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INFORMATIONAL NOTICE

DATE: November 18, 2009

TO: Participating Medical Assistance Providers

RE: Phasing Out Mailing of Paper Notices and Bulletins

The purpose of this notice is to inform providers that the Department of Healthcare and Family Services (HFS) will begin to phase out the mailing of paper notices and bulletins to providers through the U.S. Mail. Provider notices and bulletins will be posted to the HFS Web site and providers will be responsible for downloading the material via the Internet. Provider specific information, such as the Long Term Care Patient Credit Report by Hospice, Chronic Renal Disease Program – Approved Patients Report, requests for updated medical licenses, Provider Information Sheets and remittance advices, will continue to be mailed to providers.

Effective February 1, 2010, HFS will no longer mail paper copies of notices and bulletins to the following providers: Local Education Agencies, Durable Medical Equipment, Ambulatory Surgical Treatment Centers, Long Term Care, Supportive Living Facilities, Hospice, Hospitals and Pharmacies. The department will phase in additional provider types throughout calendar year 2010. Information regarding the effective dates for the discontinuation of mailing of paper material will be sent to the specific provider types as it becomes available.

The department will use its e-mail notification feature to notify providers when notices and bulletins are posted to the Web site. **If you are in one of the provider categories scheduled for the February 1, 2010 phase, and you are not registered for e-mail notification it is imperative that you register immediately.** If you are already registered for e-mail notification, there is nothing you need to do. For information regarding how to register or unsubscribe for e-mail notification, please refer to the instructions included with this notice.

Questions regarding this notice should be directed to the Bureau of Comprehensive Health Services at 1-877-782-5565.

/s/

Theresa A. Eagleson, Administrator
Division of Medical Programs

Instructions for E-mail Notification Registration

There is no limit on the number of individuals from one office who can register to receive the e-mail notification. In addition, the registration is not restricted to enrolled providers, so please share this information with your billing services, payees or other interested parties. However, each person must be registered separately.

Information is posted to the HFS Web site by provider category (i.e., physicians, home health agencies, optometrists, hospitals, etc.). When registering for e-mail notification, providers may select as many categories as necessary. When material is posted to one of the categories selected, the provider receives an e-mail notification that contains a direct link to the material.

A separate e-mail notification is created for each provider category impacted by the material posted. This means that registrants will receive multiple e-mails for the same notice when the material impacts more than one of the provider categories selected by the registrant. Example: The department posts a notice addressed to physicians, APNs, FQHCs, ERCs, RHCs and Local Health Departments. If an individual is signed up to receive notification when material is posted for physicians, APNs and Local Health Departments, they will receive a separate e-mail notification for each of the three provider categories.

“All Medical Assistance Providers” Category

The “All Medical Assistance Providers” category is used by HFS to post information that applies to all or most enrolled providers. This information includes, but is not limited to, the following:

- Updates to Chapter 100, General Policy and Procedures.
- Updates to Chapter 300, Handbook for Electronic Processing.
- New or revised provider participation requirements.
- Information regarding the Illinois Health Connect or Disease Management Programs.

In addition to registering for the provider specific categories, providers should also enroll for the “All Medical Assistance Providers” category to ensure notification of all applicable information.

To Register for E-mail Notification go to: <http://www.hfs.illinois.gov/provrel/>

To Unsubscribe for E-mail Notification go to: <http://www.hfs.illinois.gov/remove/>

Change in E-mail Address: Each registrant is responsible for keeping their e-mail address current. If an e-mail address changes, you must reregister with the new address.