



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 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 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 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. 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.

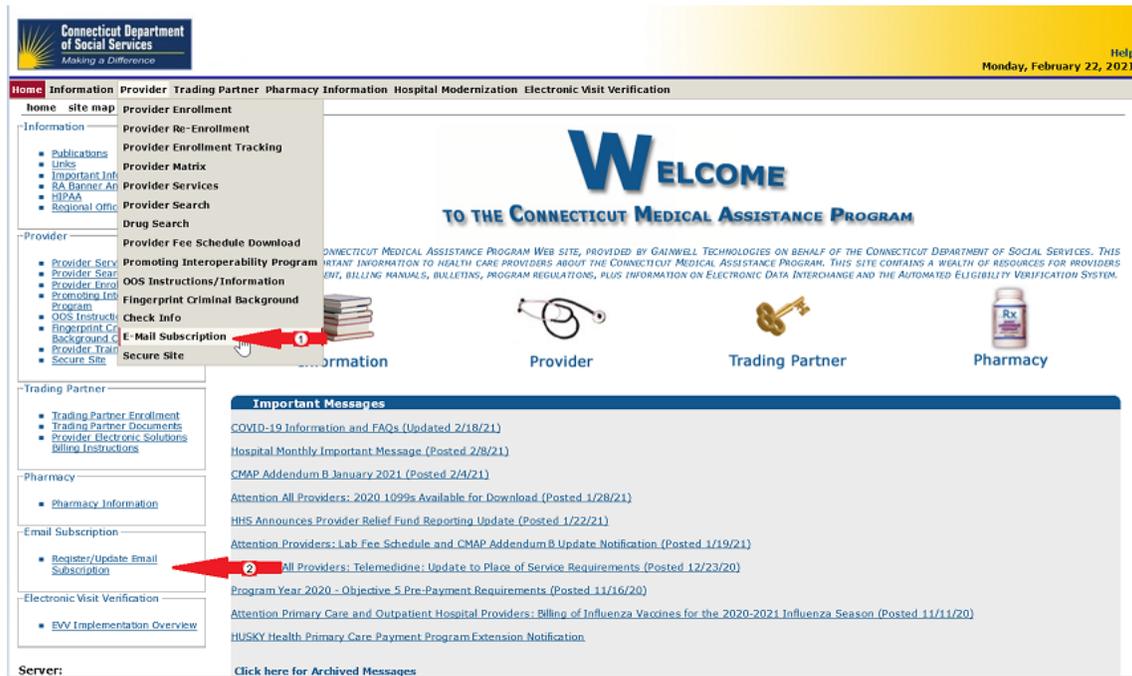


Figure 1 – Links to Email Subscription from Home Page

home provider enrollment provider re-enrollment provider enrollment tracking provider matrix provider services provider search drug search provider fee schedule download promoting interoperability program oos instructions/information
fingerprint criminal background check info **e-mail subscription** secure site

E-Mail Subscriptions Top ?

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 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

Existing Subscribers

E-Mail

Unsubscribe

E-Mail

Available Subscriptions

- **Provider**
- ALL Provider Types
- Acquired Brain Injury
- Acupuncturist
- 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
- CT Housing Engagement and Support Services
- Certified Nurse Midwife
- Chiropractor
- Clinic
- Community First Choice
- Community Services
- DDS Employment and Day Supports
- DDS Specialized Services
- DME/Medical Supply Dealer
- Dental
- Drug and Alcohol Abuse Center
- Extended Care Facility/Long Term Care
- FQHC - Behavioral Health
- FQHC - Dental
- FQHC - Medical & Tribal Svs Medical
- Home Health Agency
- Hospice Agency
- Hospital
- Laboratory
- Local Health Department
- Mental Health Group Home
- Mental Health Waiver
- Naturopath
- Optical Shop

Figure 2 - E-mail Subscription Panel

New Subscriber

E-Mail

Confirm E-Mail

Figure 3 – New Subscriber Section

3. 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		

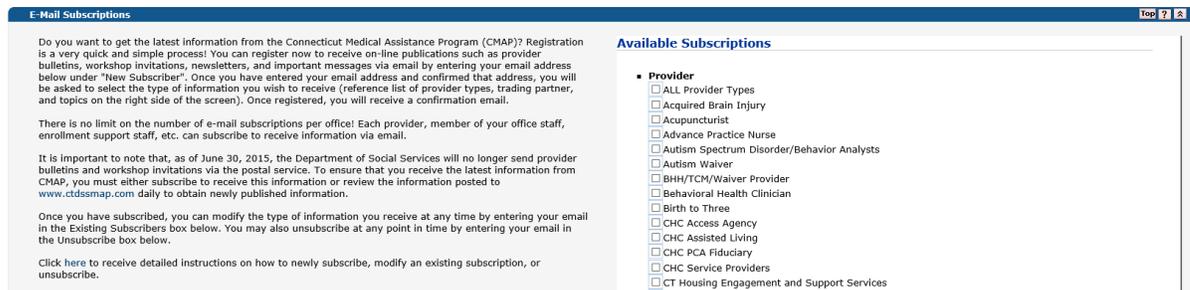
Figure 4 – Confirmation Message

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 page titled "E-Mail Subscriptions" with a blue header. The main content area is divided into two columns. The left column contains text explaining the registration process and providing instructions on how to manage subscriptions. The right column, titled "Available Subscriptions", lists various provider types and topics with checkboxes for selection. The list includes:

- ALL Provider Types
- Acquired Brain Injury
- Acupuncturist
- Advance Practice Nurse
- Autism Spectrum Disorder/Behavior Analysts
- Autism Waiver
- BHH/TCH/Waiver Provider
- Behavioral Health Clinician
- Birth to Three
- CHC Access Agency
- CHC Assisted Living
- CHC PCA Fiduciary
- CHC Service Providers
- CT Housing Engagement and Support Services

Figure 5 – Available Subscriptions Section

5. Check the box for the area(s) for which you wish to receive messages.
6. At the bottom of the page, click **Save**.

Physician
 Physician Assistant
 Podiatrist
 Private Non-Medical Institution
 Psychiatric Residential Treatment Facility
 Radiology
 Resident
 School Based Child Health
 State Institution
 Therapist
 Transportation

• **Topics**
 EVV - Electronic Visit Verification
 Hospital Modernization
 Labeler/Drug Manufacturer
 Promoting Interoperability (PI), formerly EHR Incentive, Program
 Trading Partner

Save Cancel

Home CT.gov Home Site Map About Us 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.

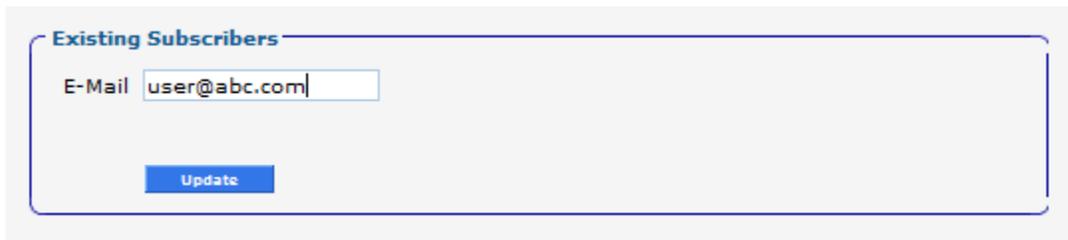


Figure 8 – Existing Subscribers Section

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.

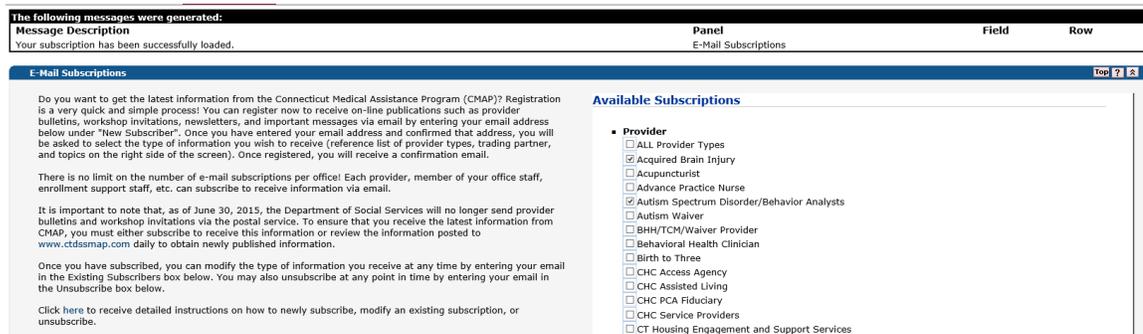


Figure 9 – Existing Subscribers Successfully Loaded

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

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
 - Acupuncturist
 - 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
 - CT Housing Engagement and Support Services
 - Certified Nurse Midwife
 - Chiropractor
 - Clinic
 - Community First Choice
 - Community Services
 - DDS Employment and Day Supports

Figure 10 – Add or Delete Additional Subscriptions

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

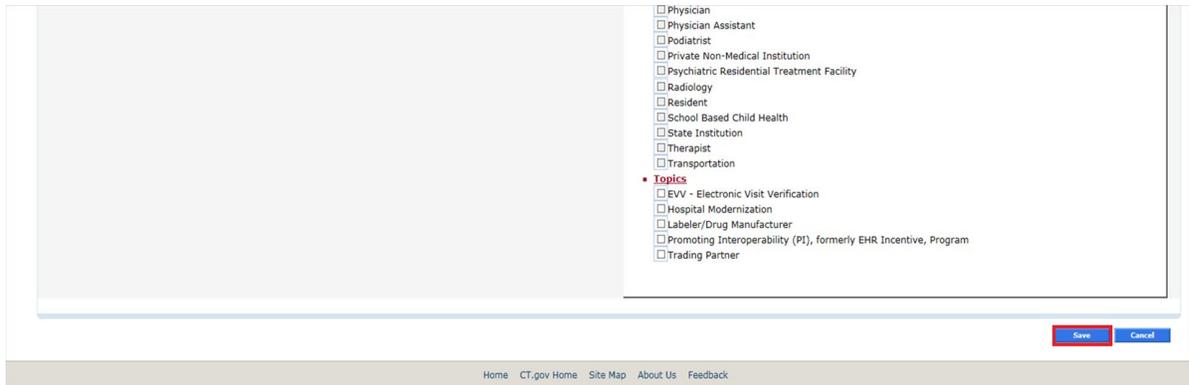


Figure 11 – Save Adds or Deletes

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.

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" with a rounded border. Inside the form, there is a label "E-Mail" followed by a text input field containing the email address "user@abc.com". Below the input field is a blue button with the text "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 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.