

WHAT IT IS:
MN−ITS is the Minnesota Department of Human Services (DHS) billing system for providers enrolled in Minnesota Health Care Programs (MHCP).

MN-ITS is used to manage services for clients whose services are managed by the State. These clients do not use health plans for the waiver coverage. There are separate systems for billing health plans. For adult day services providers, their disability waiver (CADI and BI) clients will typically be billed through MN-ITS, while elderly waiver clients will be billed to a health plan.

HOW IT WORKS:
MHCP delivers the following provider information electronically to each provider’s MN–ITS mailbox account:

* Provider News
* Provider updates
* Enrollment letters
* Medical, Dental and Service Authorization letters
* Remittance Advice (RA’s).

You must be an MHCP-enrolled provider AND registered to use MN−ITS to access the system.

It is important to have someone within your Adult Day Center checking this mailbox regularly if you have any MHCP clients.

RESOURCES:
The MHCP Provider Call Center at 651-431-2700 or 800-366-5411 is available to answer questions about registering and using MN–ITS.

The MN-ITS User Manual’s [**Table of Contents**](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=MNITS_01) provides an overview of a number of user guides that include step by step instructions to help providers use all functions and features of Direct Data Entry.

The MN-ITS [**Troubleshooting Tips**](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_027918#error) offers a wealth of information on how to best navigate the system.

An [**online tutorial**](http://pathlore.dhs.mn.gov/courseware/HealthCare/MPS/UsingMNITS/UsingMNITS.html) explores how to log in, locate the MN-ITS mailbox and search for, open and save a file.

SUBJECT: MN-ITS

ADULT DAY SERVICES | BILLING KNOW HOW

**Questions or Additional Assistance**:

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