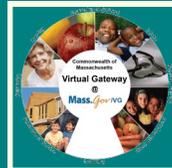


# Virtual Gateway EIM/ESM: Fiscal Year 2016 Important End of Year Dates and Tips for Providers



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In order to help ensure a smooth transition through the year end for FY2016, please read on for key dates and tips in closing out this fiscal year. (\*DPH Providers: Refer to Page 3 for Provider Support Information)

## Final Date to Release and Authorize Positive FY16

Sunday, August 14<sup>th</sup> is the final date to release and authorize FY16 billing.

This will allow sufficient time for your invoice or SDR to move through the EIM approval process to result in your receipt of payment.

Remember that provider organizations are required to continue to report expenses and services for the entire time period of their contracts, even if the contract funds have been exhausted.



**Reminder: Billing cannot be authorized using Mozilla Firefox. Internet Explorer is the accepted browser when using EIM/ESM.**

## Important Reminders ...



### Contract Amendments

- Remember to stay in communication with your agency contract manager regarding amendment requests.
- Please contact your agency contract manager to find out the last day that line item budget or unit allocation amendment requests can be made for your FY2016 contract.

## Corrections

- Submit supplemental negative billing prior to regular positive billing. Your negative billing needs to be satisfied with subsequent positive billing to spend down your contract properly. If you have multiple months of corrections to make, consult with your agency contract manager prior to submitting the supplemental invoices to ensure smooth processing. The deadline to submit negative billing is July 12, 2016.
- For contracts using the Unit Rate SDR, you must void all services before re-billing – even if the initial claim was rejected or not paid.

## Reconciliation ... **Please Begin Your Year-End Reconciliation Process NOW!**

- Consider running the Cost Reimbursement Expenditure Analysis Report to evaluate year-to-date-billing on your Cost Reimbursement contracts.
- The Payment Tracking Report references your internal tracking number (if entered at billing,) and will give you an overview of year to date payments. The report functions for Unit Rate/SDR and Cost Reimbursement contracts.
- The Payment Detail by Client Report provides details on payments by client, day and service code along with any corresponding adjustments for Unit Rate/SDR and HIPAA billing.
- Be mindful, manual payments/adjustments may not be reflected in EIM/ESM for balance reconciliation.



# Happy Fiscal New Year!!!



**EIM/ESM  
Provider  
Resources**

**Using the Wild Card (%)  
when Searching  
in EIM/ESM**

- Do not enter the wild card '%' as the only criteria in any search Screen field.
- If you enter only '%' in a Search screen, your request will take longer and may not be successful due to the volume of data required to be retrieved.



**EIM/ESM  
Hours of Operation:**

Daily:  
7:00 AM – 1:00 AM

**VG EIM/ESM  
Business Operations:**

If you have remaining questions, you may contact EIM/ESM Business Operations

**Email:**

[EHS-DL-EIM-ESMBusinessOperations@massmail.state.ma.us](mailto:EHS-DL-EIM-ESMBusinessOperations@massmail.state.ma.us)

**VG Customer Service**

1-800-421-0938  
TTY: (617) 847-6578



# Mark Your Calendar ...



Key Provider EIM/ESM Dates for FY2016 End of Year	All Providers
<b>FY2016 Close</b>	6/30/2016
<b>FY2017 Open</b>	7/1/2016
<b>Final date for providers to submit negative billing</b>	7/12/2016
<b>Final date for FY16 Line Item Budget Amendment Request</b>	7/15/2016
<b>Last day for providers to submit HIPAA Claims</b> (uploaded by 7:30 AM)	8/13/2016
<b>Final date for providers to release and authorize positive billing</b>	8/14/2016

**HIPAA Billing**

- Providers are strongly encouraged to reconcile payables now. HIPAA Claim Status and Payment Detail by Client reports are helpful tools.
- The submission deadline for credit only files or manual voids in EIM is July 12, 2016.
- FY2016 837 batches must be uploaded by 7:30 AM on Saturday August 13, 2016.

**New EIM/ESM Features**

A new Accommodation Rate Expenditure Analysis report has been introduced to provide a simple snapshot of year-to-date expenses. This report provides the details on expenditures per contract, per accommodation rate, per accommodation rate schedule and may be schedules or emailed as with other key reports.

The SDR search screen has been enhanced to allow targeted searching similar to what is found on the PRC/CEC search page. Provider users will now be able to search by Service Dates, Activity Code, and Provider Name. Search results will also be retained when the "breadcrumb" links at the top of the page are used to navigate backward.

## EIM/ESM Provider Resources

### EIM/ESM Provider Resource Center

This provider tool contains :

- ✓ An overview
- ✓ How to access EIM/ESM
- ✓ Announcements
- ✓ Newsletters
- ✓ FAQs
- ✓ Training and User Materials that have been specifically designed for provider users

For more information, visit:

[www.mass.gov/vg/eimesm](http://www.mass.gov/vg/eimesm)



### WHEN RUNNING REPORTS IN EIM/ESM:

*Be sure to enter very specific parameters.*

The more criteria you enter, the more efficiently your data will be retrieved.

#### Access Administrators:

- ✓ **Ensure that billing staff\* have:**
  - ⇒ Completed the correct training
  - ⇒ Necessary access

This is to ensure your organization will be able to complete all billing activities.

\* This includes contingent billing staff

- ✓ **Always download the recent most EIM/ESM URF when requesting new user access or new roles.**
- ✓ **Always submit a URF to deactivate a user when s/he leaves your organization**



## Virtual Gateway EIM/ESM: Fiscal Year 2016 Important End of Year Dates and Tips for Providers

### Reminder: DDS/DMH Client Enrollments

Providers are reminded to contact your agency contract manager as soon as possible if:

- You are seeing duplicate enrollments on your SDR. Your agency contract manager will be able to confirm which enrollment you should use for billing.
- A client is not appearing on your SDR. It is possible that the client is not:
  - ⇒ Entered into Meditech
  - ⇒ Enrolled to the correct contract in Meditech
- The agency can make these corrections.
- A client is still appearing on your SDR after s/he no longer receives. It is possible the client was not yet end dated in Meditech. Your agency can correct the client record.

### EIM/ESM Report Requests

When running reports in EIM/ESM, be sure to enter very specific parameters. The more criteria you enter the more efficiently your data will be retrieved. For a job aid on running reports, visit <http://www.mass.gov/eohhs/docs/vg/eim-esm/training-reports-job-aid.pdf>

#### Tips When Using Reports:

- Consider scheduling reports ahead of time or having the results e-mailed to you. The EIM/ESM system allows users to schedule reports to be run Daily and Weekly by the Day of the week or by Date of Month. You can use the 'Run Report and Send Email feature' as well that allows users to begin the processing of a report and send the report as an email attachment. **Note: Reports containing client data cannot be emailed.**
- DO NOT run a report for your entire organization. Always select as many criteria as possible when running a report. The narrower your parameters, the more successful your results will be!
- Report data are generally a day behind. If you need a report with today's information, please run it tomorrow.
- For more Information visit: <http://www.mass.gov/eohhs/docs/vg/eim-esm/eim-esm-r5-5-newsletter.pdf>.

### Tips on Searching for PRCs/CECs

You can view PRC/CEC details, such as the status and amount, from the PRC/CEC Search screen.

We have found the most providers find it useful to search by:

- ✓ Invoice/SDR Reference Number if one was entered when you create an invoice or SDR
- ✓ Contract number
- ✓ Service From and Service To dates

**As a reminder REJECTED status is to be expected if your contract funds are completely exhausted. There is only cause for concern/action if you see this status and have funds remaining.**

### Department of Public Health (DPH) Provider Support\*

Email:

[DPH-EEMO-Support@MassMail.State.MA.US](mailto:DPH-EEMO-Support@MassMail.State.MA.US)

DPH EIM/ESM Management Office: 1-800-232-0093

\* DPH Providers should follow key date instructions as directed by the DPH EIM/ESM Management Office.