

Create New MNITs User For File Transfer

MN DHS rolled out LoginMN for the MNITs platform starting Friday evening disabling the ability to connect to MN DHS's servers to send/receive files, including claims, claim status, eligibility, remits and service agreements. The steps below will create a new MNITs user attached to a centralized email address with Pavillio so we can properly manage these accounts for file transmission.

This must be done immediately to ensure we can upload claims to MNITs next week.

Create New User on MNITs

This must be done for each identifier (UMPI/NPI) you have with MNITs.

Once you are again able to access the MNITs website, please navigate to the User Administration page. If you don't see User Administration, a user(s) that has access to this page will need to complete these steps.



rlipinski@hhaexchange.com | A947413000 | Logout

▼ Mailbox

▼ MN-ITS

User Administration

MN-ITS User Guides

Last Check

Minnesota Provider Screening and Enrollment (MPSE) Portal

Provider Lists (Individual PCAs)

Provider Lists

MN-ITS

Your access to MN-ITS functions and [applications](#) (on the left menu) has [type](#) , and contact your MN-ITS Administrator with questions. These fun

Eligibility Request (270)

Look up subscriber eligibility and coverage and receive an Eligibility Res

Authorization Request (278)

Create and submit authorization requests.

Service Agreement Request (278)

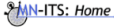
Create and submit service agreement requests.

Submit Transactions

Next, click Create User



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MN-ITS: Home

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User Administration

Search User

Create User

Please set up the user profile as below.

Please be sure to check ACTIVE on the SFTP status box.

Email: Pavillioedi@hhaexchange.com

First name: Pavillio

Last name: Admin

Email address *

pavillioedi@hhaexchange.com

Confirm Email address *

pavillioedi@hhaexchange.com

First Name *

Pavillio

Middle Name

Last Name *

Admin

MN-ITS Role *

MN-ITS User

Phone Number

999-999-9999

FTP (File Transfer Protocol) Access

Secure FTP is used by batch billers to transfer and receive X12 and NCPDP Pharmacy data to and from DHS secure servers. DHS provides the ability to securely transfer electronic health care data in this fashion to best serve users. If you are submitting batch files, you may use the MN-ITS web interface or a secure FTP client. To learn more, review Batch Submission User Guides found in "Related Links". You are limited to 5 SFTP users per NPI or UMPI number. If you select SFTP, the username will appear under phone number.

SFTP Status

☒ Active

continued on next page...

User Access *

Select checkboxes below to add/remove access to MN-ITS Functions and/or applications for this MN-ITS User.

A ☒ within a checkbox indicates access to that options.

Interactive Functions☐ All

- ☒ Request (Verify) Eligibility
- ☒ Submit New Claim/Copy, Replace or Void Submitted Claim
- ☒ Request Claim Status
- ☐ Request Authorization

Batch Functions☒ All

- ☒ Batch Functions (Submit Transactions, Submit Misc. Trans)

Information/data within Mailbox Folders is tied to provider type and may not correspond to the services your organization delivers.

If your selections do not correspond with your provider type, MN-ITS Users from your organization will not receive or have access to that information/data.

Mailbox Folders☐ All

- ☒ Eligibility Responses (271, 999, TA1)
- ☒ Claims Responses (835_PDF, 835_X12, 835C, 835E, 277, 999, TA1)
- ☐ Other Responses (Prod failed, 834, 820, DSHR, ICF, N12R)
- ☒ Authorization Letters
- ☐ MCO Data
- ☐ Provider Enrollment Information
- ☐ Provider Data Share
- ☐ County/Tribe Data Share

Applications/Forms/Lists☐ All

- ☐ Provider Lists (Referring/Treating)
- ☐ Provider Lists (Individual PCAs)

Click [Save].

Email pavillioedi@hhaexchange.com with your agency name in the subject line and in the body, include the identifiers (UMPI/NPI) added in the steps above. Note: You will need to do this for each identifier separately.

We should receive both the user with the PavillioEDI email, and the SFTP User ID.