

Instructions for Completion of the “Authorization Agreement for Direct Deposit/Electronic Funds Transfer (EFT) Payments Form” for MIHMS Re-enrollment

You must sign up for EFT to receive EFT payments from MIHMS after go-live.

EFT information that currently exists in Advantage ME for MaineCare providers under MeCMS cannot be transferred to the MIHMS (Maine Integrated Health Management Solution) Pay-To Accounts.



Any provider not currently using Direct Deposits/Electronic Fund Transfer (EFT) payments at this time is also strongly encouraged to sign up. Although it is not currently required, we expect EFT to be mandated by Policy in the near future.

The following are detailed instructions for EFT sign-up. Each of your Pay-To NPIs or APIs can be separately assigned to an individual account or they can be grouped to be sent to one account. The sign-up form described below allows you to indicate which Pay-To NPI/API should be attached to each account authorization form.

Detailed Instructions:

1. The “Authorization Agreement for Direct Deposit/Electronic Funds Transfer Payments Form” is posted on the MIHMS Portal Provider Page, <https://mainecare.maine.gov/ProviderHomePage.aspx>, under the Provider Documents link on the left menu labeled, “Direct Deposit/EFT Payment Authorization Form.”
2. Please complete an Authorization Form for each Bank Account where Direct Deposits/EFT Payments from MIHMS will be deposited.
3. The following is a facsimile of the direct deposit library page on the portal. Please click on the icon to access the instructions or authorization form.

Health PAS Online > Direct Deposit/ Electronic Funds Transfer Payment Authorization Form
Please complete an Authorization Form for each Bank Account where Direct Deposits/EFT Payments will be deposited from MIHMS. DO NOT E-MAIL THIS FORM. Forms can be accepted by mail or fax only.

Type	Title	Revision	Version
	Direct Deposit/EFT Payment Authorization Form		1.0
	Instructions: Direct Deposit/EFT Payment Authorization Form		1.0

4. All fields in the form are required, except for the “Email,” and the “I authorize the State of Maine to send DD/EFT payment detail to the above email address” fields.

5. The “Clareon Paymode ID” is required for providers using this feature. The Clareon Paymode is a comprehensive all-digital, all-online vendor/payee management system. If you intend to send new EFT payments to a bank account that is already set up as a Clareon Paymode account, the Clareon Paymode ID must be included on the form.
6. At least one Pay-To NPI or Pay-To API must be entered in the blocks provided.
7. Fields in the Direct Deposit form can be data-entered. The completed form can then be printed and mailed or faxed as indicated below. Data typed into the form is not saved and will be lost if not printed before exiting.
8. DO NOT E-MAIL THIS FORM.
9. Please print the completed form and mail or fax along with a voided check or deposit slip to:
MIHMS Re-Enrollment Authorization Agreement
151 State House Station
Augusta, Maine 04333
Fax 207-287-8682
10. Please call 1-800-321-5557 Opt 8 for questions about completing this form.
11. Please be sure that all required fields are completed to avoid any delays in processing.
12. Future changes to your EFT accounts after MIHMS go-live should be completed at the Office of the State Controller’s website: <http://www.maine.gov/osc/accounting/eft.htm> (see below for Paymode updates). For problems with your EFT payment, please call 207 626-8420.
13. For more information about the Paymode/Clareon, visit their website at <http://www.paymode-x.com/>. Their Customer Support associates are available to help you toll free at (877) 443-6944, Monday through Friday, 8:00 AM to 8:00 PM ET or by e-mail at customer_service@paymode.com.