

What's It All About?

The National Medicaid Enterprise Hub (NMEH; formally National Medicaid EDI Health Care) uses a mailing list to distribute items relevant to HIPAA, State Medicaid and the activities of the NMEH group. The types of emails commonly posted include:

- Meeting minutes and agendas for NMEH conference calls
- Meeting minutes and agendas for NMEH subwork group calls
- Information sharing between and among the Medicaid
- Current HIPAA and industry news
- Activity digests of the NMEHUB

Who Can Join The Mailing List?

Anyone one with interest in Medicaid can join the mailing list, though most of our subscribers work for one of the following:

- a State Medicaid agency
- State Agency related to the Medicaid enterprise
- The fiscal agent of a State Medicaid agency
- Any firm working on projects related to the Medicaid Enterprise

Instructions on How to Subscribe

Anyone can join the NMEH LISTSERV mailing list, using the internet portal by following the instructions below:

1. Go to the NIH Archives website and create your NIH LISTSERV subscription profile
 - a. **Go to** internet address <http://list.nih.gov> and **click** "Login" (Or use this link: <https://list.nih.gov/cgi-bin/wa.exe?LOGON>) (If you already have a subscription account: input your credentials and skip to step b.)
 - b. **Click** "Get a New LISTSERV Password" and follow the onscreen instructions, and **verify** your email & Password following the link that will be sent to your inbox within a few minutes.
 - c. **Logon** to the NIH LISTSERV Using the link above and the credentials you have just verified.

At this point you have created an account to the NIH LISTSERV that hosts thousands of mailing lists. Most are public and can be browsed and joined by anyone who has an account. Others, like ours, are unlisted and can only be accessed by those who have the full name of the list.

2. After having logged on, Subscribe to the NAMEDIWORK-L
 - a. **Search** for our list's name, "NAMEDIWORK-L", **using the "Access Unlisted Lists"** search bar. Important: to access our list you must use the full name of the list as shown above (without the quotation marks)
 - b. As you are not subscribed as of yet, you will see a message saying you are not authorized to see the list or its archives. **Click** "Subscribe or Unsubscribe"
 - c. On this page, **input** the name you want to use for this subscription in the **"Name:" field** (we recommend using your First and last name) and **Click** the button at the bottom of the page "Subscribe (NAMEDIWORK-L)" to subscribe using the default settings (*Recommended*) or customize your settings and then subscribe.
 - d. You will get a message on-screen that says 'A confirmation request is being sent under separate cover.' **Find** that message in your email inbox and **follow the link**.

At this point, you are completely subscribed to the email list that has directed thousands of questions and responses to and from various Medicaid stakeholders.

You will have also received an automated welcome email from the list owner containing information specific to this list and how to best use it.

If you do not receive a response within five days, please email the mailing list owner. The contact name and email are at the bottom of this document.

What You Can Expect After You Enroll

You can expect to receive up to 50 emails a month from the NMEH mailing list. The online NIH portal allows a limited Notification customization so please review the settings available to you.

*Pro-tip: We suggest complementing the notification settings on the **LISTSERV**'s portal with your personal email client's rule capabilities knowing that the sender's email will always appear as **NAMEDIWORK-L@LIST.NIH.GOV**.*

Archives

As all emails distributed with the mailing list are saved in the web archive, feel free to search through using keywords, sender's email or other information.

List Owner

Contact your list owner, Melissa Moorehead, if you have further questions, and good luck!

Melissa Moorehead

Mmoorehe@mphi.org

List Owner, NAMEDIWORK-L mail list