

DO YOU HAVE AN IOWA MEDICAID PORTAL IMPA SIGNIN?

If YES skip to MBR REQUEST.

If NO:

First go to the Iowa Medicaid Enterprise Portal IMPA website at <https://secureapp.dhs.state.ia.us/impa/Default.aspx>

Second, go to **Click here for the Registration Guide** and print the Registration Guide.

Third, on upper ribbon left side, go to **Register New Account**: you only need your email address and to make up a password with small and large case letters, a numeral, and a symbol when you submit your account.

Fourth, then wait for IMPA registration confirmation email

MBR REQUEST:

First be ready with the following pieces of information that signing up requires:

- TAX ID: your organizations Tax Id Number
- BILLING NPI: your organizations NPI number: look it up (<https://npiregistry.cms.hhs.gov/>)
- TRANSACTION CONTROL NUMBER (TCN):
 - TCN from a recent paid claim: receive one from (james.donoghue@iowa.gov)
 - Enter it in the signup form
- IMPA USER NAME: From individual or shared sign-in person's IMPA registration
- Full Name: Yours or shared sign-in person's IMPA registration
- Phone #: Yours or shared
- Email #: Yours or shared sign-ins email
- Lists of Pay To NPIs: Only enter your one NPI (see above) as that is the only one

Second, read Iowa Medicaid Provider Information Letter 1137 below.

INFORMATIONAL LETTER NO.1137

DATE: June 22, 2012

TO: Iowa Medicaid Area Education Agencies, Local Education Agencies and Infant and Toddler Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Notice of Changes to the Medical Billing Remittance (MBR)

The Iowa Medicaid Enterprise will require electronic processes exclusively for the transmission of the medical billing remittance in the near future. These changes are designed to help make Medicaid as efficient as possible. The Medical Billing Remittance is the statement indicating the amount of payment an agency received in a given month from the Medicaid program. In some cases, the statement directs the Local Education Agency (LEA) and Infant and Toddler agencies to pay back an amount equal to the non-federal share to the Iowa Department of Human Services. It informs the Area Education Agencies (AEA) of the non-federal share amount.

Currently, hard copies of these statements are mailed to providers. Beginning with the July 2012, month end reports, the MBR information will only be available through the Iowa Medicaid Portal Access (IMPA) at: <https://secureapp.dhs.state.ia.us/impa/>. The reports posted on IMPA are an exact replica of the current paper MBRs and are simply imaged, indexed and available on our secure IMPA website.

To sign up for online access to the MBR statements, please complete an MBR access request form <https://www.tfaforms.com/248112> and follow the instructions

Third, click on the link above to access the request form, complete and use submit button to submit.

Fourth, and finally, when you get Medical Billing Remittance access I can help you find your invoices.

For questions, contact Jim Donoghue at 515-281-8505.