

Creating a Psychiatric Precertification Request in MITS

01. Go to MITS portal:
<https://sspro.mits.odjfs.state.oh.us/prosecure/authtam/login>
02. Click on the "MMIS" link.
03. Hold your mouse over the heading "Prior Authorization" and click on "New." Note: a facility should check the recipient's eligibility before submitting a PA.
04. Enter "37-Psychiatric Inpatient" in the "Assignment" field.
05. Enter the "Medicaid Billing Number."
06. Enter the "Date of Birth."
07. Enter "Contact Name."
08. Enter "Contact Number/Extension."
09. Select the appropriate entry among "Healthcheck/EPSTD", "LTCF", or "Personal Residence."
10. Leave "LTCF Discharge Date" blank.
11. Enter "Admission Date" (a required field).
12. Scroll down to the "Diagnosis" panel and click on "Add" button.
13. Search diagnosis by either ICD-9, ICD-10 code or description. If you enter the diagnosis codes manually, do so without the decimal point.
14. Highlight and click on diagnosis to populate
15. Click on "Next" button.
16. The "Review Code" will auto-populate to read "160."
17. Enter the date of admission in the "Requested Effective Date" and "Requested End Date" fields. (Your Requested Effective Date and Requested End Date must match your Admission Date.)
18. Click on "Next" button.
19. Address "the following messages were generated:"
20. Click on the check box beside the word "Ignore."
21. Click on "Continue" to continue saving.
22. Click on "Add" under "Provider Notes." This is where you can give the reviewer specific comments about the case, do not enter the clinical information in this section.
23. Click on "Save."
24. Click on "Add" under "Attachments."
25. Enter "Other" in "Type of Document."
26. Enter "Upload" in "Transmission Type."
27. Enter "Clinical" in "Description."
28. Enter "Save." Write down the PA number MITS is displaying.
29. Click on the "Upload" button.
30. In the top section labeled "Attachment Upload," click the bar that displays "Other," the PA number, and "Clinical" to turn it blue.
31. Click on "Browse" button in the bottom section to find your saved clinical file.
32. In the pop-up window "File Upload," select the clinical for this recipient and click the "Open" button.
33. The "File Upload" window will now be gone and you will see some information to the left of the "Browse" button; click the "Upload Attachment" button to the left.