

January 1, 2009

Dear Medicaid Provider

This notice, instructions and the attached paper claim forms are being sent to you as you may be a type of provider who may submit claims for “physician administered drugs”.

Effective for drug claims submitted on paper claim forms and received for processing by NYS Medicaid **on or after January 29, 2009** (with dates of service on or after **January 1, 2008**), the enclosed claim forms (eMedNY 150002) must be used. This includes drugs administered by nurse practitioners, licensed midwives and drugs administered in an ordered ambulatory setting. The eMedNY form number is located in the lower right hand corner of the claim form.

Please note: The resubmission of denied drug claims after January 29, 2009 for dates of service as of January 1, 2008 and any claim adjustments are subject to this instruction.

The new forms have been updated with the following fields:

- Field 20 National Drug Code (NDC) can be found on the drug invoice or product package
- Field 20A Unit (of measure).
- Field 20B Quantity
- Field 20C Cost.

Billing instructions for entering the NDC:

1. The standard code set for NDCs is 11-digits, or a 5-4-2 configuration. Therefore, when submitting an NDC to the department, a leading zero must be added. Where the zero is added depends upon the configuration of the NDC. **NEVER ENTER HYPHENS**. Hyphens are used in the examples below for illustrative purposes only.

Examples of the NDC and leading zero placements follow:

NDC# Configuration	Correct Leading Zero placement for 5 – 4 – 2 = 11
XXXX-XXXX-XX 4 + 4 + 2 = 10	0 XXXX-XXXX-XX 5 + 4 + 2 = 11
XXXXX-XXX-XX 5 + 3 + 2 = 10	XXXXX- 0 XXX-XX 5 + 4 + 2 = 11
XXXXX-XXXX-X 5 + 4 + 1 = 10	XXXXX-XXXX- 0 X 5 + 4 + 2 = 11

2. It is important to note that any drug procedure codes that will be billed in Field 24C (Procedure CD) must be reported on the **first claim line of the claim form**. If the drug procedure code is reported on subsequent lines of the claim form, the above drug information will not be associated with the drug procedure code and the claim line will be denied. If you have other “non-drug” procedures codes to report along with the drug code, you may place those on the lines below the drug procedure code. If you have

multiple drug procedure codes to report for the same date of service, you will need to use additional forms so that the drug procedure code is always reported on the top claim line.

3. For the proper placement of numbers in Field 20B Quantity and 20C Cost, you **must enter the decimals with black or blue ink over the red decimals** that already appear in these fields.

You may continue to use any supply of the current eMedNY 150001 claim forms you may already have for submission of claims with no drug codes. You may also use these new forms (eMedNY 150002) to bill for claims where no drug procedure code is being submitted **but you must use the eMedNY 150002 for drug claims.**

If you require an additional supply of the enclosed eMedNY 150002 claim forms, please contact the eMedNY Call Center and be sure to order the eMedNY 150002 forms.

As an alternative to paper claim forms, NYS Medicaid has a free internet-based billing program known as ePACES that can support billing this required NDC information. ePACES can even support multiple drug procedure codes for the same date of service. Signing up for ePACES starts with a call to the telephone number below. Please have your provider number(s) and email address ready to give to the Customer Service Representative.

At some time in the future, the eMedNY 150001 forms will be replaced by the 150002. Until that time, you may continue to receive automatic orders of the eMedNY 150001 which may continue to be used for billing non-drug claims.

Questions should be directed to the eMedNY Call Center at 1-800-343-9000.

Sincerely,

Provider Services