



# PROVIDER QUICK TIPS

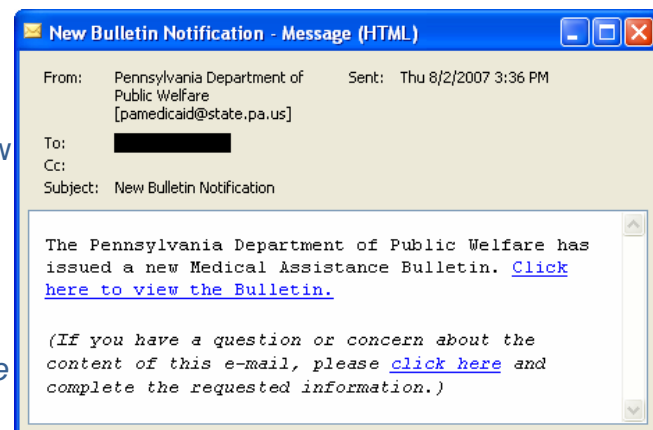
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## Now Receive Medical Assistance (MA) Bulletin Notifications Via Email!

### Would you like to reduce some of the bulky paper files in your office?

Receiving MA Bulletins (MABs) via email will not only effectively reduce paper; it will make the storage and research of MABs easier & more efficient.

Beginning August 31, 2007 providers who currently receive MABs will have the option of receiving notifications of new MABs via email. The notification will contain a hyperlink that providers can click to view the MAB the DHS website instead of receiving paper copies of the MABs via postal mail. *Please see the New Bulletin notification email to the right.* Providers currently receiving MABs will see *Manage Bulletins/Remittance Advice* on the ePEAP menu. Providers who don't currently receive MABs will see *Remittance Advice* on the menu. **Please note:** Providers who are fee assigned to a group do not receive bulletins. The bulletin is mailed to the group. If you are not currently receiving MABs but would like to start receiving them (and are not fee assigned to a group,) please contact Provider Enrollment at 1-800-537-8862.



### How do I opt to receive MA Bulletins via email instead of postal mail?

After logging on to PROMISe™, you will be prompted periodically to choose paperless delivery options for Remittance Advice notices and/or MABs. You will see a menu that prompts you to review your RA and MAB options. From that menu, click 'OK' and the "Manage Bulletins/Remittance Advice" page will display the current delivery options for the selected provider service location.



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## Instructions for Bulletins:

- ✓ Select bulletin delivery method
- ✓ If “Email “ option is selected, an email address is required and will be used as the “mail-to” address. You will **no longer** receive MABs via postal mail
- ✓ If “US Mail” is selected, the MAB will be mailed, via postal mail, to your “mail-to” address

## Instructions for Remittance Advice:

- ✓ Select Remittance Advice (RA) option
- ✓ If the “On-line” option is selected, you will no longer receive RAs by postal mail
- ✓ If “US Mail” is selected, the RAs will be sent out by postal mail, after your request has been processed.

NOTE: With either RA option, you may still view them online

When finished with your changes, please click the “Save” button to complete your request.

**Please Note:** providers can also select to review their options at any time via ePEAP by selecting the “Manage Bulletins/Remittance Advice” option and following the instructions above.

**Please review your email filters to ensure that email from PA Department of Human Services (DHS) is not automatically deleted or routed to a junk mail folder. DHS also recommends that you set up a global email address to facilitate distribution of MAB/RA notifications within your office.**

Check the Department of Human Services’ Web site often: [www.dhs.pa.gov](http://www.dhs.pa.gov)  
Thank you for your service to our Medical Assistance recipients.  
We value your participation.

