



Rehabilitation Services

GUIDANCE TO GROUP PRACTICES FOR CORRECT COMPLETION OF THE ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION FORM

In this Newsletter:

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CORRECT COMPLETION OF THE
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eMedNY continues to reject a significant number of EFT forms due to errors with entering the incorrect TAX ID or SSN and incorrect or not original signatures.

TAX IDs

- Group practices that submit EFT Authorization forms for individual providers should be aware that the Tax ID or SSN entered on the EFT form must be the Tax ID or SSN associated with the NPI entered on the form.
- If the form is being submitted on behalf of the individual and the individual is enrolled with their SSN then the individual's SSN must be entered on the EFT form. In this case do NOT enter the group's Federal Employer's ID Number (FEIN).
- The Tax ID or SSN entered on the EFT form must match the Tax ID or SSN on file with NY Medicaid.
- The bank account information can belong to the group but the Tax ID or SSN must be the individuals. If you are submitting an EFT form with the group's NPI then it is the group's FEIN that is entered on the EFT form.

SIGNATURES

- If the EFT form has the individual's NPI then the individual practitioner must sign the form. If eMedNY has rejected/returned an EFT form because it was not signed by the individual

practitioner it is not necessary to fill out a new form. Simply have the practitioner sign the form and return it for processing.

- If an EFT form has been returned because it contained a copy of a signature, it is not necessary to fill out a new form. Have the practitioner sign the form and return it for processing.

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

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The Department has attempted to ensure that the information contained in these notifications is as accurate as possible. However, no e-mail transmittals or materials provided are intended to constitute legal or medical advice.