

PENDED CLAIM RECYCLE REQUEST FORM

eMedNY has the capability to give providers choices about how often pended claim information is reported on your weekly remittances. Complete details are found on the following page.

It is important to note that when a claim is first pended, it will **ALWAYS** appear on that week's remittance statement (paper or electronic). For electronic remittances, pended claims appear on the supplemental file delivered along with the HIPAA compliant 835 or 820.

To change the way pended claims are reported on your remittance statements (paper or electronic), please complete the appropriate information below and either mail or fax the completed form to:

eMedNY
Attn: Provider Enrollment Support
P.O. Box 4614
Rensselaer, New York 12144
FAX: (518) 257- 4632

FOR PAPER REMITTANCE OPTIONS COMPLETE SECTION A and C ONLY

Section A: PAPER REMITTANCE PENDED CLAIMS OPTIONS

10-digit National Provider ID (NPI): _____ (Required, unless NPI exempt)

Provider Medicaid ID #: _____ (If NPI exempt)

Provider Name: _____

Check one box:

FIRST REMITT ONLY **CUMULATIVE EVERY 4TH WEEK** **EVERY WEEK**

FOR ELECTRONIC REMITTANCE OPTIONS COMPLETE SECTION B and C ONLY

Section B: ELECTRONIC REMITTANCE PENDED CLAIMS OPTIONS (must provide ETIN)

10-digit National Provider ID (NPI): _____ (Required, unless NPI exempt)

Provider Medicaid ID #: _____ (If NPI exempt)

ETIN: _____

Provider Name: _____

Check one box:

FIRST REMITT ONLY **EVERY WEEK**

Section C: MUST BE COMPLETED

Provider Signature and Title (Required)

Date (Required)

Contact Name: _____ Telephone Number: _____

Full Address: _____

**Please note: This form will be returned if it contains incomplete or illegible information.
Questions may be directed to the eMedNY Call Center at (800) 343-9000.**

PROVIDERS' CHOICE FOR RECEIVING PENDED CLAIMS ON REMITTANCES

eMedNY has the capability to give providers some choices about how often pending claim information is reported on your weekly remittances.

It is important to note that when a claim is first pended, it will **ALWAYS** appear on that week's remittance statement (paper or electronic). For electronic remittances, pended claims appear on the supplemental file delivered along with the HIPAA compliant 835 or 820.

THREE OPTIONS FOR PAPER REMITTANCES

A provider can choose from any of the 3 following pended claim delivery options:

1. **FIRST REMITT ONLY:** This option would report pending claims in **ONLY** the first "new pend" remittance and not appear again until the status changes to a paid or denied claim, or
2. **CUMULATIVE EVERY 4th WEEK:** This option would report pending claims in the first "new pend" remittance **and** again every 4th weekly cycle. The 4th cycle references weekly cycle numbers that are divisible by 4 (for example 1484, 1488, 1492 and so on). This means that every 4th cycle a provider would receive a cumulative list of all claims pending at that point in time, regardless of when a claim was first pended, or
3. **EVERY WEEK:** This option would report a cumulative list of all pending claims on every weekly remittance.

TWO OPTIONS FOR ELECTRONIC REMITTANCES

A provider can choose from any of the 2 following pended claim delivery options:

1. **FIRST REMITT ONLY:** This option would report pending claims in **ONLY** the first "new pend" remittance and not appear again until the status changes to a paid or denied claim, or
2. **EVERY WEEK:** This option would report a cumulative list of all pending claims on every weekly remittance.

Note: Any request to change options for electronic remittances must include the ETIN.

HOW DO I REQUEST A DIFFERENT REMITTANCE DELIVERY OPTION FOR PENDED CLAIMS?

To request a change in the delivery method for pended claims, providers need to complete the **PENDED CLAIM RECYCLE REQUEST FORM** located at <http://www.emedny.org/>. Click on Provider Enrollment and then click Provider Maintenance Forms. Complete instructions are included with the request form, including the appropriate mailing address.

For information on which type of pended claim reporting an individual Provider number is currently receiving or for other questions, please contact the eMedNY Call Center at 1-800-343-9000.