

**NEW YORK STATE PROGRAMS
MEVS INSTRUCTIONS USING VERIFONE Omni 3750/Vx570**

- **ENTER** key must be pressed after each field entry.
- For assistance or further information on input or response messages, call Provider Services staff, **1-800-343-9000** or go to: <http://www.emedny.org/ProviderManuals/Allproviders/supplemental.html#MEVSPM>.
- To add provider numbers to your terminal, call **1-800-343-9000**. (Please maintain a listing of provider numbers and associated values.)
- To enter a number, press the key with the desired number.
- To enter a letter, press the key with the desired letter, and then press the alpha key until the letter appears in the display window.

PROMPT DISPLAYED	ACTION/INPUT
FOR ALL TRAN TYPES:	The following prompts are for all tran types. Then, depending on which Tran Type you select, you will follow those additional prompts below.
TO BEGIN	Press the RED key, press the F4 key to start the verification.
ENTER CARD OR ID	If you are using the client's access number then swipe the card through reader, or key the access number then press the ENTER key. If you are using the Client's Medicaid number (CIN), enter the Medicaid number and press the ENTER key.
ENTER TRAN TYPE	Tran Type 1 - Service Authorization and Eligibility Inquiry (NOT for Laboratories and Pharmacies, refer to Tran Type 7 Tran Type 2 - Eligibility Inquiry only Tran Type 3 - Authorization Confirmation Tran Type 4 - Authorization Cancellation Tran Type 6 - Dispensing Validation System (DVS) Request Tran Type 7 - Service Authorization & Eligibility for Labs & Pharmacy
ENTER SEQ #	If you are using the Medicaid Number (CIN), enter the two-digit sequence number and press the ENTER key. Note: This prompt will not appear if the Access number was entered as it contains the sequence number.
ENTER DATE	Press ENTER for today's date or enter MMDDCCYY for verification on a previous date of service. Press the ENTER key.
SELECT PROVIDER	If you see this prompt, there are multiple provider numbers programmed into this terminal. Enter the appropriate shortcut code associated with your Provider Identification Number (see MEVS VeriFone OMNI 3750/Vx570 Quick Setup Guide). You may also enter your ten-digit NPI or enter an eight-digit MMIS Provider ID (for atypical providers ONLY) and press the ENTER key (To add numbers call 1-800-343-9000).
ENTER TAXONOMY CODE	This code is used for classifying health care providers according to provider type or practitioner specialty. For a current list of all taxonomy codes and service type codes refer to the MEVS Provider Manual or see the Washington Publishing Company at: http://www.wpc-edi.com/content/view/711/401/
SERVICE TYPE	Enter the code identifying the type of service you are providing.

FOR TRAN TYPES 1, 2, 6 AND 7:	
ORDERING PRV #	Enter the ten-digit National Provider Identifier (NPI) of the ordering provider, if applicable. Press the ENTER key. For all atypical providers, enter the eight-digit MMIS Provider Identification Number or Profession Code and State license number of the ordering provider, if applicable. Press the ENTER key.
REFERRING PRV #	Enter the ten-digit National Provider Identifier (NPI) or the eight-digit MMIS provider ID of the referring provider. For Restricted Clients, enter their Primary Provider's number, then press the ENTER key or Press the ENTER key to bypass.

FOR TRAN TYPES 1, 6 AND 7:	
COPAY EXEMPT	If the service you are rendering does not require co-payment, or if the client is exempt or has met their co-payment maximum responsibility, enter 1 for yes. If the client is not exempt from co-payment, enter 2 for no. Note: Bypassing this prompt will enter a 2 for no.

FOR TRAN TYPES 1, 3 AND 4:	
# SERVICE UNITS	Enter the total number of service units. DME Suppliers must use this prompt to clear any DME supply items posted by the Ordering provider. Press the ENTER key.

FOR TRAN TYPE 1:	
Note: If you are a POST and CLEAR Provider , enter the appropriate data for the following two prompts.	
# LAB TESTS	Enter the number of lab tests you are ordering. Press the ENTER key.
#RX/OTC	Enter the number of prescriptions, over the counter items or DME supply items, including refills, you are ordering. Press the ENTER key.

FOR TRAN TYPE 6:	
Note: The following two prompts are <u>required</u> for DVS transactions only and will only appear when Tran Type 6 is entered.	
ENTER ITEM/NDC #	<p>Enter the five-digit New York State alpha/numeric item code of the item being dispensed. The following modifiers may be used to further describe certain procedure codes for orthotic and prosthetic devices, and prescription footwear:</p> <ul style="list-style-type: none"> • LT (Left Side) • RT (Right Side) <p>For DVS authorization, enter the modifier immediately following the procedure code, with no spaces between the modifier and code.</p> <p>For DME, prescription footwear and orthotic/prosthetic devices, DVS will be created for an authorization period of 180 days.</p> <p>Note:</p> <p>Date-of-Service entered on the DVS request will be used to begin the authorization period. The actual date of service, which is entered on the claim, can be anytime within the 180 day authorization period.</p> <p>For some items, <u>if instructed by New York State</u>, the Eleven-digit National Drug Code may be entered.</p> <p>For Dental DVS: Enter a constant value of 'D'; the five character Dental procedure code; and a two-digit tooth number, a one character primary tooth, or two character tooth quadrant/arch.</p> <p>Press the ENTER key.</p>
ENTER QUANTITY	<p>Enter the total number of units dispensed for the current date of service only.</p> <p>For Dental DVS: Enter the number of times the procedure was performed.</p> <p>Press the ENTER key.</p>

FOR TRAN TYPE 7:	
# LAB TESTS	If you are a lab provider, enter the number of lab tests you are performing and press the ENTER key. Bypass by pressing the ENTER key.
# GENERIC/OTC RX	If you are a Pharmacy provider, enter the number of generic prescriptions or over the counter items you are dispensing and press the ENTER key. Bypass by pressing the ENTER key.
# BRAND RX	If you are a Pharmacy, enter the number of brand prescriptions you are dispensing and press the ENTER key. Bypass by pressing the ENTER key.
# OF RX SUPPLIES	Enter the number of supplies you are dispensing and press the ENTER key. Bypass by pressing the ENTER key.

THIS ENDS THE INPUT DATA SECTION. DIALING, WAITING FOR ANSWER, CONNECTED, TRANSMITTING, RECEIVING, and PROCESSING	The VeriFone will now dial into the MEVS system and display these processing messages:
--	--

Important Note: The New York State Department of Health (NYSDOH) implemented the NPI system changes on September 1, 2008. NPI is required for all transactions submitted to NYS Medicaid including MEVS transactions. This should be the same NPI that you use to bill claims to New York Medicaid. As of October 01, 2009, MEVS transactions will fail unless you begin using your NPI. Atypical providers are not impacted and may continue to use their MMIS ID.