

July 14, 2017

<Provider Name>
<Provider Address 1>
<Provider Address 2>
<Provider City> <State> <zipcode5-zipcode4>

Dear Medicaid Provider:

RE: Michigan Department of Health and Human Services – File Transfer

Due to recent enhancements to the State of Michigan Single Sign-On access process, the Michigan Department of Health and Human Services (MDHHS) Hospital & Clinic Reimbursement Division (HCRD) is providing updated information regarding MDHHS–File Transfer. The MDHHS–File Transfer application allows for the secure transfer of files between Medicaid providers (Federally Qualified Health Centers, Medicaid Health Plans, Hospitals, School Based Services, Local Health Departments, Rural Health Clinics, and Tribal Health Centers) and HCRD. The MDHHS–File Transfer application is currently used by these providers and the HCRD to securely send and receive files such as Medicaid cost report software, Medicaid filed cost reports, Medicaid filed reconciliation reports, and claims files containing protected health information.

The MDHHS–File Transfer application is now available through the State of Michigan MILogin at <https://milogintp.michigan.gov>. 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.

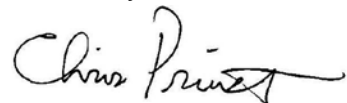
HCRD continues to approve access to the MDHHS–File Transfer application for a limited number of users in each organization. Each of these users must be authorized to view any sensitive data that may be transmitted. All users desiring access to the MDHHS–File Transfer application must have their own unique MILogin user identification (ID) and password, and the user IDs and passwords must not be shared.

HCRD 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 user access should be removed. Please direct this notification to the HCRD auditor assigned to your facility prior to registering with MILogin. Providers using the MDHHS–File Transfer application must provide HCRD with current and accurate user information. MDHHS is not responsible for communications that are undeliverable or are otherwise not received due to a provider or authorized user's failure to maintain or provide accurate information.

Please refer to the MILogin instructions available at www.michigan.gov/medicaidproviders >> Billing and Reimbursement >> MDHHS–File Transfer for information on the HCRD MDHHS–File Transfer application procedures.

If you have any questions regarding this process, please contact the Hospital & Clinic Reimbursement Division at 517-335-5330.

Sincerely,

A handwritten signature in black ink that reads "Chris Priest". The signature is written in a cursive style with a long, sweeping underline.

Chris Priest, Director
Medical Services Administration