

Affected Programs: BadgerCare Plus, Medicaid, Wisconsin Chronic Disease Program, and Wisconsin Well Women Program
To: All Providers, HMOs and Other Managed Care Programs

The *ForwardHealth Update Summary* Will Only Be Available on the ForwardHealth Portal

In an ongoing effort to reduce costs and provide more timely distribution of information, ForwardHealth will discontinue printing and mailing of the *ForwardHealth Update Summary* in April 2011. The *Update Summary* will continue to be published electronically on the ForwardHealth Portal.

ForwardHealth Update Summary

In an ongoing effort to reduce costs and to provide more timely distribution of information, ForwardHealth will discontinue printing and mailing of the *ForwardHealth Update Summary*. The March 2011 *Update Summary*, which will be mailed in mid-April 2011, will be the last monthly *Update Summary* mailed to providers.

The *Update Summary* will continue to be published on a monthly basis on the Provider ForwardHealth Publications page on the ForwardHealth Portal at www.forwardhealth.wi.gov/. The *Update Summary* lists the *ForwardHealth Updates* that are published each month with their summaries. Additionally, the *Update Summary* identifies the impacted ForwardHealth program(s) (BadgerCare Plus, Medicaid, SeniorCare, Wisconsin Chronic Disease Program [WCDP], and the Wisconsin Well Woman Program [WWWP]) and affected provider type(s) for each *Update*.

Updates included in the *Update Summary* are posted in their entirety on the ForwardHealth Updates page of the Providers area of the Portal. New *Updates* are continually being posted and providers are encouraged to check the

Portal frequently. Beginning in January 2011, the electronic *Update Summary* has direct links to published *Updates*.

Electronic Notification

Provider Portal Account

Providers who have established a secure provider Portal account automatically receive notification of *Updates* and the monthly *Update Summary* in their Portal message boxes. Providers who do not have a provider Portal account may go to the Portal to request one by selecting the Providers icon, clicking the “Request Portal Access” link under “Quick Links,” and entering provider information in the required fields, including Provider ID, taxonomy code, financial payer, and Social Security number or tax identification number. A separate Portal account is required for each financial payer.

Providers may refer to the ForwardHealth Portal Account Users Guide on the References and Tools page of the Providers area of the Portal for more instructions on creating a Portal account.

Registering for E-Mail Subscription

Providers and other interested parties may sign up on the Portal to receive e-mail notifications of new provider publications. Users are able to select, by program (BadgerCare Plus, Medicaid, WCDP, or WWWP) and service area(s) (e.g., physician, hospital, durable medical equipment vendor), for which publication notifications they would like

to receive. Any number of staff and other interested parties from an organization may sign up for an e-mail subscription.

Refer to the Attachment of this *Update* for instructions on how to register for e-mail subscriptions. For more detail and screen shots, refer to the ForwardHealth Provider Portal E-Mail Subscriptions User Guide available on the References and Tools page of the Providers area of the Portal.

The *ForwardHealth Update* is the first source of program policy and billing information for providers.

Wisconsin Medicaid, BadgerCare Plus, SeniorCare, and Wisconsin Chronic Disease Program are administered by the Division of Health Care Access and Accountability, Wisconsin Department of Health Services (DHS). The Wisconsin Well Woman Program is administered by the Division of Public Health, Wisconsin DHS.

For questions, call Provider Services at (800) 947-9627 or visit our Web site at www.forwardhealth.wi.gov/.

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ATTACHMENT

Registering for E-mail Subscriptions

Providers and other interested parties may register for e-mail subscriptions on the ForwardHealth Portal in order to receive e-mail notifications from ForwardHealth. Below are instructions on how to register for e-mail subscriptions.

1. Click the Providers link on the ForwardHealth Portal at *www.forwardhealth.wi.gov/*.
2. In the Quick Links section on the right side of the screen, click Register for E-mail Subscription.
3. The Subscriptions page will be displayed. In the E-Mail field in the New Subscriber section, enter the e-mail address to which messages should be sent.
4. Enter the e-mail address again in the Confirm E-Mail field.
5. Click Register. A message will be displayed at the top of the Subscriptions page indicating the registration was successful. If there are any problems with the registration, an error message will be displayed instead.
6. Once registration is complete, click the program for which you want to receive messages in the Available Subscriptions section of the Subscriptions page. The selected program will expand and a list of service areas will be displayed.
7. Select the service area(s) for which you want to receive messages. Click Select All if you want to receive messages for all service areas.
8. When service area selection is complete, click Save at the bottom of the page.
9. The selected subscriptions will load and a confirmation message will appear at the top of the page.

For more detail and screen shots, refer to the ForwardHealth Provider Portal E-Mail Subscriptions User Guide available on the References and Tools page of the Providers area of the Portal.