

eMedNY

NPI WEB ENABLED ENTRY REFERENCE GUIDE

Version: 1.0

Trading Partner: eMedNY

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Overview

NY Medicaid has developed the National Provider Identifier (NPI) Web Enabled Entry process as a means for providers/submitters to communicate their NPI to eMedNY.

The NPI Web Enabled Entry system can be accessed by going to <http://www.emedny.org> and clicking on "Enter NPI" located in the green box on the right of the screen.

If you are qualified and have not already applied for an NPI, you may request an NPI electronically at the following site: <https://nppes.cms.hhs.gov/> or download a paper application from the following site: <http://new.cms.hhs.gov/NationalProvIdentStand/Downloads/NPIapplication.pdf>.

NPI Entry Home Page

- This is the initial screen that providers or preparers see before entering their NPI.
- The end user will need to input the number from the image displayed along with a valid MMIS ID and either their SSN or FEIN.



The screenshot shows the eMedNY NPI Entry Home Page. At the top is the eMedNY logo. Below it, a welcome message states: "Welcome to the New York State Medicaid Program's NPI Collection Site." This is followed by a paragraph explaining the form's purpose: "This form is to be used by actively enrolled providers to notify the New York State Medicaid Program of the National Provider Identifier(s) (NPI(s)) that have been assigned to you or your organization by the NPI Enumerator." Another paragraph provides contact information: "Please provide the information requested below and click ENTER. If you have problems using this site, please contact Medicaid's fiscal agent, Computer Sciences Corporation at 1-800-343-9000."

The main form area is titled "Provider Validation" and contains three sections:

- 1. Image Verification**: This section features a small image of a green digital display showing the number "7447830". Below the image is a text input field. To the right of the field is the instruction: "Please enter the number that appears in the image above."
- 2. NYS Medicaid MMIS # (8 characters):**: This section has a text input field for the MMIS number.
- 3. Please supply the Social Security number or Federal Employer Identification Number associated with the MMIS # entered above:**: This section provides two options for identification:
 - Social Security Number (9 characters, no dashes):** with a corresponding text input field.
 - OR**
 - Federal Employer Identification Number (9 characters):** with a corresponding text input field.

At the bottom of the form, there is a prompt: "Press then Enter when completed". To the right of this prompt are two buttons: a blue "Enter" button and a blue "Reset Form" button.

- If any information is incorrect an error will display at the top of the screen informing the user.



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Welcome to the New York State Medicaid Program's NPI Collection Site.

This form is to be used by actively enrolled providers to notify the New York State Medicaid Program of the National Provider Identifier(s) (NPI(s)) that have been assigned to you or your organization by the NPI Enumerator.

Please provide the information requested below and click **ENTER**. If you have problems using this site, please contact Medicaid's fiscal agent, Computer Sciences Corporation at 1-800-343-9000.

Provider Validation

1. Image Verification

7447850

7747850

Note: If you currently have more than one medicaid provider number (hereafter referred to as MMIS #), you will need to use this system again for each MMIS #.

2. NYS Medicaid MMIS # (8 characters): 01234567

3. Please supply the Social Security number or Federal Employer Identification Number associated with the MMIS # entered above:

Social Security Number (9 characters, no dashes): 55555555

OR

Federal Employer Identification Number (9 characters):

Press then **Enter** when completed **Enter** **Reset Form**

- Upon clicking the “Enter” Button with valid information the user is taken to the provider confirmation screen (see next page).

Provider Confirmation

- This screen displays the MMIS ID and name of the associated provider along with the first (up to) 6 Categories of Services for the provider.
- In the event that the provider's information is incorrect, the provider should use the 'click here' link to access a help screen which contains contact information for the eMedNY Call Center.

The following information was found on the New York State Medicaid Program's Files from the information you supplied. If the information is not related to you or your organization, [click here](#).

MMIS #: 01234567

Name: John D. Doe

Categories of Service:

0460 - PHYS SVC:PHYSICIAN SERVICES

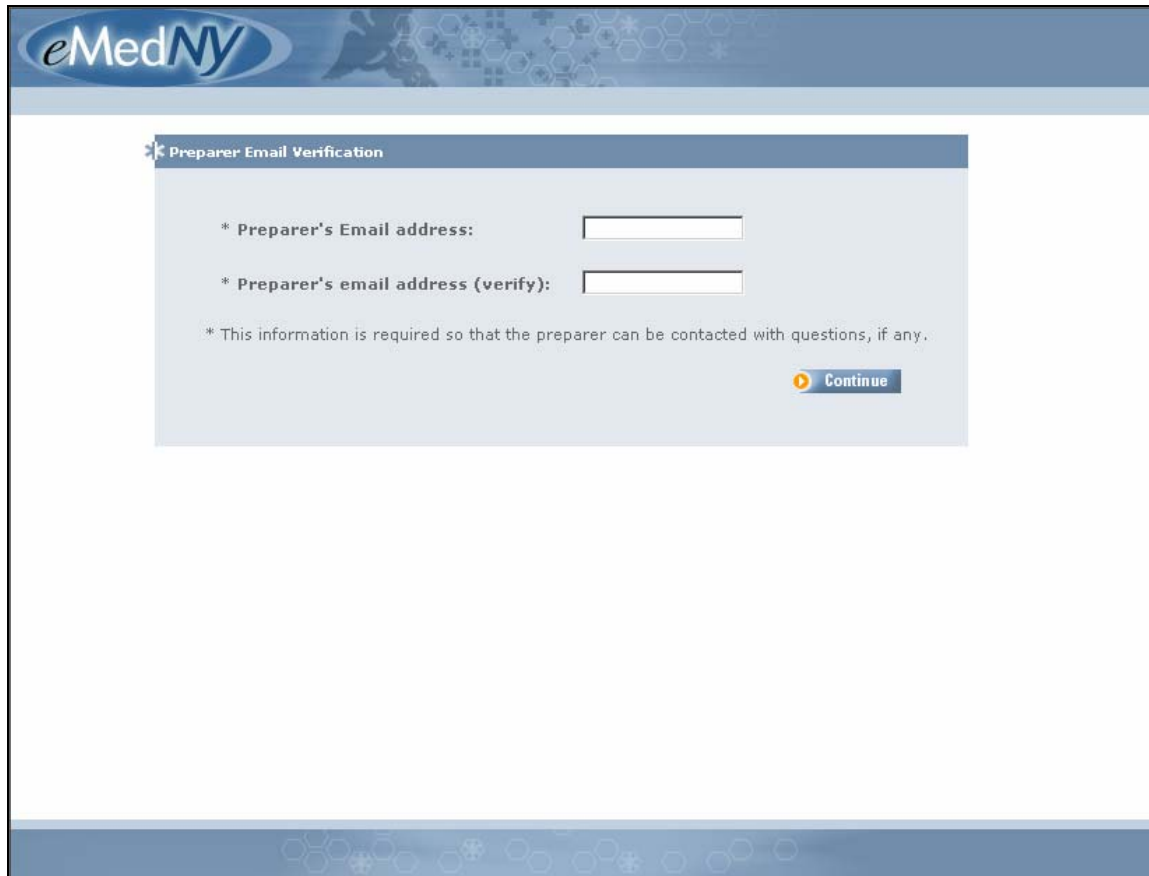
If the information above relates to you or your organization, please click the continue button to begin entering NPI(s) associated with the MMIS number above.

Continue

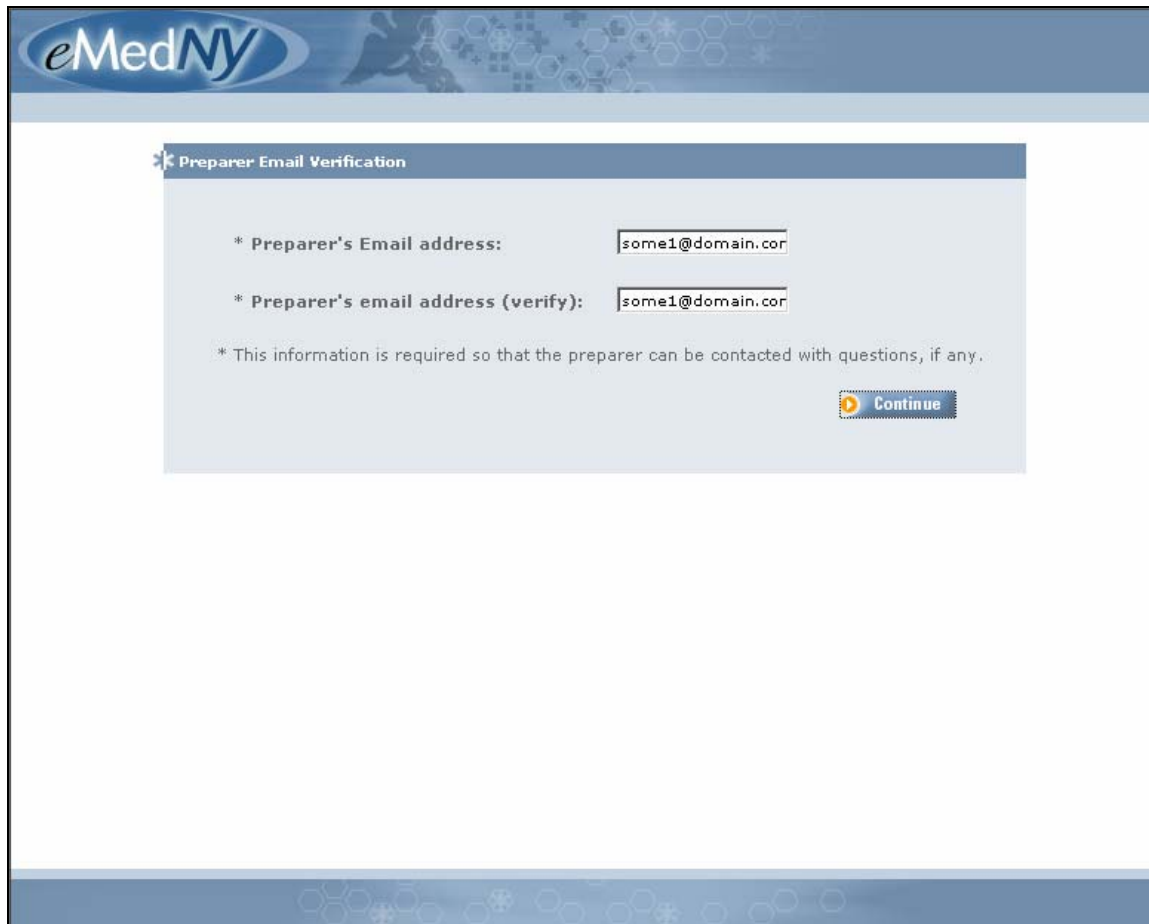
- Clicking 'Continue' will take the user to the 'Preparer Email Screen' (see next page).

Preparer Email Entry Screen

- The preparer should enter the email address where they want to be contacted if there are any questions about the NPI entered (in later steps).
- The email address entered is validated for format (i.e. User@domain.com).



The screenshot shows the 'eMedNY' logo at the top left. Below it, a blue header bar contains the text 'Preparer Email Verification' next to a small star icon. The main content area is light blue and contains two text input fields. The first field is labeled '* Preparer's Email address:' and the second is labeled '* Preparer's email address (verify):'. Below these fields, a note states: '* This information is required so that the preparer can be contacted with questions, if any.' At the bottom right of the form area is a blue button with a yellow arrow icon and the text 'Continue'.



The image shows a screenshot of the eMedNY website's 'Preparer Email Verification' screen. The header features the eMedNY logo and a decorative blue banner with a globe and molecular structures. The main content area is a light blue box with a darker blue header that reads '* Preparer Email Verification'. Inside this box, there are two text input fields, both containing the email address 'some1@domain.cor'. The first field is labeled '* Preparer's Email address:' and the second is labeled '* Preparer's email address (verify):'. Below these fields, a note states: '* This information is required so that the preparer can be contacted with questions, if any.' At the bottom right of the box is a 'Continue' button with a yellow arrow icon.

* Preparer Email Verification

* Preparer's Email address: some1@domain.cor

* Preparer's email address (verify): some1@domain.cor


* This information is required so that the preparer can be contacted with questions, if any.

Continue

- Clicking 'Continue' will either move the user to the 'Preparer Information Entry' screen (for new users) or 'Preparer Confirmation' screen (for existing users) (see next page).

Preparer Information Entry

- This page pre-populates with the email address from the previous page.
- The user should enter name, title, and phone number (no hyphens).
- All fields are required; phone and email are validated for format. Any errors are displayed at the top of the page.



The screenshot shows the eMedNY logo at the top left. Below it is a form titled "Preparer Email Verification". The form contains five required fields, each marked with an asterisk:

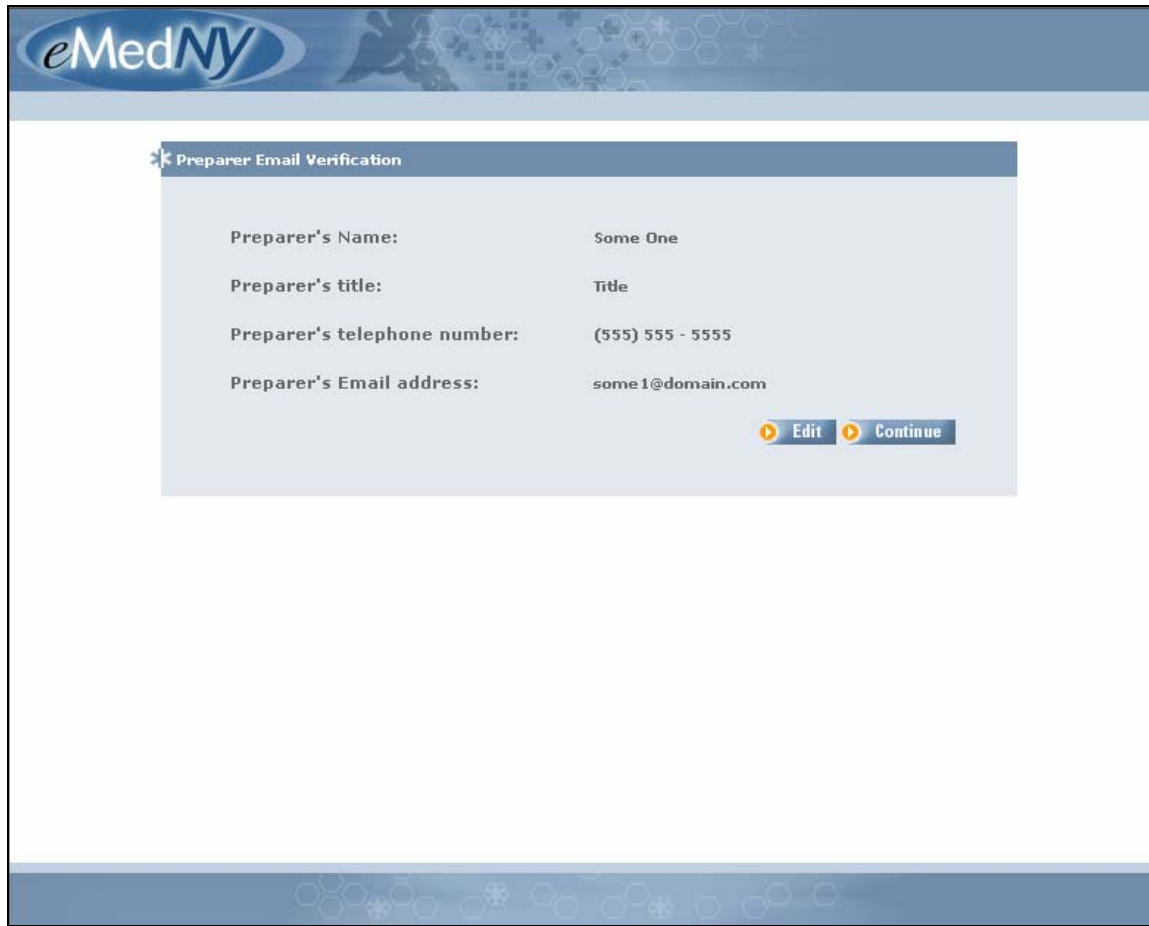
- * Preparer's Name: [text input field]
- * Preparer's title: [text input field]
- * Preparer's telephone number: [text input field]
- * Preparer's Email address: [text input field containing "some1@domain.cor"]
- * Preparer's email address (verify): [text input field containing "some1@domain.cor"]

Below the fields is a note: "* This information is required so that the preparer can be contacted with questions, if any." At the bottom right of the form is a "Continue" button with a right-pointing arrow.

- Clicking 'Continue' will move the user to the 'Preparer Confirmation' screen (see next page).

Preparer Confirmation

- This page displays the information from the Preparer Entry screen in a read-only format.
- If the user would like to edit the information, click on 'Edit'.



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*** Preparer Email Verification**

Preparer's Name:	Some One
Preparer's title:	Title
Preparer's telephone number:	(555) 555 - 5555
Preparer's Email address:	some 1@domain.com

[Edit](#) [Continue](#)

- Clicking 'Continue' brings the user to the 'NPI Entry' screen (see next page).

NPI Entry

- This page displays the Provider ID and Name for which the information is being recorded.
- All preparer information is displayed at the bottom of the screen.
- This page also displays any previously entered NPI associated with the MMIS ID in table format (can be paged through).
- Users can 'Add' and 'Delete' NPIs from the list.

Please provide the NPI(s) associated with:

MMIS ID: 01234567

NAME: John D. Doe

1 - 4 of 4

NPI #	Delete
0123456785	<input type="checkbox"/>
0123456786	<input type="checkbox"/>
0123456787	<input type="checkbox"/>
0123456788	<input type="checkbox"/>

Add NPI # (10 characters)

Preparer's Name: Some One

Preparer's Title: Title

Preparer's Email Address: some1@domain.com

Preparer's Phone Number: (555) 555 - 5555

By clicking the **SAVE AND CONTINUE** button below, the preparer is certifying that the information contained in this document is accurate and represents the person or organization noted above.

Add NPI

- The user inputs the NPI they want to add in the 'Add NPI' text box under the NPI column of the table and click on 'Add'.
- The NPI entered is checked for validity, if there is an error it will be displayed under the table on the page.

Please provide the NPI(s) associated with:

MMS # 01234567

NAME: John D. Doe

1 - 4 of 4

NPI #	Delete
0123456785	<input type="checkbox"/>
0123456786	<input type="checkbox"/>
0123456787	<input type="checkbox"/>
0123456788	<input type="checkbox"/>

Add NPI # (10 characters)

0123456789

Preparer's Name: Some One

Preparer's Title: Title

Preparer's Email Address: some1@domain.com

Preparer's Phone Number: (555) 555 - 5555

By clicking the **SAVE AND CONTINUE** button below, the preparer is certifying that the information contained in this document is accurate and represents the person or organization noted above.

- If the NPI is valid it will be added to the table in **bold**.
- Only **25** NPIs can be added at a time before the user needs to click 'Save and Continue'.
- It is important to note that any NPI entered (or deleted) will not be saved to the database until the user clicks the 'Save and Continue' button.

Please provide the NPI(s) associated with:

MMS #: 01234567

NAME: John D. Doe

1 - 5 of 5

NPI #	Delete
0 1 2 3 4 5 6 7 8 5	<input type="checkbox"/>
0 1 2 3 4 5 6 7 8 6	<input type="checkbox"/>
0 1 2 3 4 5 6 7 8 7	<input type="checkbox"/>
0 1 2 3 4 5 6 7 8 8	<input type="checkbox"/>
0123456789	<input type="checkbox"/>

Add NPI # (10 characters)

Preparer's Name: Some One

Preparer's Title: Title

Preparer's Email Address: some1@domain.com

Preparer's Phone Number: (555) 555 - 5555

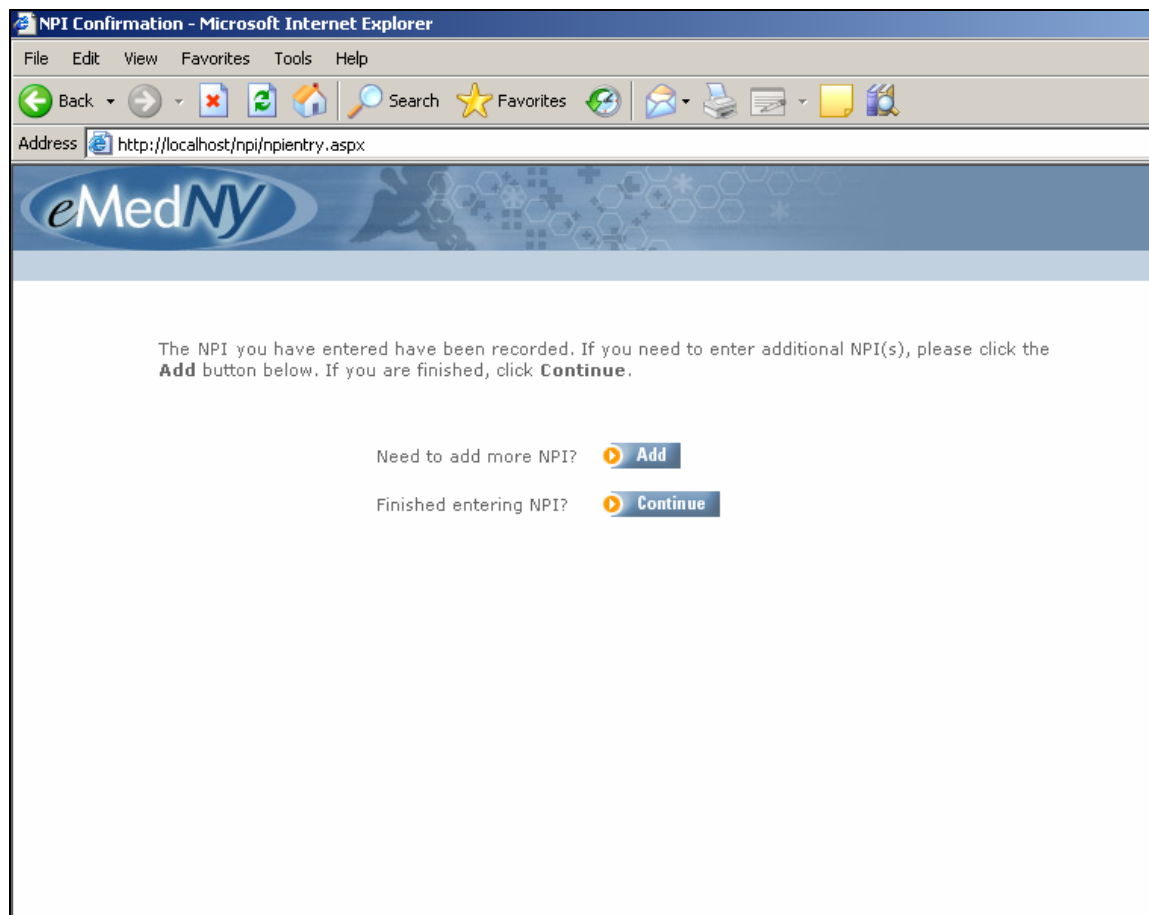
By clicking the **SAVE AND CONTINUE** button below, the preparer is certifying that the information contained in this document is accurate and represents the person or organization noted above.

Delete NPI (not shown)

- To delete an NPI the user must first select the NPI by clicking the check box in the delete column (multiple NPIs can be selected). Then click on the 'Delete' button in the table footer. This will turn all the selected rows a light shade of red.
- Again, any deleted items will not be removed from the database until 'Save and Continue' is clicked.

NPI Confirmation

- This page displays when the user clicks 'Save and Continue' on the NPI Entry screen.
- At this point the user can either click 'Add' to return to the NPI Entry screen to continue adding more NPIs or 'Continue' to finish the process.



NPI Collection Complete

- This page displays when the user clicks on 'Continue' from the NPI Confirmation screen.

