

## MMIS CHEAT SHEET

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Here is the link to access MMIS:

<https://mmis.oregonmmis.com/ProdMMIS/Site/Login/tabid/178/Default.aspx>

Enter your User Name: ORxxxxxx

If you have problems with your password, or lock yourself out, you need to contact the DHS help desk (add phone number or email box) for assistance. Passwords are case sensitive and if you enter it incorrectly 3 times, you will be locked out and will need to call the help desk.

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### Person Information Search:

1. RECIPIENT at the top will have a drop down menu. Select SEARCH.
2. The search panel will display
  - a. Enter Prime number under CURRENT ID or other individual information. i.e. social, name, birth date, gender.
  - b. To find information for on all individuals on a case, search with DHR CM Medical case in the CASE ID field.
3. The screen will reload and will display the client's information. Some may have different case numbers listed, click any row. All selections display the most current information.
4. Information available right off: ID information, demographic information, HNA indicator (Native American), Active case or not and...
  - a. Benefit Plan (right side of screen):
    - i. BMH- OHP plus (OPC, OP6, CHP, MAA/F, EXT, CMO, AMO, C21, PWO, PCR)
    - ii. BMD – OHP with limited Drug (OSIPM)
    - iii. KIT- OHP Standard (OPU)
      1. *\*This program no longer exists in 2014. In case records, you may see this program converted to AMO.*
    - iv. MED- Qualified Medicare Beneficiary (QMB)
    - v. BMM- QMB+ OHP with Limited Drug (QMB with OSIPM)
    - vi. BMP - OHP supplemental (OPP)
    - vii. CWM- Citizen/Alien Waived Emergency Medical
    - viii. CWX- CAWEM prenatal
      1. end dates f 12/31/2299 mean that coverage is current
  - b. MANAGED CARE: Enrolled in CCO vs. Open Card
  - c. TPL: If the client has PHI listed on their case or not.
  - d. CASE/CERTIFICATION: This lists the clients case number, person letter, worker ID, Branch and most recent medical begin date.
5. From the top of this screen, you can search another person: CURRENT ID, CASE ID SEARCH.

### **Ordering Replacement ID:**

1. Go to RECIPIENT INFORMATION as listed above in Person Information Search.
2. Scroll to the RECIPIENT MAINTENANCE menu at the bottom of the screen.
3. Select ID CARD REQUEST
  - a. This will bring up another ID CARD REQUEST menu
  - b. Click Add (this will add a request for the card to be sent)
  - c. Add an ISSUE REASON- select the one closest to the reason. This information is purely for tracking purposes.
4. The card will be mailed from Salem
5. NOTE: if the client wants cards for everyone on the case, you need to look up every person and go through ORDERING A REPLACEMENT ID process. You can NOT batch request for the entire case.

### **Printing Temporary ID cards:**

1. Go to RECIPIENT INFORMATION as listed above in Person Information Search
2. Scroll down to RECIPIENT MAINTENANCE menu at the bottom of the screen.
3. Scroll down the menu until the TEMP ID CARD is displayed. Selecting this will add a TEMP ID CARD menu at the bottom of the screen.
4. Select VIEW
  - a. This will display the TEMP ID on a new screen that you can print from the computer.
  - b. Note: The Temp ID card only lists the client's prime number

### **Checking A Customer's Enrollment Status:**

1. MANAGED CARE at the top will have a drop down menu and select MANAGED CARE.
2. Select RECIPIENT CASE ENROLLMENT. The screen will re-load.
3. Enter the client's Prime number under RECIPIENT ID field and click SEARCH.
4. One or more rows with the client's information may appear. Some may have different case numbers. Click on any row, it doesn't matter which one.
5. The window will re-load and there will be a box called "Enrollments." This shows the client's history in various managed care organizations. Including Dental!
6. To sort the history and display the most current (it will originally come up with the oldest enrollment first) click END DATE twice. Current dates will sort to the top. *End dates of 12/31/2299 are current.*