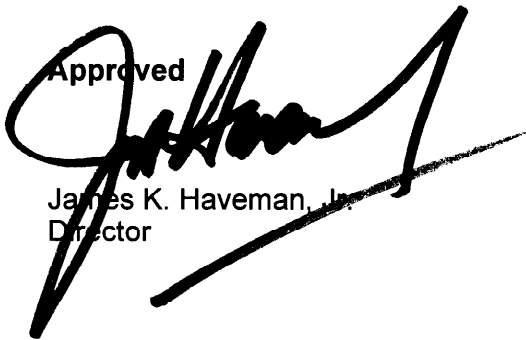
Manual Maintenance

Retain this bulletin for future reference.

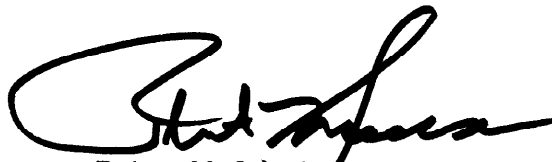
Questions

Any questions regarding this bulletin should be directed to: Provider Inquiry, Medical Services Administration, P.O. Box 30479, Lansing, Michigan 48909-7979, or e-mail at ProviderSupport@state.mi.us. When you submit an e-mail, be sure to include your name, affiliation, and a phone number so you may be contacted if necessary. Providers may phone toll free 1-800-292-2550.

Approved



James K. Haveman, Jr.
Director



Robert M. Smedes
Deputy Director for
Medical Services Administration

INSTRUCTIONS FOR INITIATING EFT PAYMENTS

To be able to receive State of Michigan payments via EFT, providers must complete the following steps:

1. Access the Internet and log onto the Contract & Payment Express (C&PE) Web site. The Web address is www.cpexpress.state.mi.us . Depending on the other types of State of Michigan payments you receive, you will either access the Web site as a "new user" or "registered but no user ID or password". (**Note:** If you aren't sure which option to select, try one and if you get an error message, try the other option.)
2. Follow C&PE steps to request a password. The password will be mailed to you via U.S. mail.
3. When you receive your password, access C&PE again and follow the steps to sign up to receive payments via EFT.
4. Take the Web site EFT authorization form that you completed and printed to your bank for verification and a signature. Then sign and mail the form to the address on the form.
5. Within two or three weeks after the form is mailed, you should start to receive payments via EFT.

If you have questions regarding this process, contact the Vendor Payee Help Desk at (888) 734-9749.