



Health Maintenance Organization (HMO) SharePoint User Guide

Welcome to the HMO SharePoint site. Please reference this user guide as you navigate through the site and become familiar with sharing and retrieving information.

You can access the SharePoint site by using the following link:

<https://share.health.wisconsin.gov/agency/mgmt/HMO/SitePages/Home.aspx>

You will be asked to sign in using the Wisconsin Logon Management System (WILMS) user name and password you previously created.

WILMS Sign In

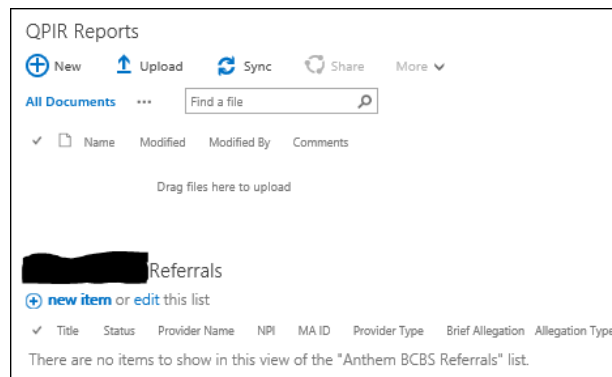
Note: The "!! wext!" prefix is no longer needed in front of your user name.


WILMS User name:

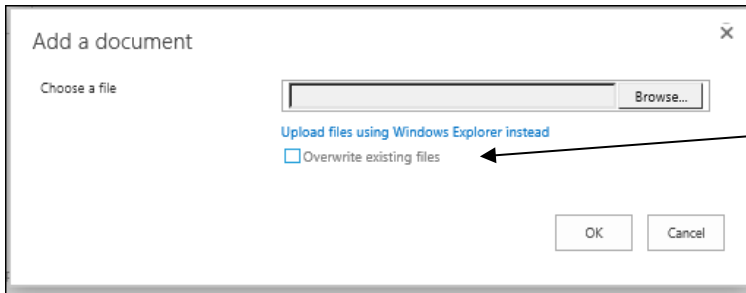
WILMS Password:

After you sign in, you will see the Home Page. Only the name of your HMO should appear. If you see any other HMOs listed, please report it to dhsdigmanagedcare@wisconsin.gov or the auditor assigned to your plan.

When you click on your HMO name, you will be taken to the HMO Site Page. The HMO Site Page contains two sections, one for Quarterly Program Integrity Reports (QPIRs) and one for Referrals.



Under the section titled QPIR Reports, you will be able to upload your QPIR each quarter. Simply click on the  icon to upload a new report.



Please make sure to deselect the “Overwrite existing files” box. There should be a report with a unique name for each quarter in the QPIR section.

NOTE: Completing the referral information in the online form on the SharePoint site does not replace the processes in place for reporting a referral on the hotline or on the portal. Please continue to report your referrals using one of these processes as well as completing this section on the SharePoint site. By submitting your referrals on the SharePoint site, we will be able to easily exchange documentation electronically and keep track of the progress of each referral.

Under the section titled HMO Name Referrals, you will be able to complete an online form detailing information specific to your referral. You can come back to this page and fill in information as it becomes available to you or edit existing information.

Title *	<input type="text"/>
Status	<input type="text"/> ▼
Provider Name	<input type="text"/>
NPI	<input type="text"/>
MA ID	<input type="text"/>
Provider Type	<input type="text"/> ▼
Brief Allegation	<input type="text"/>
Allegation Type	<input type="checkbox"/> Billing for excessive services <input type="checkbox"/> Billing for services not rendered <input type="checkbox"/> Upcoding <input type="checkbox"/> Ignoring license limitations <input type="checkbox"/> Practicing without a valid license <input type="checkbox"/> Billing without being certified to bill Wisconsin Medicaid <input type="checkbox"/> Receiving kickbacks <input type="checkbox"/> Lack of medical necessity <input type="checkbox"/> Misrepresentation of services <input type="checkbox"/> Falsifying documentation <input type="checkbox"/> Photocopied documentation or signatures

Records were signed after the request for audit
 Creating documentation for audit
 Member related
 Other

Identified Overpayment:

Date of Initial Complaint to OIG:

Date Referral Sent to OIG:

Case Notes:

Date Presented to CAST:

CAST Outcome:

 MFCEAU - PN

 MFCEAU - CAF

 <\$1,000 letter

 DSPS

 DQA

 Declined

Date Referred:

Referral Outcome:

MFCEAU Outcome:

Description:

Restitution Amount:

Date Restitution Collected:

Date Closed:

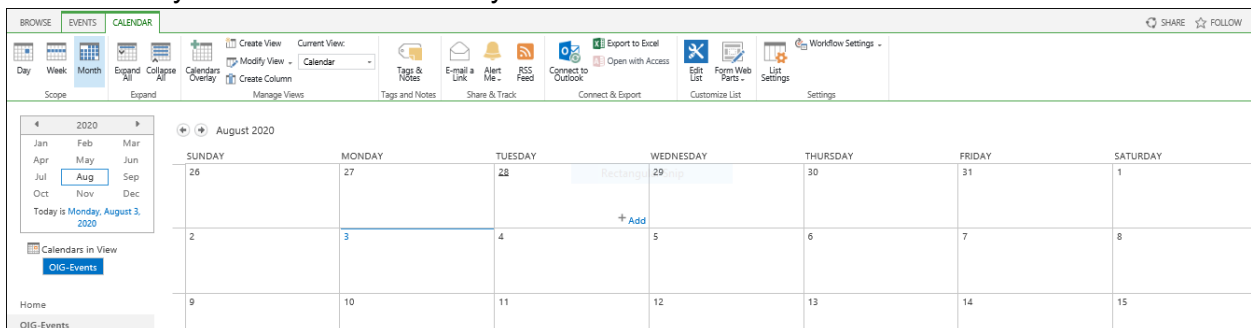
The OIG will complete this section and the remaining sections.

Remember to click SAVE after you have entered the information.

You can attach a file with supporting documentation by clicking the Attach File icon located on the top left hand side of your screen.



On the left side of the screen, there is an option to select OIG-Events. When you click on this option, you will be taken to a calendar. We intend to use the calendar to set reminders for QPIR due dates, meetings, etc. There are a variety of ways you can display the calendar, and you can connect it to your Outlook calendar if you so choose.



Also on the left side of the screen, there is an option to select Site Contents. When you click on this option, you will see icons (apps) with your HMO name. Clicking on these icons will allow you to either upload your QPIR or report a referral, but you can also complete either of these tasks through the Home screen as explained above. Site Contents also contains a FAQ app. In this section, anyone can open a new discussion topic, ask a question, etc. Please be advised that this section is available for anyone with Managed Care SharePoint credentials to see. Any discussion topic or question should not contain HIPAA sensitive information or case-specific content. This section should be limited to general discussion topics and questions that you feel the entire group could benefit from having answered. Please direct specific case-related questions to dhsdigmanagedcare@wisconsin.gov or the auditor assigned to your plan.

