

ATTACHMENT A

HEALTHCARE AND FAMILY SERVICES *Medical Electronic Data Interchange (MEDI)* REGISTRATION

Steps to register in the MEDI System:

- **Create a State of Illinois Digital Certificate**
- **Register your Business as:**
 - a. **Administrator (required, limit of 2) or**
 - b. **Employees (optional, no limit)**

Create a State of Illinois Digital Certificate

- A. Go to website: <http://www.myhfs.illinois.gov/>
- B. Click on **Register** in top-left corner
- C. Read **State of Illinois Digital Certificate Subscriber Agreement**.
- D. Scroll to the bottom of agreement
 - If you have a State of Illinois driver's license or state identification card, click-on the **Illinois Accept** button.
 - Otherwise, click on **Non-Illinois Resident Accept**.
- E. Follow the instructions to Register, then create your **User ID** and **Password**. Illinois residents will be able to register online. Non-Illinois residents will mail in a Digital Identification application form before completing the registration steps.

After completing Step steps above you may LOGIN to Medi system. The first time you Login you will be prompted to COMPLETE a **User Profile** and ACCEPT the **Medi Security Agreement**.

When you register your business below, you will automatically receive **Administrator** status. Your business may have up to TWO administrators. As the Administrator, you may then initiate **Employee** registrations. There is NO LIMIT for Users registering as Employee status. Both user type registration steps are outlined below.

Register your Business

There are two types of USER registration in the Medi system:

- **Administrator**
- **Employee**

A. ADMINISTRATOR REGISTRATION (of your business)

1. Click-on **MEDI** from the myHFS Home (page)
2. Click-on **Registration Menu** in top-left corner
3. Click-on **Medicaid Provider**
4. Complete the fields required on the **Provider Registration** page. Required information is from your HFS enrollment on the Provider Information Sheet. If you need this sheet, please contact Provider Participation Unit at: 217.782.0538
5. Click-on **Submit**

NOTE: if you receive a 'Provider Not Found' error message, PLEASE VERIFY you are entering the EXACT spelling as listed on the Provider Information Sheet. The system only allows 5 attempts to register. If you are unsuccessful, you will be forwarded to the MEDI Exit page and your account will be locked.

B. EMPLOYEE REGISTRATION

1. Obtain the **Employee Registration Key** from your business Medi Administrator. Your business Administrator will find the **Employee Registration Key** on the Manage My Account page.
2. Click-on **Registration Menu** in top-left corner
3. Click-on **Employee Registration**
4. Complete the fields required on the **Employee Registration** page, this includes entering the **Employee Registration Key**.
5. Click-on **Submit**

NOTE: the Employee Registration Key is case-sensitive and must be entered exactly. The system only allows 5 attempts to register. If you are unsuccessful, you will be forwarded to the MEDI Exit page and your account will be locked.

Once an **Employee** is registered, the **Administrator** must login and follow these steps to change the Authorization status to ACCEPT:

6. Click-on **MEDI** from the myHFS Home (page)
7. Click-on **Manage My Account** in top-left corner
8. Select your Business Association and Click-on **Authorization**
9. Click-on **Change Emp Auth**
10. Click-on **Accept** under Registration Status
11. Click-on **Submit**

WARNING: the Business Administrator CANNOT register an Employee under their LOGIN. If an Administrator attempts to register an Employee under their login, they will automatically be changed to an Employee registration status.

If you have a problem or questions regarding these registration steps, please email Steve Bandy with the Department of Healthcare and Family Services at: steve.bandy@illinois.gov or call 217.524.4511.