Instructions for Retrieving Facility Case Mix Reports

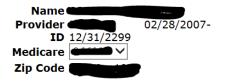
1. Sign-in to MITS



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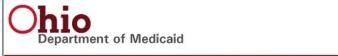


NPI

You can view your Remittance Advices, your 835 transactions, by clicking Reports on the menu bar.

	Messages			
Category	Subject	Sent Date	Effective Date	Has Read
PROVIDER ALERT	Nursing Facility Payments	10/05/2017	10/05/2017	
NOTIFICATION	State Fiscal Year-End Provider Payments	06/09/2017	06/09/2017	
NOTIFICATION	NFDIRECTBILL MAILBOX	02/08/2017	02/08/2017	
INTRODUCTION	Pharmacy Benefits Manager	07/16/2016	06/07/2016	
PROVIDER ALERT	UPDATES TO OAKS PAYMENT SYSTEM	08/19/2015	08/07/2015	

2. Select "Trade Files" and "Download":

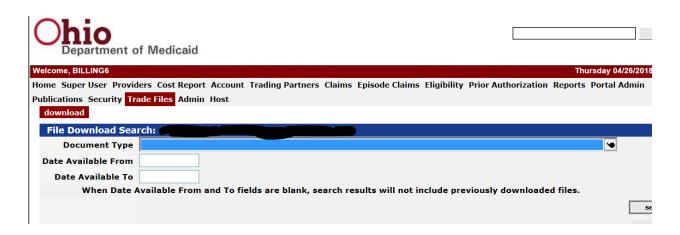


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3. Under "Document Type", click on the drop down menu.



- 4. You will see a list of the following:
- MDS Final Annual Reports
- MDS Final Quarterly Reports
- MDS Final Semi-Annual Repports
- MDS Preliminary Quarterly Reports
- MDS Weekly Reports
- 5. Highlight your selection and click on the "search" button. You DO NOT need to input dates. You will see all available reports if you leave the *from* and *to* dates blank.
- 6. For some reports, you can only access the most recent report. If no report is listed, try inputting both a *from* and *to* date.
- 7. Click on the report you wish to download and open the file once the download is complete.