



HELPFUL HINTS FOR COMPLETING THE EDMS COVER SHEET

This MITS Release provides helpful hints for completing the EDMS (Electronic Document Management System) Cover Sheet, and the instructions for the cover sheet are available via the “Welcome Providers” web page (<http://jfs.ohio.gov/OHP/provider.stm>).

- The EDMS Cover Sheet is required when a provider mails documentation to the Ohio Department of Medicaid (ODM), because the provider could not upload attachments via MITS (Medicaid Information Technology System). These mailed attachments include (but aren’t limited to) documentation to support: the medical necessity of a service, the payment of a claim, a prior authorization approval, or a provider enrollment application approval.
- The cover sheet must be the original (8 ½ x 11) cover sheet that is accessible via MITS or the “Welcome Providers” page.
- Attachments (including the cover sheet) cannot be faxed. If attachments cannot be uploaded to the claim via MITS or your clearinghouse/trading partner, please mail them to the department via the following addresses:

CLAIM & PROVIDER ENROLLMENT ATTACHMENTS:

The Ohio Department of Medicaid
P.O. Box 1461
Columbus, OH 43216

PRIOR AUTHORIZATION ATTACHMENTS:

The Ohio Department of Medicaid
Prior Authorization Unit
P.O. Box 1002
Columbus, OH 43266-0002

- If x-rays are mailed as attachments, denote a legible address on the x-rays so they can be returned.
- Attachments will be returned if the cover sheet isn’t completed correctly.
- Attachments will also be returned if no supporting documentation is included with the cover sheet.
- If providers have questions regarding the completion of the cover sheet, contact:
 - Provider Assistance for claims-related questions (1-800-686-1516)
 - Prior Authorization for prior authorization questions (614-466-6734)
 - Provider Enrollment for enrollment and re-enrollment questions (1-800-922-3042)