



# A Connecticut Medical Assistance Program Workshop For Newly Enrolled Providers or New Business Office Staff

**Presented by:**

**The Department of Social Services (DSS) and Gainwell Technologies**

Have you hired new staff or are your current staff in need of a refresher about new or current Connecticut Medical Assistance Program policies and procedures related to the basic understanding of the Connecticut Medical Assistance Program? This workshop will discuss tools and resources available to assist newly enrolled providers and their office staff in navigating the Connecticut Medical Assistance Programs Web site. We encourage you and your staff to attend.

**Workshop Topics Will Include:**

• Web Account Set Up/Capabilities	• Provider Manuals
• Clerk Maintenance	• Remittance Advice
• Client Eligibility Verification	• Informational Resources
• Claim Processing/Submission Info	• Announcements
• Web Claim Inquiry/Submission	• Questions & Comments

Please follow the registration instructions below to register for the workshop. Be sure to **register by the designated due date**. If you have any questions concerning this information, please contact the Provider Assistance Center at 1-800-842-8440. Please join us. We look forward to your participation at the workshop!

## WORKSHOP DATES AND TIMES

The workshop date and time for the New Provider Workshop is listed below. The registration link is listed beneath the date of the workshop. To register for the workshop, select the link and register online. Please refer to the “How to Register for a Workshop” instructions below if you require further assistance with the registration process.

**Workshop Date and Time:**

**Teams Virtual Classroom Training  
Tuesday, March 26, 2024 9:30AM – 12:30 PM**

**Registration Due Date:**

**Thursday, March 21, 2024**

<https://www.surveymonkey.com/r/24NPW086>

# HOW TO REGISTER FOR A WORKSHOP

To register for a workshop, visit the [www.ctdssmap.com](http://www.ctdssmap.com) Web site, go to the Information/Publications Page, scroll down to the Provider Workshop Invitation Forms section, and click on the New Provider Workshop Invitation link.

**Once you click “Register Now” at the bottom of your registration page, you will be provided a workshop confirmation number.** Please retain this number for your records should you need to discuss your registration with Gainwell Technologies. **If you do not receive a confirmation number, you have not successfully registered for this workshop.**

Please be sure to include all registration information indicated below to ensure timely and accurate attendance registration.

## **Virtual Classroom Training**

Gainwell Technologies utilizes internet virtual classrooms via Microsoft Teams that allow class participants to attend a workshop without leaving their office. Providers who register for this training will receive an email with directions on how to attend this training. **For this reason, it is critical that providers enter a valid email address at the time of registration.** If this email is not received three (3) days prior to the training, please contact the Provider Assistance Center at 1-800-842-8440.

**Please supply the following information when registering for a workshop:**

- Provider Name
- NPI Number/AVRS ID
- Contact Name
- Telephone Number (including Area Code)
- Email Address (Required for Internet Virtual Classroom Training)
- Name of Attendee