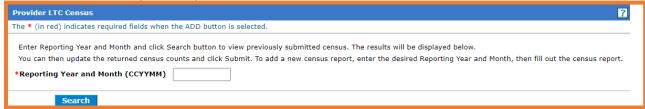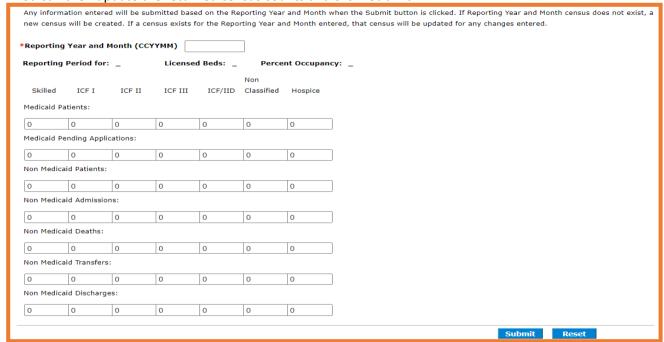# How to Submit Long Term Care Census

1. <u>Navigate to the Healthcare Portal.</u>
2. Click the "Provider Functions" tab.
3. Click the "Provider LTC Census" link.
4. Enter the "Reporting Year and Month."
5. Click "Search" to view previously submitted census.

Provider LTC Census

The * (in red) indicates required fields when the ADD button is selected.

Enter Reporting Year and Month and click Search button to view previously submitted census. The results will be displayed below.
You can then update the returned census counts and click Submit. To add a new census report, enter the desired Reporting Year and Month, then fill out the census report.

*Reporting Year and Month (CCYYMM) [_____]

[Search]

6. The results will appear below.
7. You can then update the returned census counts and click "Submit."

Any information entered will be submitted based on the Reporting Year and Month when the Submit button is clicked. If Reporting Year and Month census does not exist, a new census will be created. If a census exists for the Reporting Year and Month entered, that census will be updated for any changes entered.

*Reporting Year and Month (CCYYMM) [_____]

Reporting Period for: _   **Licensed Beds:** _   **Percent Occupancy:** _

Skilled	ICF I	ICF II	ICF III	ICF/IID	Non Classified	Hospice
Medicaid Patients:						
0	0	0	0	0	0	0
Medicaid Pending Applications:						
0	0	0	0	0	0	0
Non Medicaid Patients:						
0	0	0	0	0	0	0
Non Medicaid Admissions:						
0	0	0	0	0	0	0
Non Medicaid Deaths:						
0	0	0	0	0	0	0
Non Medicaid Transfers:						
0	0	0	0	0	0	0
Non Medicaid Discharges:						
0	0	0	0	0	0	0

[Submit] [Reset]

Please note: To add a new census report, enter the desired Reporting Year and Month, then fill out the census report.

Billing tip: Any information entered will be submitted based on the Reporting Year and Month when the Submit button is clicked. If Reporting Year and Month census does not exist, a new census will be created. If a census exists for the Reporting Year and Month entered, that census will be updated for any changes entered.

For instructions on how to Submit a claim, please refer to the "Submitting and Reviewing a Claim" job aid on the DHS website under Provider Training Information

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For more information call **1-800-457-4454**