



# Louisiana Medicaid Management Information System (LMMIS)

## Online 1099 File Download User Manual

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Prepared By  
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## PROJECT INFORMATION

<b>Document Title</b>	Louisiana Medicaid Management Information System (LMMIS) – Online 1099 File Download User Manual		
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<b>Date</b>	<b>Description of Change</b>	<b>LIFT</b>	<b>By</b>
<b>04/04/2017</b>	Initial draft	N/A	J. Lavigne
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<b>11/12/2020</b>	Updated document as per Gainwell Rebrand.	12081	J. Lavigne

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## 1.0 OVERVIEW

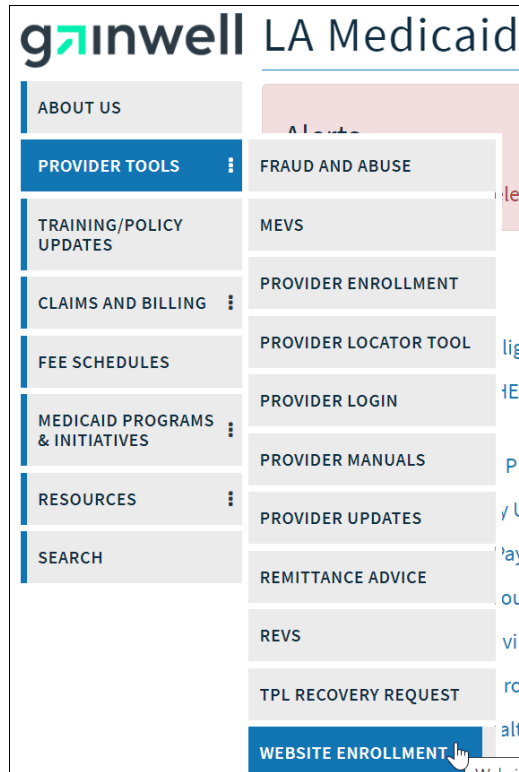
The Online 1099 File Download application has been developed for Louisiana Medicaid Providers to view their 1099 documents via Provider Login account.

The screenshot shows the Louisiana Medicaid website interface. At the top, a dark blue banner contains the text "LOUISIANA MEDICAID" in white. Below this, a lighter blue banner displays the breadcrumb "You are here : Louisiana Medicaid > My Applications > Online 1099". The main content area features the "gainwell" logo on the left and the title "Online 1099 File Download" in the center. A "PRINT" button is located in the top right corner. On the left side, there is a "My Account" menu with links for "My Profile", "My Applications", "Logout", and "Help". The main content area is titled "Admin Portal" and includes a welcome message: "Welcome to the 1099 Admin Portal. In order to view a provider's 1099, you must enter the provider's check digit id (7 digits) in the field below. Click VIEW to proceed." Below this message, there is a form with the label "Provider Id:" followed by a text input field containing "1209996" and a teal "VIEW" button.

## 2.0 ACCESSING THE APPLICATION

This section provides information on how to access the **Online 1099 File Download** application via Provider Login. It includes instructions on how to establish an online account with Louisiana Medicaid and complete the Login ID and password process.

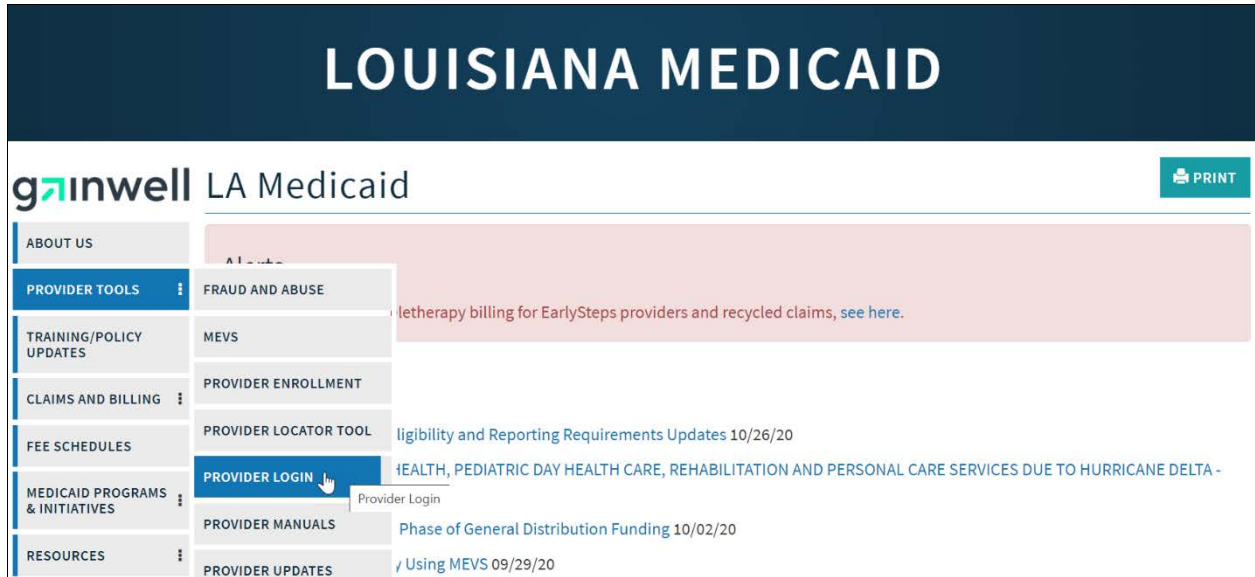
The Louisiana Department of Health (LDH) determines who is an authorized user defining all user access capabilities. Directions for establishing a valid online provider account are available on the Louisiana Medicaid website at [www.lamedicaid.com](http://www.lamedicaid.com) under the **Website Enrollment** link located under **Provider Tools** on the left side of the main menu.



Providers who are experiencing difficulty in establishing an account or with the application may contact the Gainwell Technologies **Technical Support Desk at 1-877-598-8753**, Monday – Friday 8:00 a.m. – 5:00 p.m. CT or request support by e-mailing [lasupport@dxc.com](mailto:lasupport@dxc.com).

In order to access the **Online 1099 File Download application**, or any other secure application, users must navigate through the Provider Login section of the Louisiana Medicaid web site.


Open a web browser and enter the URL for Louisiana Medicaid at [www.lamedicaid.com](http://www.lamedicaid.com). Click the **Provider Login** link under **Provider Tools** on the left side of the main menu to continue.



At the Provider Login screen, users may read through the Notice to Users. In order to continue, users must enter their 10-digit National Provider Identifier (NPI) or 7-Digit Medicaid Provider ID in the field provided and enter the characters from the CAPTCHA image before clicking the **Next** button.

# LOUISIANA MEDICAID

You are here : Louisiana Medicaid > Provider Login



## Provider Login

[PRINT](#)

[Help](#)

Please enter your 10-digit National Provider Identifier (NPI) or 7-Digit Medicaid Provider ID

*Note: Non-FFS Behavioral Health Providers should use their NPI to login.*

For security purposes, please enter the characters from the CAPTCHA image



**NOTICE TO USERS**

This is Louisiana's Medicaid information and is the property of Gainwell Technologies and Louisiana Department of Health. It is for authorized use only. **Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.**

Any or all uses of this website and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Louisiana Department of Health, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Louisiana Department of Health.**

Unauthorized or improper use of this website may result in administrative disciplinary action and civil and criminal penalties. **By continuing to access this website you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.**

[NEXT](#)



At the User Login screen, users must input their Login ID and Password before clicking the **Next** button to continue.

**Note:** Login ID and Password are case sensitive.

**LOUISIANA MEDICAID**

You are here : LAMedicaid.com

## User Login

Please enter your Restricted Applications' Login ID and Password.  
Remember the Login ID and Password are case sensitive.

**Login ID**

**Password**

**Need help?**

- [Forgot Your Login ID?](#)
- [Forgot Your Password?](#)
- [Forgot login ID and Password?](#)

[PREVIOUS](#) [NEXT](#) ←

Users will be directed to the Provider Applications page where they can access their authorized applications.

You are here : LAMedicaid.com

## Provider Applications PRINT

The application(s) listed below are for authorized use only. Click on an application link to access the application.

**Provider Applications**

- LAMEDICAID.COM Fact Sheet

**Claim Check**

- Clear Claim Connection

**Restricted Provider Applications**

- Batch Eligibility Verification System
- Batch Eligibility Verification System Pilot
- Claim Status Inquiry (5010 Version)
- EFT Authorization
- Electronic Clinical Data Inquiry - ICD10
- Electronic Clinical Data Inquiry - ICD9
- Electronic Prior Authorization
- Electronic Remit 835
- Friends and Family
- Healthy Louisiana (Previously Bayou Health) Applications
- Medicaid Eligibility Verification System
- National Provider Identifier
- NPI Legacy Search
- Online 1099
- OSS Checks
- PA Requests for Case Managers
- PACE 820 Report System
- Prescriber Practices and Diabetes Management Admin
- Provider Locator Information
- SMO Applications
- Submitter Claims Denied All 9
- Submitter Contact Information
- Submitter Linked Providers
- Weekly Remittance Advices

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Once logged in, the Provider Applications Area screen is displayed. Click the **Online 1099** link to continue.



**Note:** The list of applications shown here is comprehensive; therefore you may not see as many options on the Provider Applications page.

### **New Functionality**

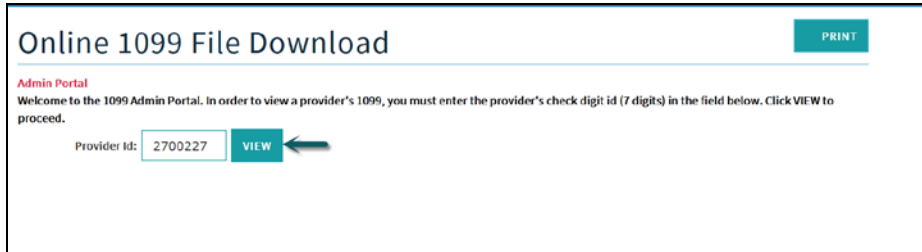
Please note that with the new redesign, backwards navigation throughout any application can be done by clicking on the breadcrumb trail located on the blue ribbon at the top of any screen.

Users also have access to a **Print** screen button located on the top right hand corner of every screen.



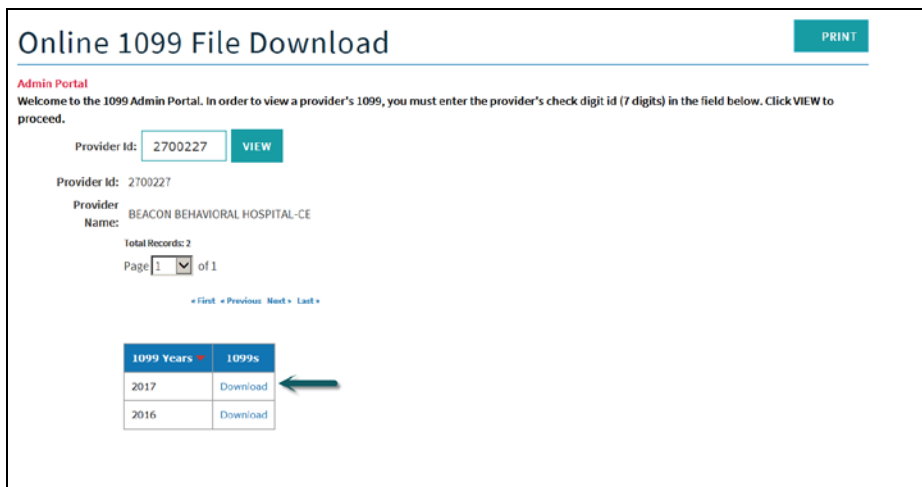
### 3.0 USING THE APPLICATION

The Online 1099 File Download application has been developed for Louisiana Medicaid Providers to view their 1099 documents via Provider Login account.



If there are no 1099s associated with the current Provider ID, the application will display **No Reports Found!**

If 1099s are available, the application responds by listing them in chronological order. **Note:** Only 1099s since 2011 are accessible. Years prior to 2011 are not available.



Users may sort 1099s via the **1099 Years** header. The **First**, **Previous**, **Next**, and **Last** links enable users to navigate through multiple pages of 1099s if applicable. Users may also navigate to a specific page via drop down field.

In order to view/download a 1099, click the **Download** link next to the specific year.

Click the **Open** or **Save** button to continue. Users may view, print, or save the file.

Total Records: 2  
 Page 1 of 1  
 « First « Previous Next » Last »

1099 Years	1099s
2017	Download
2016	Download

Do you want to open or save **1099\_2017.pdf** from **lmmis.com**?  
 Open Save Cancel

The system will display the 1099 as a .pdf file.

9595  VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  STATE OF LOUISIANA DEPT. OF HEALTH AND HOSPITALS P O BOX 91117 BATON ROUGE, LA 70821  225/216-6370	1 Rents \$	OMB No. 1545-0115  <b>2017</b> Form 1099-MISC	Miscellaneous Income
	2 Royalties \$		
	3 Other Income \$	4 Federal income tax withheld \$	Copy A For Internal Revenue Service Center
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	