Message Sent: 10/25/2013

Nurse Practitioner

NY Medicaid Guidance for Enrolled Practitioners Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA) or PDF Remittance Advice

In this Newsletter:

NY Medicaid Guidance for Enrolled Practitioners Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA) or PDF Remittance Advice

Contact Details

1-800-343-9000
emednyalert@csc.com

NY Medicaid Guidance for Enrolled Practitioners Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA) or PDF Remittance Advice

As previously announced the NYS Department of Health now requires all billing providers to sign up for EFT and either ERA or PDF remittances. Existing enrolled providers have begun receiving notices with their yearly Certification Statement, indicating (based on their existing enrollment information) whether they need to complete and submit the EFT and/or ERA/PDF forms in addition to submitting the signed and notarized Certification Statement. The forms will be included with the Certification Statement and preprinted with the provider information.

This document will help providers determine what steps need to be taken in order to successfully recertify, enroll in EFT and elect to receive either the ERA or PDF remittance advices.

Practitioners who have received the annual ETIN Certification notice:

All of the forms received with the recertification notice **must** be mailed together to the following address. Please see special mailing instructions for submitting the certification statement and the Group Only form detailed below. **Faxes are not acceptable and will be rejected.**

- Computer Sciences Corporation
- PO Box 4614
- Renesselaer, NY 12144

CSC has set up a number of webinars to assist providers with filling out the EFT and ERA/PDF applications and to answer related questions. Signing up for a webinar is easy. Click **here** to view the dates and times for the EFT ERA/PDF sessions.

Please read the guidance provided below as failure to submit all required forms may result in delayed payments.

Providers who MUST sign up for EFT and ERA/PDF:

- Practitioners who are group members but also have or will have individual practices: If you are or will be submitting claims for your own practice you are required by Medicaid to sign up for EFT and ERA or PDF

remittances.
- Groups who are listed as the pay-to provider on claims must switch to EFT and ERA/PDF if not already receiving them.
- Individual practitioners who do not belong to any group practice and submit claims as the pay-to provider.

Exceptions to the EFT and ERA/PDF requirement:

- If you have or will enroll as an OPRA (Ordering/Prescribing/Referring/Attending) Only provider you are also exempt from the EFT and ERA/PDF requirement. The OPRA Application can be found here:**https://www.emedny.org/info/ProviderEnrollment/physician/Option2.aspx**. OPRA providers are however excluded from billing claims for his/her individual provider and excluded from both the EHR and the ePrescribe incentive programs.

Enrolled practitioners who ONLY have claims submitted under a group practice NPI:

- If you are a member of a group and do not have an individual practice and are or will not be submitting claims as an individual billing provider, you can exempt yourself from the EFT and ERA/PDF requirement by completing and submitting the Notification of Status as Group-Only Practitioner Form found here: **https://www.emedny.org/info/ProviderEnrollment/ProviderMaintForms/426801_PAYGRPREQ_PAYMENTS_TO_GROUP_REQUEST_FORM.pdf**
- **If enrolling in Medicaid:** Group-only practitioners are exempt by answering "No" to the enrollment application's Group question (page 2). See the enrollment form and instructions for further information by clicking on your practitioner type **here**.
- Please note as a group-only provider you will not be allowed to submit claims for your individual NPI as the pay-to provider and only claims that list the group as the pay-to provider will be paid to the group. Claims submitted with the individual group-only provider listed as the pay-to provider will be denied. Providers enrolled as group-only can still participate in both the EHR and the ePrescribe incentive programs.

Note for ePACES users: Providers who submit form 426801 (Group Only), the NPI of the provider will continue to be shown in the provider drop down window in ePACES (under the ETIN of their group)

IMPORTANT- IF YOU ARE CHOOSING TO ENROLL AS A GROUP-ONLY PROVIDER:

- **THE NOTIFICATION OF STATUS AS GROUP-ONLY PRACTITIONER FORM MUST BE RECEIVED AND PROCESSED BEFORE THE CERTIFICATION WILL BE ACCEPTED.**

- **DO NOT SEND THE GROUP-ONLY FORM TOGETHER WITH THE CERTIFICATION STATEMENT TO CSC.**
- **AFTER YOUR GROUP-ONLY STATUS HAS BEEN ESTABLISHED, A LETTER WILL BE ISSUED TO ADVISE YOU OF THE GROUP-ONLY STATUS AND, AT THAT TIME, YOU CAN SUBMIT THE CERTIFICATION STATEMENT.**
- **THIS PROCESS OF ESTABLISHING A GROUP ONLY STATUS WITH MEDICAID CAN TAKE UP TO 2 WEEKS FROM THE TIME CSC RECEIVED THE FORM TO PROVIDER NOTIFICATION.**

EFT AUTHORIZATION FORM GUIDANCE

You are urged to read the form completion instructions carefully but here are some tips.

- **VOIDED ORIGINAL CHECKS:** A voided check or a bank letter is required for the EFT Application to be processed.
- *Tax IDs – The EFT form must contain the tax identification number you registered with NY Medicaid when you enrolled.*
  - *SSN if individual practitioner is applying for EFT*
  - *FEIN if Group is applying for EFT*
  - *Banking Information (routing number, bank account number, bank name and address) must represent who is applying for the EFT*
- *Practitioner's individual banking info, if practitioner is applying for EFT.* Please note: for those practitioners who bill privately and also as part of a group, this is for your private claims only. Filling this out will not impact payments to the Group, as the Group would be completing its own EFT application if needed (as part of their yearly certification).
- *Group's banking info, if the Billing Group is applying for EFT*

If you do not know what tax ID you registered with NY Medicaid you may call the eMedNY Call Center at the number below and they will verify if the tax ID you give them over the telephone is correct. The call center cannot give you the tax ID over the telephone but will verify if you are giving them the correct information.

ERA/PDF Remittance Advice Request Form Guidance:

The ERA/PDF Remittance Advice Form is used to sign up for the HIPAA 835 electronic remittance advice or a PDF version of the paper remittance. The 835 will require special software to interpret the HIPAA formatted information received from Medicaid but it is the standardized remittance advice transaction and providers are urged to utilize it. If your billing practice is not able to accommodate use of the 835 the ERA/PDF Remittance Advice Request Form may also be used to sign up for a PDF version of the paper remittance that can be delivered via the eXchange mailbox on the eMedNY website (**www.emedny.org**).

In order to receive PDF remittances you will need to contact the call center number below to sign up for ePACES if you do not have an ePACES account already. Once ePACES registration is completed you will be given a USER ID. You must sign on to ePACES with the User ID and temporary password so that your eXchange inbox will be activated by eMedNY. The eXchange inbox is accessed at **www.emedny.org** and remittances are delivered there weekly. The remittances are available in the mailbox for 28 days for you to retrieve. The ERA/PDF form requires you have the User ID entered on it so eMedNY knows the appropriate eXchange inbox to deliver your remittances

Questions may be directed to the eMedNY Call Center at 800-343-9000.
