

# Connecticut interChange MMIS

## E-mail Subscription User Guide

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**Table of Contents**

**INTRODUCTION ..... 2**

**E-MAIL SUBSCRIPTIONS ..... 3**

1.0 REGISTER FOR E-MAIL SUBSCRIPTIONS..... 3

2.0 MODIFY AN EXISTING E-MAIL SUBSCRIPTION..... 7

3.0 ADD OR DELETE SUBSCRIPTIONS..... 8

4.0 UNSUBSCRIBE FROM E-MAIL SUBSCRIPTIONS ..... 10

## Introduction

Through the e-mail subscription function on the public [www.ctdssmap.com](http://www.ctdssmap.com) Web page, providers, trading partners, labelers/drug manufacturers, and other interested parties must register to receive e-mail notifications of important publications/information. 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. Labeler/drug manufacturer e-mail notifications may include, but are not limited to, information on quarterly posting of rebate invoices.

Users are able to select by provider type (e.g., physician, hospital, durable medical equipment) or by topic (e.g., Promoting Interoperability, formerly EHR Incentive, Program, EVV – Electronic Visit Verification, Hospital Modernization, Trading Partner, or Labeler/Drug Manufacturer) 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. 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 via the Secure Web portal's Demographic Maintenance function 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.

For trading partners and labelers/drug manufacturers, you will be automatically subscribed at the time you create your Secure Web portal account to the appropriate topic. 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, trading partners, labelers/drug manufacturers, and other interested parties to receive updated information very quickly.

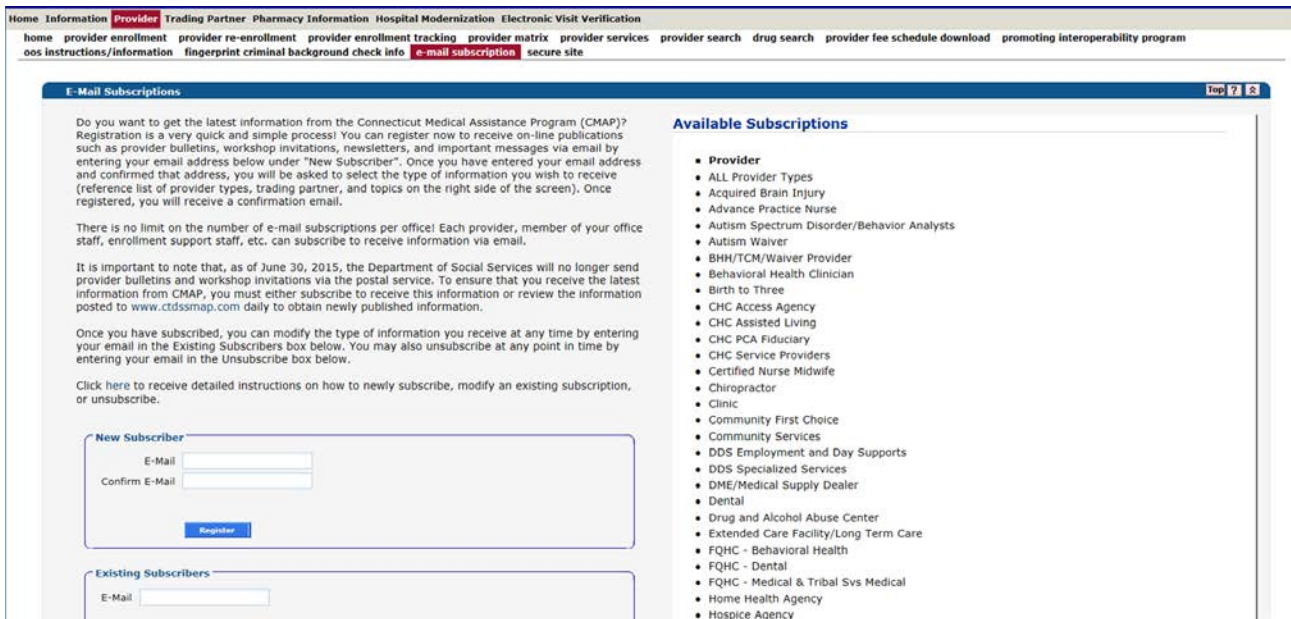
## E-mail Subscriptions

### 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.

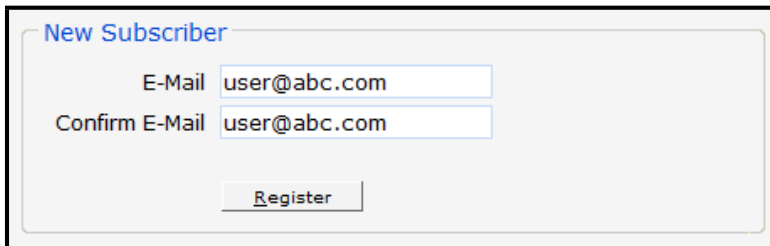
The screenshot shows the Connecticut Department of Social Services (CTDSSMAP) Home page. The page has a yellow header with the logo and the date 'Tuesday, April 02, 2019'. Below the header is a navigation bar with links for Home, Information, Provider, Trading Partner, Pharmacy Information, Hospital Modernization, and Electronic Visit Verification. The main content area features a large 'WELCOME TO THE CONNECTICUT MEDICAL ASSISTANCE PROGRAM' banner. Below the banner are four icons representing Information, Provider, Trading Partner, and Pharmacy. The 'Important Messages' section lists several updates, including 'Revised Provider Manual Chapters (Updated 4/01/2019)', 'Waiver Referrals and Solicitation', and 'Attention DME Hearing Aid Providers: Changes to Claim Submission of Select Hearing Aid Codes for Clients with Medicare Part B (Posted 3/29/19)'. The left sidebar contains a navigation menu with categories like Information, Provider, Trading Partner, Pharmacy, Email Subscription, and Electronic Visit Verification. Two red arrows point to specific links: arrow 1 points to 'E-Mail Subscription' under the Provider menu, and arrow 2 points to 'Register/Update Email Subscription' under the Email Subscription menu.

Figure 1 – Links to Email Subscription from Home Page



**Figure 2 - 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.



**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.

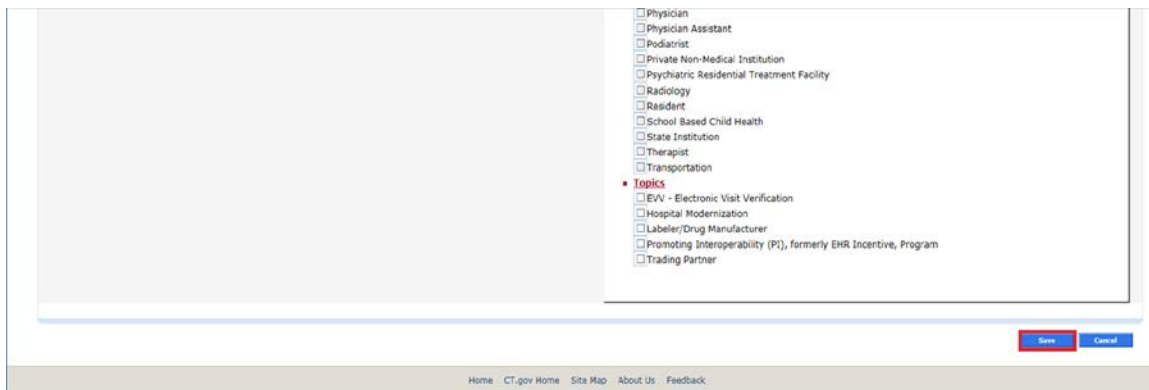
The screenshot shows a web browser window titled "E-Mail Subscriptions". The page is divided into two main sections. The left section contains introductory text about the Connecticut Medical Assistance Program (CMAP) registration process, including instructions on how to register, modify, or unsubscribe. The right section, titled "Available Subscriptions", features a list of provider types with checkboxes next to each. The list includes: ALL Provider Types, Acquired Brain Injury, Advance Practice Nurse, Autism Spectrum Disorder/Behavior Analysts, Autism Waiver, BHH/TCM/Waiver Provider, Behavioral Health Clinician, Birth to Three, CHC Access Agency, CHC Assisted Living, CHC PCA Fiduciary, CHC Service Providers, Certified Nurse Midwife, Chiropractor, and Clinic.

**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**.



**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**

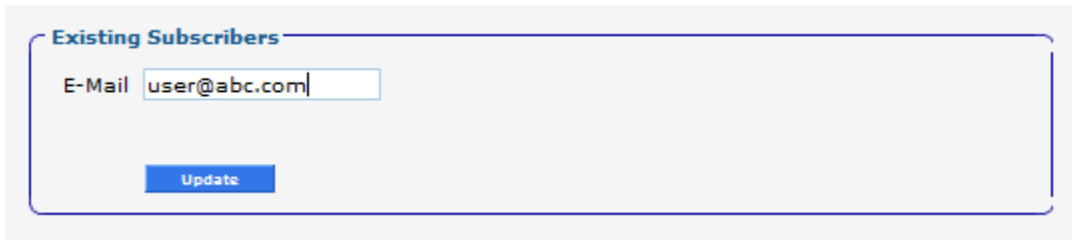
If you receive an error message, correct the error(s) and click **Save** again.

A confirmation email will be sent to the subscribed email address confirming the subscriptions chosen.

## 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:

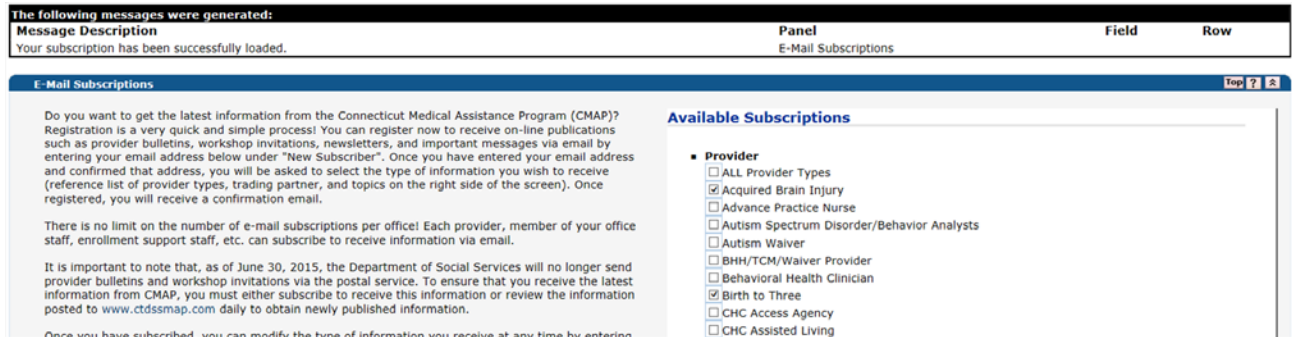
1. In the “Existing Subscribers” section, enter the e-mail address registered to receive e-mail notifications.



**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.



Message Description	Panel	Field	Row
Your subscription has been successfully loaded.	E-Mail Subscriptions		

**Available Subscriptions**

- Provider
  - ALL Provider Types
  - Acquired Brain Injury
  - Advance Practice Nurse
  - Autism Spectrum Disorder/Behavior Analysts
  - Autism Waiver
  - BHH/TCM/Waiver Provider
  - Behavioral Health Clinician
  - Birth to Three
  - CHC Access Agency
  - CHC Assisted Living

**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).

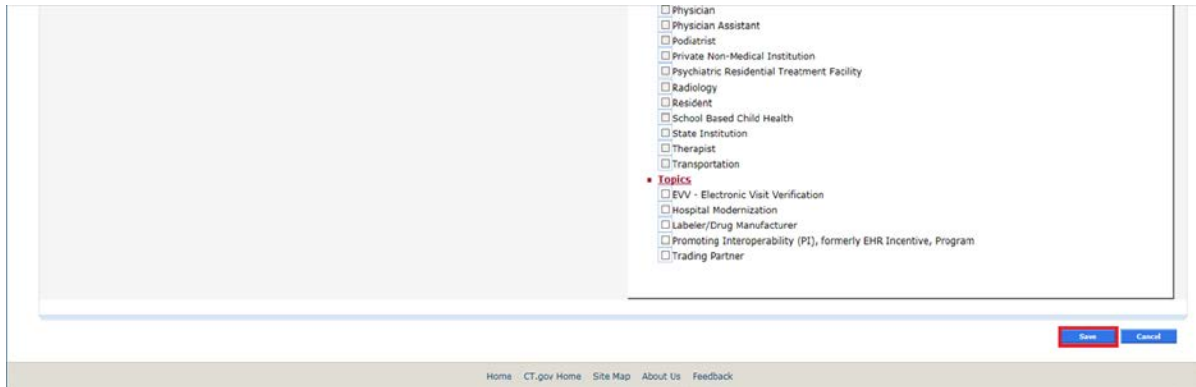
Check the **All Provider Types** box if you want to receive messages for all the listed areas.

#### Available Subscriptions

- **Provider**
  - ALL Provider Types
  - Acquired Brain Injury
  - Advance Practice Nurse
  - Autism Spectrum Disorder/Behavior Analysts
  - Autism Waiver
  - BHH/TCM/Waiver Provider
  - Behavioral Health Clinician
  - Birth to Three
  - CHC Access Agency
  - CHC Assisted Living
  - CHC PCA Fiduciary
  - CHC Service Providers
  - Certified Nurse Midwife
  - Chiropractor
  - Clinic

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

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



**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.

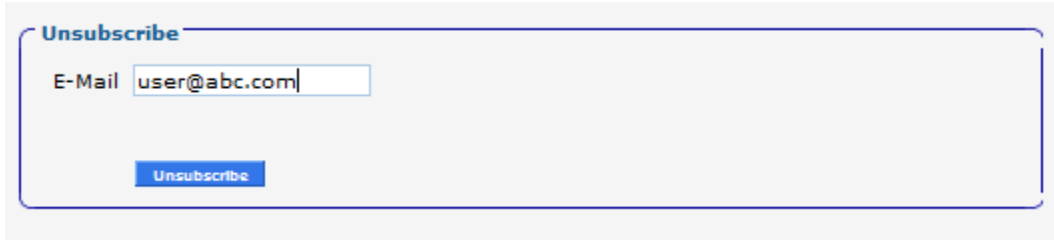
A confirmation email will be sent to the subscribed email address confirming the modifications to your subscriptions.

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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.



The screenshot shows a form titled "Unsubscribe". It contains an "E-Mail" label followed by a text input field containing the email address "user@abc.com". Below the input field is a blue button labeled "Unsubscribe".

**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.

A confirmation email will be sent to the email that has been unsubscribed. If you choose to unsubscribe, effective immediately, you will no longer receive email notifications from the Connecticut Medical Assistance Program (CMAP). You must now access the [www.ctdssmap.com](http://www.ctdssmap.com) Web site to review pertinent program information. This information will not be mailed to you. You may re-subscribe at any time using the steps outlined above.