



# Connecticut interChange MMIS

## E-mail Subscription User Guide

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## Introduction

Through the e-mail subscription function on the public [www.ctdssmap.com](http://www.ctdssmap.com) Web page, providers and other interested parties must register to receive e-mail notifications of provider publications. Provider publications include, but are not limited to, provider bulletins, policy transmittals, program updates and reminders and workshop invitations. All enrollment and re-enrollment letters will continue to be mailed to the provider.

Users are able to select by provider type (e.g., physician, hospital, durable medical equipment) or by topic (e.g., ICD-10, EHR Incentive Program, or DRG) which types of publications they would like to receive. Any number of staff or other interested parties from an organization may sign up for an e-mail subscription. There is no limit to the number of registered users.

Please note that providers will continue to supply e-mail addresses at the time of enrollment and re-enrollment, and the setup of a portal Master Account User. On an ongoing basis, any **new** e-mail addresses collected through the [www.ctdssmap.com](http://www.ctdssmap.com) Enrollment or Re-enrollment Wizards, or collected through updates to a portal Master User Account will be automatically subscribed to receive e-mail notifications. The types of subscriptions you receive for those new e-mail addresses will be based on the provider type and/or specialty you are enrolled with in CMAP. You will receive an e-mail notifying you that you have been auto-subscribed, at which time you can update your subscription.

This document will provide step-by-step instructions to:

- Register for e-mail subscription
- Modify an existing e-mail subscription
- Unsubscribe from e-mail subscriptions

It is important to note that all information, such as provider bulletins and workshop invitations, continues to be available on the [www.ctdssmap.com](http://www.ctdssmap.com) Web site for you to access and review at any time. However, subscribing to receive e-mail notices allows providers and other interested parties to receive updated information very quickly.

## E-mail Subscriptions

### 1.0 REGISTER FOR E-MAIL SUBSCRIPTIONS

1. Access the Connecticut Medical Assistance Program Web site at [www.ctdssmap.com](http://www.ctdssmap.com). From the Home page:
  - Option 1 - Click **E-mail Subscription** located in drop down box when hovering over the Provider menu. The Subscriptions page will be displayed as shown in Figure 1.
  - Option 2 – Select the quick link titled **Register/Update Email Subscription** on the left side of the page. The Subscriptions page will be displayed as shown in Figure 1.

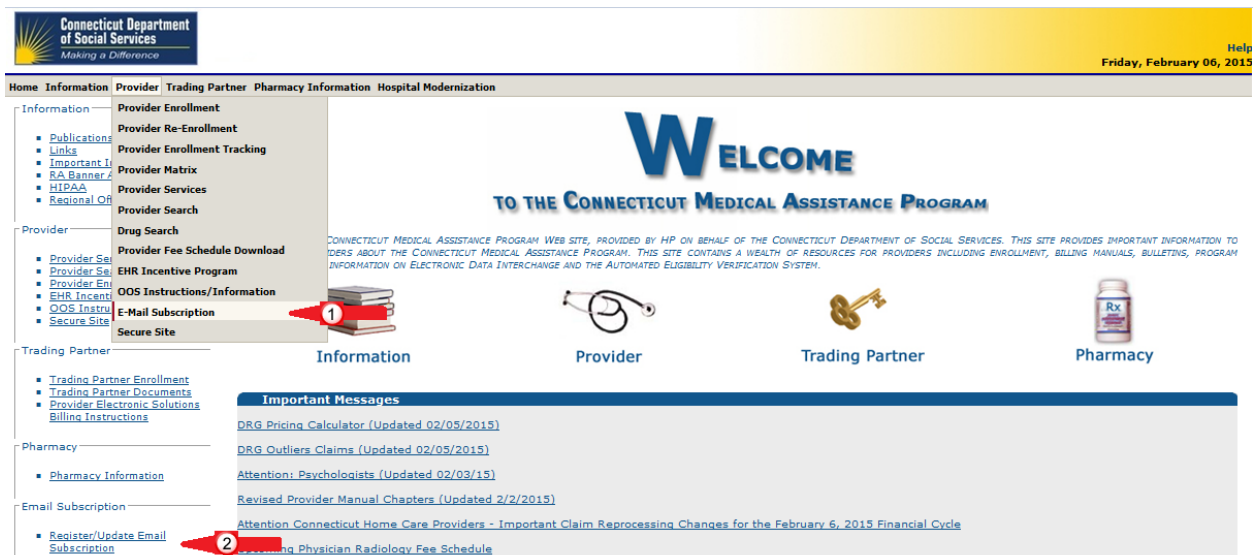


Figure 1 – Links to Email Subscription from Home Page

**Connecticut Department of Social Services**  
Making a Difference

Monday, March 09, 2015

Home Information **Provider** Trading Partner Pharmacy Information Hospital Modernization

provider enrollment provider re-enrollment provider enrollment tracking provider matrix provider services provider search drug search provider fee schedule download ehr incentive program oos instructions/information

**E-Mail Subscriptions**

Do you want to get the latest information from the Connecticut Medical Assistance Program (CMAP)? Registration is a very quick and simple process! You can register now to receive on-line publications such as provider bulletins, workshop invitations, newsletters, and important messages via email by entering your email address below under "New Subscriber". Once you have entered your email address and confirmed that address, you will be asked to select the type of information you wish to receive (reference list of provider types, trading partner, and topics on the right side of the screen). Once registered, you will receive a confirmation email.

There is no limit on the number of e-mail subscriptions per office! Each provider, member of your office staff, enrollment support staff, etc. can subscribe to receive information via email.

It is important to note that, as of June 30, 2015, the Department of Social Services will no longer send provider bulletins and workshop invitations via the postal service. To ensure that you receive the latest information from CMAP, you must either subscribe to receive this information or review the information posted to [www.ctdssmap.com](http://www.ctdssmap.com) daily to obtain newly published information.

Once you have subscribed, you can modify the type of information you receive at any time by entering your email in the Existing Subscribers box below. You may also unsubscribe at any point in time by entering your email in the Unsubscribe box below.

Click [here](#) to receive detailed instructions on how to newly subscribe, modify an existing subscription, or unsubscribe.

**New Subscriber**

E-Mail

Confirm E-Mail

**Available Subscriptions**

- **Provider**
  - ALL Provider Types
  - Acquired Brain Injury
  - Advance Practice Nurse
  - Autism Spectrum Disorder/Behavior Analysts
  - Autism Waiver
  - Behavioral Health Clinician
  - CHC Access Agency
  - CHC Assisted Living
  - CHC PCA Fiduciary
  - CHC Service Providers
  - Certified Nurse Midwife
  - Chiropractor
  - Clinic
  - Community First Choice
  - Community Services
  - DDS Employment and Day Supports
  - DME/Medical Supply Dealer
  - DMHAS TCM/DDS Billing Provider
  - Dental

**Figure 2 - Provider E-mail Subscription Panel**

- In the "New Subscriber" section, enter the e-mail address to which the subscription(s) is to be sent. Re-enter the e-mail address for confirmation.

**New Subscriber**

E-Mail

Confirm E-Mail

**Figure 3 – New Subscriber Section**

- Click **Register**.

A confirmation message will be displayed at the top of the page.

The following messages were generated:			
Message Description	Panel	Field	Row
Registration was successful. Please select one or more service areas to complete your subscription request.	E-Mail Subscriptions		

**Figure 4 – Confirmation Message**

If you receive an error message, correct the error(s) and click **Register** again.

If the e-mail address is already registered, you will receive a message that the e-mail

address already exists. In this case, you may proceed to the step-by-step instructions to “Modify an existing e-mail subscription”.

After registering to receive e-mail messages, you will need to indicate the specific topics you would like to receive.

4. In the “Available Subscriptions” section, select the provider type(s) and/or topic(s) for which you want to receive messages.

**E-Mail Subscriptions**

Do you want to get the latest information from the Connecticut Medical Assistance Program (CMAP)? Registration is a very quick and simple process! You can register now to receive on-line publications such as provider bulletins, workshop invitations, newsletters, and important messages via email by entering your email address below under "New Subscriber". Once you have entered your email address and confirmed that address, you will be asked to select the type of information you wish to receive (reference list of provider types, trading partner, and topics on the right side of the screen). Once registered, you will receive a confirmation email.

There is no limit on the number of e-mail subscriptions per office! Each provider, member of your office staff, enrollment support staff, etc. can subscribe to receive information via email.

It is important to note that, as of June 30, 2015, the Department of Social Services will no longer send provider bulletins and workshop invitations via the postal service. To ensure that you receive the latest information from CMAP, you must either subscribe to receive this information or review the information posted to [www.ctdssmap.com](http://www.ctdssmap.com) daily to obtain newly published information.

Once you have subscribed, you can modify the type of information you receive at any time by entering your email in the Existing Subscribers box below. You may also unsubscribe at any point in time by entering your email in the Unsubscribe box below.

[Click here to receive detailed instructions on how to newly subscribe, modify an existing subscription, or unsubscribe.](#)

[New Subscriber](#)

**Available Subscriptions**

**Provider**

- ☐ ALL Provider Types
- ☐ Acquired Brain Injury
- ☐ Advance Practice Nurse
- ☐ Autism Spectrum Disorder/Behavior Analysts
- ☐ Autism Waiver
- ☐ Behavioral Health Clinician
- ☐ CHC Access Agency
- ☐ CHC Assisted Living
- ☐ CHC PCA Fiduciary
- ☐ CHC Service Providers
- ☐ Certified Nurse Midwife
- ☐ Chiropractor
- ☐ Clinic
- ☐ Community First Choice
- ☐ Community Services
- ☐ DDS Employment and Day Supports

**Figure 5 – Available Subscriptions Section**

5. Check the box for the area(s) for which you wish to receive messages.

Check the **ALL PROVIDER TYPES** box if you want to receive messages for all the listed areas.

6. At the bottom of the page, click **Save**.

The screenshot shows a web application interface for selecting email subscriptions. On the right side, there is a list of topics with checkboxes next to them:

- ☐ Psychiatric Residential Treatment Facility
- ☐ Radiology
- ☐ Regional Family Service Coordination Center (Birth to Three)
- ☐ Resident
- ☐ School Based Child Health
- ☐ State Institution
- ☐ Therapist
- ☐ Transportation
- **Topics**
  - ☐ DRG
  - ☐ EHR Incentive Program
  - ☐ ICD-10

At the bottom right of the form area, there are two buttons: a red "Save" button and a blue "Cancel" button. Below the form area, there is a navigation bar with links: Home, CT.gov Home, Site Map, About Us, and Feedback.

**Figure 6 – Save Section**

When the selected subscription(s) loads, a confirmation message will be displayed at the top of the page.

The following messages were generated:			
Message Description	Panel	Field	Row
Your subscription has been successfully saved. You will receive a confirmation email shortly.	E-Mail Subscriptions		

**Figure 7 – Confirmation Message**

If you receive an error message, correct the error(s) and click **Save** again.

## 2.0 MODIFY AN EXISTING E-MAIL SUBSCRIPTION

To add or delete an area(s) from your e-mail subscription list, complete the following steps:

1. In the “Existing Subscribers” section, enter the e-mail address registered to receive e-mail notifications.

**Figure 8 – Existing Subscribers Section**

2. Click **Update**.

The “Available Subscriptions” section will display your current subscriptions, and a confirmation message will be displayed at the top of the page.

**Figure 9 – Existing Subscribers Successfully Loaded**

If you receive an error message, correct the error(s) and click **Update** again.

If you are not already subscribed, you will receive a message that the e-mail address does not exist. In this case, you may proceed to the step-by-step instructions to “Register for e-mail subscriptions”.



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### 3.0 ADD OR DELETE SUBSCRIPTIONS

1. To add a subscription(s) to your current list, check the box for the area(s) for which you wish to receive the additional message(s). To delete a subscription(s) from your current list, check the box for the area(s) for which you no longer wish to receive the additional message(s).

Check the **All Provider Types** box if you want to receive messages for all the listed areas.

■ **Provider**

<input type="checkbox"/>	ALL Provider Types
<input type="checkbox"/>	Acquired Brain Injury
<input checked="" type="checkbox"/>	Advance Practice Nurse
<input type="checkbox"/>	Autism Spectrum Disorder/Behavior Analysts
<input type="checkbox"/>	Autism Waiver
<input type="checkbox"/>	Behavioral Health Clinician
<input checked="" type="checkbox"/>	CHC Access Agency
<input type="checkbox"/>	CHC Assisted Living
<input type="checkbox"/>	CHC PCA Fiduciary
<input type="checkbox"/>	CHC Service Providers
<input type="checkbox"/>	Certified Nurse Midwife
<input checked="" type="checkbox"/>	Chiropractor
<input checked="" type="checkbox"/>	Clinic
<input type="checkbox"/>	Community First Choice
<input type="checkbox"/>	Community Services
<input type="checkbox"/>	DDS Employment and Day Supports
<input type="checkbox"/>	DME/Medical Supply Dealer
<input type="checkbox"/>	DMHAS TCM/DDS Billing Provider
<input type="checkbox"/>	Dental
<input type="checkbox"/>	Drug and Alcohol Abuse Center
<input type="checkbox"/>	Early Childhood Autism Waiver
<input checked="" type="checkbox"/>	Extended Care Facility/Long Term Care
<input type="checkbox"/>	FQHC - Dental
<input type="checkbox"/>	FQHC - Medical
<input type="checkbox"/>	FQHC - Mental Health
<input type="checkbox"/>	Home Health Agency
<input type="checkbox"/>	Hospice Agency
<input type="checkbox"/>	Hospital

**Figure 10 – Add or Delete Additional Subscriptions**

2. At the bottom of the page, click **Save**.

☐ Pharmacy  
☐ Physician  
☐ Physician Assistant  
☐ Podiatrist  
☐ Private Non-Medical Institution  
☐ Psychiatric Residential Treatment Facility  
☐ Radiology  
☐ Regional Family Service Coordination Center (Birth to Three)  
☐ Resident  
☐ School Based Child Health  
☐ State Institution  
☐ Therapist  
☐ Transportation  
**■ Topics**  
☐ DRG  
☐ EHR Incentive Program  
☐ ICD-10

**Figure 11 – Save Adds or Deletes**

When the selected subscription(s) loads, a confirmation message will be displayed at the top of the page.

The following messages were generated:			
Message	Description	Panel	Field Row
Your subscription has been successfully saved.	You will receive a confirmation email shortly.	E-Mail Subscriptions	

**Figure 12 – Confirmation Message**

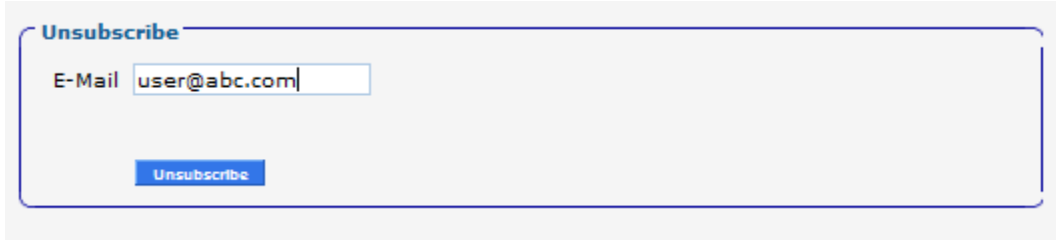
If you receive an error message, correct the error(s) and click **Save** again.

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## 4.0 UNSUBSCRIBE FROM E-MAIL SUBSCRIPTIONS

To be removed from the e-mail subscription list, complete the following steps:

1. In the “Unsubscribe” section, enter the registered e-mail address to be removed from the e-mail subscription list.

A screenshot of a web form titled "Unsubscribe". It features a text input field labeled "E-Mail" containing the text "user@abc.com". Below the input field is a blue button labeled "Unsubscribe". The entire form is enclosed in a light gray rounded rectangle with a blue border.

**Figure 13 – Unsubscribe Section**

2. Click **Unsubscribe**.

A confirmation message will be displayed at the top of the page.

The following messages were generated:			
Message Description	Panel	Field	Row
The email address has been removed as requested.	E-Mail Subscriptions		

**Figure 14 – Confirmation Message**

If you receive an error message, correct the error(s) and click **Unsubscribe** again.

If you have already unsubscribed, you will receive a message that the e-mail address does not exist.