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MO HEALTHNET DIVISION  
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**October 25, 2019**

Administrator  
Facility Name  
Address  
City, State Zip Code

**Re: Medicaid Nursing Facility Cost Report Contractor Procedures – Follow Up**

Dear Administrator:

The MO HealthNet Division (MHD) sent you a letter dated October 4, 2019 indicating that MHD contracted with Myers and Stauffer LC (MSLC) to serve as its Medicaid Nursing Facility cost report contractor. The letter outlined the new cost report submission process through MSLC and instructed each facility to complete a Web Portal Registration Form to access the secure web portal for cost report submissions. As of October 23, 2019, MSLC has not received a signed Web Portal Registration Form from your facility. As noted in MHD's October 4, 2019 letter, the Web Portal Registration Form with instructions can be found at <https://myersandstauffer.com/client-portal/missouri/>. MHD's October 4, 2019 letter is also available for review at this link. Please complete, sign, and submit the web portal form to [MONF@mslc.com](mailto:MONF@mslc.com) prior to **November 8, 2019**.

MSLC will provide a Webinar training for the web portal cost report submission process on **Wednesday, November 13, at 1:00 PM CST**. Therefore, it is important the signed web portal form is submitted prior to **November 8, 2019** to ensure the facility contacts have access to follow along during the web portal Webinar training.

If you have any questions regarding this request, please contact Myers and Stauffer LC at the e-mail address listed above or by phone at (800) 374-6858. Thank you for your cooperation in providing this information.

Kristen Riggs  
Nursing Facility Policy & Reimbursement Manager

Interpretive services are available by calling the Participant Services Unit at 1-800-392-2161.  
Prevodilačke usluge su dostupne pozivom odjela koji učestvuje u ovom servisu na broj 1-800-392-2161.  
Servicios Interpretativos están disponibles llamando a la unidad de servicios de los participantes al 1-800-392-2161.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

TDD / TTY: 800-735-2966

RELAY MISSOURI: 711

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