NEW YORK STATE MEDICAID PROGRAM

CLINICAL SOCIAL WORKER

BILLING GUIDELINES
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Section I - Purpose Statement

The purpose of this document is to assist the provider community in understanding and complying with the New York State Medicaid (NYS Medicaid) requirements and expectations for:

- Billing and submitting claims.
- Interpreting and using the information returned in the Medicaid Remittance Advice.

This document is customized for Clinical Social Workers and should be used by the provider’s billing staff as an instructional as well as a reference tool.
Section II – Claims Submission

Clinical Social Workers can submit their claims to NYS Medicaid in electronic or paper formats.

Electronic Claims

Pursuant to the Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-191, which was signed into law August 12, 1996, the NYS Medicaid Program adopted the HIPAA-compliant transactions as the sole acceptable format for electronic claim submission, effective November 2003.

Clinical Social Workers who choose to submit their Medicaid claims electronically are required to use the HIPAA 837 Practitioner (837P) transaction. In addition to this document, direct billers may also refer to the sources listed below to comply with the NYS Medicaid requirements.

- HIPAA 837P Implementation Guide (IG) – A document that explains the proper use of the 837P standards and program specifications. This document is available at www.wpc-edi.com/hipaa.

- NYS Medicaid 837P Companion Guide (CG) – A subset of the IG, which provides instructions for the specific requirements of NYS Medicaid for the 837P. This document is available at www.emedny.org.

  ✓ Select NYHIPAADESK from the menu

  ✓ Click on eMedNY Phase II HIPAA Transactions

  ✓ Look for the box labeled “837 Professional Health Care Claim Transaction” and click on the link for the 837 Professional Companion Guide

- NYS Medicaid Technical Supplementary Companion Guide – This document provides technical information needed to successfully transmit and receive electronic data. Some of the topics put forth in this CG are testing requirements, error report information, and communication specifications. The Technical Supplementary CG is available at www.emedny.org.

  ✓ Select NYHIPAADESK from the menu

  ✓ Click on eMedNY Phase II HIPAA Transactions

  ✓ Look for the box labeled “Technical Guides” and click on the link for the Technical Supplementary CG
Pre-requisites for the Submission of Electronic Claims

Before being able to start submitting electronic claims to NYS Medicaid, providers need the following:

- An Electronic Transmitter Identification Number (ETIN)
- A Certification Statement
- A User ID and password
- A Trading Partner Agreement
- Testing

**ETIN**

This is a four-character submitter identifier, issued by the NYS Medicaid Fiscal Agent, Computer Sciences Corporation (CSC), upon application and must be used in every electronic transaction submitted to NYS Medicaid. ETINs may be issued to an individual provider or provider group (if they are direct billers) and to service bureaus or clearinghouses.

ETIN applications are available at [www.emedny.org](http://www.emedny.org).

Under Information:

✓ Click on **Provider Enrollment Forms**
✓ Click on **Electronic Transmitter Identification Number**

**Certification Statement**

All providers, either direct billers or those who billed through a service bureau or clearinghouse, must file a notarized Certification Statement with NYS Medicaid for each ETIN used for the electronic billing.

The Certification Statement is good for one year, after which it needs to be renewed for electronic billing continuity under a specific ETIN. Failure to renew the Certification Statement for a specific ETIN will result in claim rejection.

The Certification Statement is available at [www.emedny.org](http://www.emedny.org) together with the ETIN application.
User ID and Password
Electronic submitters need a user ID and password to access the NYS Medicaid eMedNY system through one of the communication methods available. The user ID and password are issued to the submitter at the time of enrollment in one of the communication methods.

Trading Partner Agreement
This document addresses certain requirements applicable to the electronic exchange of information and data associated with health care transactions. The NYS Medicaid

 ✓ Select NYHIPAADESK from the menu

 ✓ Click on Registration Information Trading Partner Resources

 ✓ Click on Trading Partner Agreement

Testing
Direct billers (either individual providers or service bureaus/clearinghouses that bill for multiple providers) are encouraged to submit production tests to CSC before they start submitting Medicaid claims for the first time after enrollment or any time they update their systems or start using a new system. This testing will assist providers in identifying errors in their system and allow for corrections before they submit actual claims.

Information and instructions regarding testing are available at www.emedny.org.

Under Information:

 ✓ Click on eMedNY Phase II

 ✓ Click on eMedNY Provider Testing User Guide

Communication Methods

The following communication methods are available for submission of electronic claims to NYS Medicaid:

- eMedNY eXchange
- FTP
- CPU to CPU
- eMedNY Gateway
eMedNY eXchange
The eMedNY eXchange works like email; users are assigned an inbox and they are able to send and receive transaction files in an email-like fashion. Transaction files are attached and sent to eMedNY for processing and the responses are delivered to the user’s inbox so they can be detached and saved on the user’s computer. For security reasons, the eMedNY eXchange is accessible only through the eMedNY website www.emedny.org.

Access to the eMedNY eXchange is obtained through an enrollment process. Procedures and instructions regarding how to enroll in the eMedNY eXchange are available at www.emedny.org.

Under Information:

✓ Click on eMedNY Phase II
✓ Click on eMedNY Provider Testing User Guide
✓ On the Table of Contents, click on Overview
✓ Scroll down to Access Methods

FTP
FTP allows for direct or dial-up connection.

CPU to CPU (FTP)
This method consists of an established direct connection between the submitter and the processor and it is most suitable for high volume submitters.

eMedNY Gateway
This is a dial-up access method. It requires the use of the User ID assigned at the time of enrollment and a password.

Note: For questions regarding FTP, CPU to CPU or eMedNY Gateway connections, call CSC-Provider Enrollment Support at 800-343-9000.

ePACES
Additionally, NYS Medicaid provides ePACES, a HIPAA-compliant web-based application that is customized for specific transactions, including the 837P. ePACES, which is provided free of charge, is ideal for providers with small-to-medium claim volume.

To take advantage of ePACES, providers need to follow an enrollment process, which is available at www.emedny.org. Providers who enroll in ePACES will be automatically enrolled in eMedNY eXchange.
The requirements for using ePACES include:

- An ETIN and Certification Statement should be obtained prior to enrollment
- Internet Explorer 4.01 and above or Netscape 4.7 and above
- Internet browser that supports 128-bit encryption and cookies
- Minimum connection speed of 56K
- An accessible email address

The following transactions can be submitted via ePACES:

- 270/271 - Eligibility Benefit Inquiry and Response
- 276/277 - Claim Status Request and Response
- 278 - Prior Approval/Prior Authorization/Service Authorization Request and Response
- 837 - Dental, Professional and Institutional Claims

ePACES also features the real time claim submission functionality under the 837 Professional transaction, which allows immediate adjudication of the claim. When this functionality is used, a claim adjudication status response is sent to the submitter shortly after submission.

**Paper Claims**

Clinical Social Workers who choose to submit their claims on paper forms must use the New York State eMedNY-150001 claim form. A link to this form appears at the end of this subsection.

**General Instructions for Completing Paper Claims**

Since the information entered on the claim form is captured via an automated data collection process (imaging), it is imperative that it be legible and placed appropriately in the required fields. The following guidelines will help ensure the accuracy of the imaging output:

- All information should be typed or printed.
- Alpha characters (letters) should be capitalized.
Clinical Social Worker Billing Guidelines

• Numbers should be written as close to the example below as possible:

  1  2  3  4  5  6  7  8  9  0

• Circles (the letter O, the number 0) must be closed.

• Avoid unfinished characters. For example:

<table>
<thead>
<tr>
<th>Written As</th>
<th>Intended As</th>
<th>Interpreted As</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.0 0</td>
<td>6.00</td>
<td>6.60</td>
</tr>
</tbody>
</table>

→ Zero interpreted as six

• When typing or printing, stay within the box and within the hash marks where provided; ensure that no characters (letters or numbers) touch the claim form lines. For example:

<table>
<thead>
<tr>
<th>Written As</th>
<th>Intended As</th>
<th>Interpreted As</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>32</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

→ Two interpreted as seven

→ Three interpreted as two

• Characters should not touch each other. Example:

<table>
<thead>
<tr>
<th>Written As</th>
<th>Intended As</th>
<th>Interpreted As</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>23</td>
<td>illegible</td>
</tr>
</tbody>
</table>

→ Entry cannot be interpreted properly

• Do not write between lines.

• Do not use arrows or quotation marks to duplicate information.

• Do not use the dollar sign ($) to indicate dollar amounts; do not use commas to separate thousands. For example, three thousand should be entered as 3000 not as 3,000.

• For writing, it is best to use a felt tip pen with a fine point. Avoid ballpoint pens that skip; do not use pencils, highlighters, or markers. Only blue or black ink is acceptable.

• If filling in information through a computer, ensure that all information is aligned properly, and that the printer ink is dark enough to provide clear legibility.
• Do not submit claim forms with corrections, such as information written over correction fluid or crossed out information. If mistakes are made, a new form should be used.

• Separate forms using perforations; do not cut the edges.

• Do not fold the claim forms.

• Do not use adhesive labels (for example for address); do not place stickers on the form.

• Do not write or use staples on the bar-code area.

If submitting multiple claim forms, they may be batched up to 100 forms per batch. Use paper clips or rubber bands to hold the claim forms in each batch together. Do not use staples.

For mailing completed claim forms, use the self-addressed envelopes provided by CSC for this purpose. For information on how to order envelopes please refer to the Inquiry section of the manuals, under “Information for All Providers” on this web page. The address for submitting claim forms is:

COMPUTER SCIENCES CORPORATION
P.O. Box 4601
Rensselaer, NY 12144-4601

Claim Form eMedNY-150001

To view the eMedNY-150001 claim form please click on the link provided below. The displayed claim form is a sample and the information it contains is for illustration purposes only.

Claim Sample-HCFA-Clinical Social Worker

General Information About the eMedNY-150001

Shaded fields are not required to be completed unless noted otherwise. Therefore, shaded fields that are not required to be completed in any circumstance are not listed in the instructions that follow.

Most claim form fields have been sized to contain the exact number of characters for the required information. However, some fields have been sized to accommodate potential future changes, for example the Provider ID number, and therefore have more spaces than the current number of characters for the required information. In this case, the entry must be right justified (unless otherwise noted in the field instructions),
that is, the extra spaces must be left blank at the left side of the box. For example, Provider ID number 02345678 should be entered as follows:

```
  0 2 3 4 5 6 7 8
```

**Billing Instructions for Clinical Social Worker Services**

This subsection of the Billing Guidelines covers the specific NYS Medicaid billing requirements for Clinical Social Workers. Although the instructions that follow are based on the eMedNY-150001 paper claim form, they are also intended as a guideline for electronic billers who should refer to these instructions for finding out what information they need to provide in their claims, what codes they need to use, etc.

It is important that the providers adhere to the instructions outlined below. Claims that do not conform to the eMedNY requirements as described throughout this document may be rejected, pended, or denied.

**Field by Field Instructions for Claim Form eMedNY-150001**

**Header Section: Fields 1 Through 23B**

The information entered in the Header Section of the claim form (fields 1 through 23B) must apply to all claim lines entered in the Encounter Section of the form.

The following two fields (unnumbered) should only be used to adjust or void a paid claim. Do not write in these fields when preparing an original claim form.

**ADJUSTMENT/VOID CODE (Upper Right Corner of Form)**

- If submitting an adjustment (replacement) to a previously paid claim, enter ‘X’ or the value 7 in the ‘A’ box.
- If submitting a void to a previously paid claim, enter ‘X’ or the value 8 in the ‘V’ box.

**ORIGINAL CLAIM REFERENCE NUMBER (Upper Right Corner of the Form)**

If submitting an adjustment or a void, enter the appropriate Transaction Control Number (TCN) in this field. A TCN is a 16-digit identifier that is assigned to each claim document or electronic record regardless of the number of individual claim lines (service date/procedure combinations) submitted in the document or record. For example, a document/record containing a single service date/procedure combination will be assigned a unique, single TCN; a document/record containing five service date/procedure combinations will be assigned a unique, single TCN, which will be shared by all the individual claim lines submitted under that document/record.
Adjustment
An adjustment may be submitted to accomplish any of the following purposes:

- To change information contained in one or more claims submitted on a previously paid TCN
- To cancel one or more claim lines submitted on a previously paid TCN (except if the TCN contained one single claim line or if all the claim lines contained in the TCN are to be voided)

Adjustment to Change Information
If an adjustment is submitted to correct information on one or more claim lines sharing the same TCN, follow the instructions below:

- The **Provider ID number**, the **Group ID number**, and the **Patient’s Medicaid ID number** must not be adjusted.

- The adjustment must be submitted in a new claim form (copy of the original form is unacceptable).

- The adjustment must contain all claim lines originally submitted in the same document/record (all claim lines with the same TCN) and all applicable fields must be completed with the necessary changes.

The adjustment will cause the correction of the adjusted information in the TCN history records as well as the cancellation of the original TCN payment and the re-pricing of the TCN based on the adjusted information.

**Example:**

TCN 0509567890123456 is shared by three individual claim lines. This TCN was paid on April 18, 2005. After receiving payment, the provider determines that the service date of one of the claim line records is incorrect. An adjustment must be submitted to correct the records. Refer to Figures 1A and 1B for an illustration of this example.
### MEDICAL ASSISTANCE HEALTH INSURANCE CLAIM FORM

**TITLE XIX PROGRAM**

<table>
<thead>
<tr>
<th>Field</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PATIENT’S NAME (First, middle, last)</td>
<td>Jane Smith</td>
<td></td>
</tr>
<tr>
<td>2. DATE OF BIRTH</td>
<td>05/02/1990</td>
<td></td>
</tr>
<tr>
<td>3. TOTAL ANNUAL FAMILY INCOME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. INSURED’S NAME (First, middle, last)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. INSURED’S SEX</td>
<td>MALE</td>
<td></td>
</tr>
<tr>
<td>6. MEDICARE NUMBER</td>
<td>A B C 1 2 3 4 5 6</td>
<td></td>
</tr>
<tr>
<td>7. PATIENT’S SEX</td>
<td>MALE</td>
<td></td>
</tr>
<tr>
<td>8. MCDAC NUMBER</td>
<td>7890</td>
<td></td>
</tr>
<tr>
<td>9. PRIVATE INSURANCE NUMBER</td>
<td>012345</td>
<td></td>
</tr>
<tr>
<td>10. PATIENT’S TELEPHONE NUMBER</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>11. INSURED’S ADDRESS (Street, City, State, Zip Code)</td>
<td>Anytown, New York 11111</td>
<td></td>
</tr>
<tr>
<td>12. PATIENT’S OR AUTHORIZED SIGNATURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. DATE OF ONSET OF CONDITION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. FIRST CONSULTED FOR CONDITION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. HAS PATIENT EVER HAD SAME OR SIMILAR SYMPTOMS</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>17. DATE PATIENT MAY RETURN TO WORK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. DATES OF DISABILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. PATIENT’s ADDRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. NAME OF FACILITY WHERE SERVICES RENDERED (Other than home or office)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. NAME OF HOSPITAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. FOR SERVICES RELATED TO HOSPITALIZATION (X) HOSPITALIZATION DATES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. DATE OF SERVICE</td>
<td>04/01/2005</td>
<td></td>
</tr>
<tr>
<td>25. DIAGNOSIS OR NATURE OF ILLNESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. ADMITTED</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>27. DAYS OR UNITS</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>28. CHARGES</td>
<td>36.80</td>
<td></td>
</tr>
<tr>
<td>29. BALANCE DUE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PHYSICIAN OR SUPPLIER INFORMATION

**REVERSE BEFORE COMPLETING AND SIGNING**

<table>
<thead>
<tr>
<th>Field</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30. DIAGNOSIS CODE</td>
<td>01.01</td>
<td></td>
</tr>
<tr>
<td>31. PHYSICIAN’S OR SUPPLIER’S NAME, ADDRESS, ZIP CODE</td>
<td>James Strong, CSW</td>
<td></td>
</tr>
<tr>
<td>32. PROVIDER IDENTIFICATION NUMBER</td>
<td>012345</td>
<td></td>
</tr>
<tr>
<td>33. MEDICARE GROUP IDENTIFICATION NUMBER</td>
<td>7890</td>
<td></td>
</tr>
<tr>
<td>34. EXPIRE CODE</td>
<td>012345</td>
<td></td>
</tr>
<tr>
<td>35. MEDICAID GROUP IDENTIFICATION NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. MEDICAID GROUP IDENTIFICATION NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. MEDICAID GROUP IDENTIFICATION NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. MEDICAID GROUP IDENTIFICATION NUMBER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OTHER INFORMATION

**SIGNATURE OF PHYSICIAN OR SUPPLIER**

James Strong

**ADDRESS**

312 Main Street

Anytown, New York 11111

**PHONE NUMBER**

(Example - 1234567) EXT.

**SIGNATURE OF PHYSICIAN OR SUPPLIER**

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Anytown, New York 11111

**PHONE NUMBER**

(Example - 1234567) EXT.
**Adjustment to Cancel One or More Claims Originally Submitted on the Same Document/Record (TCN):**

An adjustment should be submitted to cancel or void one or more individual claim lines that were originally submitted on the same document/record and share the same TCN. The following instructions must be followed:

- The adjustment must be submitted in a new claim form (copy of the original form is unacceptable).

- The adjustment must contain all claim lines submitted in the original document (all claim lines with the same TCN) **except for the claim(s) line(s) to be voided**; these claim lines must be omitted in the adjustment. All applicable fields must be completed.

The adjustment will cause the cancellation of the omitted individual claim lines from the TCN history records as well as the cancellation of the original TCN payment and the re-pricing of the new TCN (Adjustment) based on the adjusted information.

**Example:**

TCN 0509612345678901 contained three individual claim lines, which were paid on April 18, 2005. Later it was determined that one of the claims was incorrectly billed since the service was never rendered. The claim line for that service must be cancelled to reimburse Medicaid for the overpayment. An adjustment should be submitted. Refer to Figures 2A and 2B for an illustration of this example.
Figure 2A: Original Claim Form
### Patient and Insured Information

- **Name:** Jane Smith
- **Date of Birth:** 05/20/1990
- **Address:** 312 Main Street, Anytown, New York 11111
- **Medicaid Number:** A B 1 2 3 4 5 6 7 8 9 0 1

### Physician or Supplier Information

#### James Strong
- **Title:** CSW
- **Address:** 312 Main Street, Anytown, New York 11111
- **Telephone Number:** (First, middle, last)

### Table Contents

<table>
<thead>
<tr>
<th>Date of Occurrence</th>
<th>Procedure Code</th>
<th>Diagnosis Code</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/1990</td>
<td>90844</td>
<td>3001</td>
<td>2300</td>
</tr>
<tr>
<td>05/04/1990</td>
<td>90853</td>
<td>3001</td>
<td>9000</td>
</tr>
</tbody>
</table>

### Other Information

- **Medical Assistance Health Insurance Claim Form - Title XIX Program**
- **Unique ID/License Number:** 05/23/05
- **Visits:** 24M.
- **Other Referring Ordering Provider:** James Strong
- **Certification:**
  - Insured’s Name (Last name, middle initial, first name)
  - Address of Facility
  - Hospitalization Dates
  - Diagnosis or Nature of Illness
  - Dates of Disability
  - Other Health Insurance Coverage
- **EMEDNY – 150001 (First, middle, last)
Void
A void is submitted to nullify all individual claim lines originally submitted on the same document/record and sharing the same TCN.

When submitting a void, please follow the instructions below:

- The void must be submitted on a new claim form (copy of the original form is unacceptable).
- The void must contain all the claim lines to be cancelled and all applicable fields must be completed.

Voids cause the cancellation of the original TCN history records and payment.

Example:

TCN 0509698765432123 contained two claim lines, which were paid on April 18, 2005. Later, the provider became aware that the patient had another insurance coverage. The other insurance was billed, and the provider was paid in full for all the services. Medicaid must be reimbursed by submitting a void for the two claim lines paid in the specific TCN. Refer to Figures 3A and 3B for an illustration of this example.
### Patient and Insured (Subscriber) Information

**ROBERT JOHNSON**  
06/03/1956  
1. Patient’s Name (First, Middle, Last)  
2. Date of Birth  

**Medical Assistance Health Insurance**  

**Figure 3A: Original Claim Form**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>V</td>
</tr>
<tr>
<td>24A.</td>
<td>Address (Street, City, State, Zip Code)</td>
</tr>
<tr>
<td>24B.</td>
<td>Procedure</td>
</tr>
<tr>
<td>24C.</td>
<td>Units</td>
</tr>
<tr>
<td>24D.</td>
<td>Mod</td>
</tr>
<tr>
<td>24E.</td>
<td>Mod</td>
</tr>
<tr>
<td>24F.</td>
<td>Mod</td>
</tr>
<tr>
<td>24G.</td>
<td>Mod</td>
</tr>
<tr>
<td>24H.</td>
<td>Procedure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24J.</td>
<td>Diagnosis Code</td>
</tr>
<tr>
<td>24K.</td>
<td>Days or Units</td>
</tr>
<tr>
<td>24L.</td>
<td>Charges</td>
</tr>
</tbody>
</table>

**Date of Onset of Condition**  
**First Consulted**  
**Was Patient Ever Had Same or Similar Symptom**  
**Emergency Related**  
**Date Patient May Return To Work**  
**First Consulted**  

**Address (Or Signature if Only)**  
**Identification Number**  
**Type of Surgery**  
**Prior Approval Number**  

**Total**  
**Partial**  

**Signature**

**Physician or Supplier Information**  

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21A.</td>
<td>Address of Facility</td>
</tr>
<tr>
<td>21B.</td>
<td>Address Where Services Rendered (If Other Than Home or Office)</td>
</tr>
<tr>
<td>21C.</td>
<td>Address Where Services Rendered (If Other Than Home or Office)</td>
</tr>
<tr>
<td>21D.</td>
<td>Address Where Services Rendered (If Other Than Home or Office)</td>
</tr>
</tbody>
</table>

**Name of Service Provider**  
**Prof Code**  
**Prof Code**  
**Prof Code**  

**Status Code**

**Insured’s Name**  
**Birth Date**  
**Sex**  
**Medicaid Number**  
**Medicaid Group Identification Number**  
**Medicaid Number**

**Number of Policyholder, Plan Name and Address, and Policy or Private Insurance Number**  
**Other Referring Ordering Provider**  
**Prof Code**  
**Prof Code**  

**DO NOT WRITE IN THIS SPACE**

**Version 2005 – 1 (04/01/05)**
### PHYSICIAN OR SUPPLIER INFORMATION (REFER TO REVERSE BEFORE COMPLETING AND SIGNING)

<table>
<thead>
<tr>
<th>Date of Onset of Condition</th>
<th>First Consulted for Condition</th>
<th>Date of Admission</th>
<th>Status Code</th>
<th>Procedure Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM DD YY</td>
<td>MM DD YY</td>
<td>MM DD YY</td>
<td>MM DD YY</td>
<td>MM DD YY</td>
</tr>
<tr>
<td>03 24 05</td>
<td>11 96 10</td>
<td></td>
<td>Y</td>
<td>301</td>
</tr>
<tr>
<td>04 04 05</td>
<td>11 90 844</td>
<td></td>
<td>Y</td>
<td>301</td>
</tr>
</tbody>
</table>

### DIAGNOSIS OR NATURE OF ILLNESS

<table>
<thead>
<tr>
<th>Diagnosis Code</th>
<th>Days or Units</th>
<th>Amount Paid</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>360</td>
<td>368</td>
<td></td>
<td></td>
</tr>
<tr>
<td>436</td>
<td>360</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EMPLOYER IDENTIFICATION NUMBER/SOCIAL SECURITY NUMBER

<table>
<thead>
<tr>
<th>Employer Identification Number</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>7890123456</td>
</tr>
</tbody>
</table>

### SIGNATURE OF PHYSICIAN OR SUPPLIER

James Strong

Signature of Physician or Supplier

---

**James Strong, CSW**

312 Main Street

Anytown, New York 11111

Phone Number: 

---

**Version 2005 – 1 (04/01/05)**
Fields 1, 2, 5A, and 6A require information which should be obtained from the Client’s (Recipient) Common Benefit Identification Card.

**PATIENT’S NAME (Field 1)**

Enter the patient’s first name, followed by the last name, as they appear on the Common Benefit Identification Card.

**DATE OF BIRTH (Field 2)**

Enter the patient’s birth date indicated on the Common Benefit ID Card. The birth date must be in the format MMDDYYYY.

*Example:* Mary Brandon was born on January 2\(^{nd}\), 1974.

<table>
<thead>
<tr>
<th>2. DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 1 0 2 1 9 7 4</td>
</tr>
</tbody>
</table>

**PATIENT’S SEX (Field 5A)**

Place an ‘X’ in the appropriate box to indicate the patient’s sex.

**MEDICAID NUMBER (Field 6A)**

Enter the patient's ID number (Client ID number) as it appears on the Common Benefit Identification Card. Medicaid Client ID numbers are assigned by the State of New York and are composed of 8 characters in the format AANNNNNA, where A = alpha character and N = numeric character.

*Example:*

<table>
<thead>
<tr>
<th>6A. MEDICAID NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
</tbody>
</table>

**WAS CONDITION RELATED TO (Field 10)**

If applicable, place an ‘X’ in the appropriate box to indicate that the service rendered to the patient was for a condition resulting from an accident or a crime. Select the boxes in accordance to the following:

- **Patient’s Employment**
  Use this box to indicate Worker's Compensation. Leave this box blank if condition is related to patient's employment, but not to Worker's Compensation.

- **Crime Victim**
  Use this box to indicate that the condition treated was the result of an assault or crime.
- **Auto Accident**
  Use this box to indicate Automobile No-Fault. Leave this box blank if condition is related to an auto accident other than no-fault or if no-fault benefits are exhausted.

- **Other Liability**
  Use this box to indicate that the condition was an accident-related injury of a different nature from those indicated above.

If the condition being treated is not related to any of these situations, leave these boxes blank.

**EMERGENCY RELATED (Field 16A)**

Enter an ‘X’ in the Yes box only when the condition being treated is related to an emergency (the patient requires immediate intervention as a result of severe, life threatening or potentially disabling condition); otherwise leave this field blank.

**NAME OF REFERRING PHYSICIAN OR OTHER SOURCE (Field 19)**

If the patient was referred for treatment or a specialty consultation by another provider, enter the referring provider’s name in this field. If no order or referral was involved, leave this field blank.

**ADDRESS [Or Signature - SHF Only] (Field 19A)**

If services were rendered in a Shared Health Facility and the patient was referred for treatment or a specialty consultation by another Medicaid provider in the same Shared Health Facility, obtain the Referring/Ordering Provider’s signature in this field. If not applicable, leave blank.

**PROF CD (PROFESSION CODE) [Ordering/Referring Provider] (Field 19B)**

If a license number is indicated in Field 19C, the Profession Code that identifies the ordering/referring provider’s profession must be entered in this field. Profession Codes are listed at www.emedny.com.

- Select **NYHIPAADESK** from the menu
- Click on **eMedNY Phase II News**
- Look for the box labeled “Using License Number in Phase II” and click on **Provider License Type to Profession Code Mapping**
IDENTIFICATION NUMBER [Ordering/Referring Provider] (Field 19C)

If the patient was referred for treatment or a specialty consultation by another provider, enter the referring provider’s Medicaid ID number in this field. If the referring provider is not enrolled in Medicaid, enter his/her license number. New York State license numbers must be preceded by 00; license numbers from states other than New York must be preceded by the standard Postal Office abbreviation (refer to Appendix A-Codes). If no referral was involved, leave this field blank.

DX CODE (Field 19D)

Leave this field blank.

NAME OF FACILITY WHERE SERVICES RENDERED (Field 21)

This field should be completed only when the Place of Service Code entered in Field 24B is 99 – Other Unlisted Facility.

ADDRESS OF FACILITY (Field 21A)

This field should be completed only when the Place of Service Code entered in Field 24B is 99 – Other Unlisted Facility.

Note: The address listed in this field does not have to be the facility address. It should be the address where the service was rendered.

SERVICE PROVIDER NAME (Field 22A)

Leave this field blank.

PROF CD (PROFESSION CODE) [Service Provider] (Field 22B)

Leave this field blank.

IDENTIFICATION NUMBER [Service Provider] (Field 22C)

Leave this field blank.

STERILIZATION/ABORTION CODE (Field 22D)

Leave this field blank.

STATUS CODE (Field 22E)

Leave this field blank.
POSSIBLE DISABILITY (Field 22F)

Place an ‘X’ in the Y box for YES or an ‘X’ in the N box for NO to indicate whether the service was for treatment of a condition which appeared to be of a disabling nature (the inability to engage in any substantial or gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months).

EPSDT C/THP (Field 22G)

Leave this field blank.

FAMILY PLANNING (Field 22H)

Leave this field blank.

PRIOR APPROVAL NUMBER (Field 23A)

Leave this field blank.

PAYMENT SOURCE CODE [Box M and Box O] (Field 23B)

This field has two components: Box ‘M’ and Box ‘O’. Both boxes need to be filled as follows:

Box M

The values entered in this box define the nature of the amounts entered in fields 24J and 24K. Box ‘M’ is used to indicate whether the patient is covered by Medicare and whether Medicare approved or denied payment. Enter the appropriate numeric indicator from the following list.

- **No Medicare involvement – Source Code Indicator = 1**
  Clinical Social Workers should not submit claims to Medicaid if the patient does not have Medicare coverage.

- **Patient has Medicare Part B; Medicare paid for the service – Source Code Indicator = 2**
  This code indicates that the service is covered by Medicare and that Medicare approved the service and made a payment. Medicaid is responsible for reimbursing the Medicare deductible and/or (full or partial) coinsurance.

- **Patient has Medicare Part B; Medicare denied payment – Source Code Indicator = 3**
  Clinical Social Workers should not submit claims to Medicaid if Medicare has denied approval of the service billed.
Box O
Box ‘O’ is used to indicate whether the patient has insurance coverage other than Medicare or Medicaid or whether the patient is responsible for a pre-determined amount of his/her medical expenses. The values entered in this box define the nature of the amount entered in field 24L. Enter the appropriate indicator from the following list.

- **No Other Insurance involvement – Source Code Indicator = 1**
  This code indicates that the patient does not have other insurance coverage.

- **Patient has Other Insurance coverage – Source Code Indicator = 2**
  This code indicates that the recipient has other insurance regardless of the fact that the insurance carrier(s) paid or denied payment or that the service was covered or not by the other insurance. When the value 2 is entered in box ‘O’, the two-character code that identifies the other insurance carrier must be entered in the space following Box O. If more than one insurance carrier is involved, enter the code of the insurance carrier who paid the largest amount. Refer to Information for All Providers, Third Party Information on this web page, for the appropriate Other Insurance codes.

- **Patient Participation – Source Code Indicator = 3**
  This code indicates that the recipient has incurred a pre-determined amount of medical expenses, which qualify him/her to become eligible for Medicaid.

The following chart provides a full illustration of how to complete field 23B and the relationship between this field and fields 24J, 24K and 24L.
<table>
<thead>
<tr>
<th>Code</th>
<th>Payment Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No Medicare involvement</td>
<td>Field 24J should contain the amount charged and field 24K must be left blank.</td>
</tr>
<tr>
<td>2</td>
<td>Other Insurance involved</td>
<td>Field 24L should contain the amount paid by the other insurance or $0.00 if the other insurance did not cover the service or denied payment. ** You must indicate the two-digit insurance code.</td>
</tr>
<tr>
<td>3</td>
<td>Indicates patient's participation</td>
<td>If Other Insurance is also involved, enter the total payments in 24L and ** enter the two-digit insurance code.</td>
</tr>
<tr>
<td>4</td>
<td>Other Insurance involved</td>
<td>Field 24L should contain the amount paid by the other insurance or $0.00 if the other insurance did not cover the service or denied payment. ** You must indicate the two-digit insurance code.</td>
</tr>
<tr>
<td>5</td>
<td>Medicare approved service</td>
<td>Field 24J should contain the Medicare approved amount and field 24K should contain the Medicare payment amount.</td>
</tr>
<tr>
<td>6</td>
<td>Medicare denied payment or did not cover the service</td>
<td>Field 24J should contain the amount charged and field 24K should contain $0.00.</td>
</tr>
<tr>
<td>7</td>
<td>Indicates patient's participation</td>
<td>If Other Insurance is also involved, enter the total payments in 24L and ** enter the two-digit insurance code.</td>
</tr>
<tr>
<td>8</td>
<td>Other Insurance involved</td>
<td>Field 24L should contain the amount paid by the other insurance or $0.00 if the other insurance did not cover the service or denied payment. ** You must indicate the two-digit insurance code.</td>
</tr>
</tbody>
</table>
Encounter Section: Fields 24A Through 24O

The claim form can accommodate up to seven encounters with a single patient, plus a block of encounters in a hospital setting, if all the information in the Header Section of the claim (Fields 1–23B) applies to all the encounters.

DATE OF SERVICE (Field 24A)
Enter the date on which the service was rendered in the format MM/DD/YY.

Example: April 1, 2005 = 04/01/05

Note: A service date must be entered for each procedure code listed.

PLACE [Of Service] (Field 24B)
This two-digit code indicates the type of location where the service was rendered. Please note that place of service code is different from locator code. Select the appropriate codes from Appendix A-Codes.

Note: If code 99 (Other Unlisted Facility) is entered in this field for any claim line, the exact address where the procedure was performed must be entered in fields 21 and 21A.

PROCEDURE CODE (Field 24C)
This code identifies the type of service that was rendered to the patient. Enter the appropriate five-character procedure code in this field.

Note: Procedure codes, definitions, prior approval requirements (if applicable), fees, etc. can be found on this web page under Procedure Codes and Fee Schedule for this manual.

MOD (MODIFIER) (Fields 24D, 24E, 24F and 24G)
Under certain circumstances, the procedure code must be expanded by a two-digit modifier to further explain or define the nature of the procedure. If the procedure code requires the addition of modifiers, enter one or more (up to four) modifiers in these fields.

Special Instructions for Claiming Medicare Deductible:
When billing for the Medicare deductible, modifier “U2” must be used in conjunction with the Procedure Code for which the deductible is applicable. Do not enter the “U2” modifier if billing for Medicare coinsurance.

Note: Modifier values and their definitions can be found on this web page under Procedure Codes and Fee Schedule for this manual.
DIAGNOSIS CODE (Field 24H)

Using the International Classification of Diseases, Ninth Edition, Clinical Modification (ICD-9-CM) coding system, enter the appropriate code which describes the main condition or symptom of the patient. The ICD-9-CM code must be entered exactly as it is listed in the manual in the correct spaces of this field and in relation to the decimal point.

Note: A three-digit Diagnosis Code (no entry following the decimal point) will only be accepted when the Diagnosis Code has no subcategories. Diagnosis Codes with subcategories MUST be entered with the subcategories indicated after the decimal point.

The following is an example of an ICD-9-CM Diagnosis Code properly entered in Field 24H:

<table>
<thead>
<tr>
<th>Example:</th>
<th>24H.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 0 0.0 1</td>
</tr>
</tbody>
</table>

DAYS OR UNITS (Field 24I)

If a procedure was performed and approved by Medicare more than one time on the same date of service, enter the number of times in this field. If the procedure was performed only one time, this field may be left blank.

The entries in Field 23B, Payment Source Code, determine the entries in Fields 24J, 24K, and 24L.

CHARGES (Field 24J)

This field must contain the Medicare Approved Amount when billing for CSW diagnostic services. When billing for therapeutic services, enter the Medicare reasonable charge amount.

Medicare Approved Amount:
When Box ‘M’ in field 23B has an entry value of 2, enter the Medicare Approved Amount in field 24J. The Medicare Approved amount is determined as follows:

- If billing for the Medicare deductible, the Medicare Approved amount should equal the Deductible amount claimed, which must not exceed $110.00.
- If billing for the Medicare coinsurance, the Medicare Approved amount should equal the sum of: the amount paid by Medicare plus the Medicare co-insurance amount plus the Medicare deductible amount, if any.
Medicare Reasonable Charge Amount
Although this amount does not appear on the Medicare Explanation of Benefits (EOMB), it can be calculated by increasing the Medicare Allowed amount by 60%. It may also be calculated by adding together the Medicare Paid amount and the Amount Due from the Patient, both found on the EOMB.

**Note:** Field 24J must never contain zero. If the Medicare approved amount from the EOMB equals zero, then Medicaid should not be billed.

**UNLABELED (Field 24K)**
This field must contain the Medicare Paid amount.

- When billing for the Medicare **deductible**, enter 0.00 in this field.
- When billing for the Medicare **coinsurance**, enter the Medicare Paid amount as the sum of the actual Medicare paid amount and the Medicare deductible, if any.

**UNLABELED (Field 24L)**
This field must be completed when Box ‘O’ in field 23B has an entry value of 2 or 3.

- When Box ‘O’ has an entry value of 2, enter the other insurance payment in this field. If more than one insurance carrier contributes to payment of the claim, add the payment amounts and enter the total amount paid by all other insurance payers in this field.

- When Box ‘O’ has an entry value of 3, enter the Patient Participation amount. If the patient is covered by other insurance and the insurance carrier(s) paid for the service, add the Other Insurance payment to the Patient Participation amount and enter the sum in this field.

If none of the above situations is applicable, leave this field blank.

**Note:** It is the responsibility of the provider to determine whether the recipient’s Other Insurance carrier covers the service being billed for, as Medicaid is always the payer of last resort.

If the other insurance carrier denied payment enter 0.00 in field 24L. Proof of denial of payment must be maintained in the patient’s billing record. Zeroes must also be entered in this field if any of the following situations apply:

- Prior to billing the insurance company, the provider knows that the service will not be covered because:
The provider has had a previous denial for payment for the service from the particular insurance policy. However, the provider should be aware that the service should be billed if the insurance policy changes. Proof of denials must be maintained in the patient’s billing record. Prior claims denied due to deductibles not being met are not to be counted as denials for subsequent billings.

In very limited situations the Local Department of Social Services (LDSS) has advised the provider to zero-fill other insurance payment for same type of service. This communication should be documented in the patient’s billing record.

- The provider bills the insurance company and receives a rejection because:
  - The service is not covered; or
  - The deductible has not been met.

- The provider cannot directly bill the insurance carrier and the policyholder is either unavailable to, or uncooperative in submitting claims to the insurance company. In these cases the LDSS must be notified prior to zero-filling. Since June 1, 1992 LDSS has subrogation rights enabling them to complete claim forms on behalf of uncooperative policyholders who do not pay the provider for the services. The LDSS office can direct the insurance company to pay the provider directly for the service whether or not the provider participates with the insurance plan. The provider should contact the third party worker in the local social services office whenever he/she encounters policyholders who are uncooperative in paying for covered services received by their dependents who are on Medicaid. In other cases the provider will be instructed to zero-fill the Other Insurance Payment in the Medicaid claim and the LDSS will retroactively pursue the third party resource.

- The recipient or an absent parent collects the insurance benefits and fails to submit payment to the provider. The LDSS must be notified so that sanctions and/or legal action can be brought against the recipient or absent parent.

- The provider is instructed to zero-fill by the LDSS for circumstances not listed above.

*Fields 24M through 24O (INPATIENT HOSPITAL VISITS) may be used for block-billing CONSECUTIVE visits within the SAME MONTH/YEAR made to a recipient in a hospital inpatient status.*

**INPATIENT HOSPITAL VISITS [From/Through Dates] (Field 24M)**

Leave this field blank.
PROC (PROCEDURE CODE) (Field 24N)

Leave this field blank.

MOD (MODIFIER) (Field 24O)

Leave this field blank.

Note: Leave the last row of Fields 24H, 24J, 24K, and 24L blank.

Trailer Section: Fields 25 Through 34

The information entered in the Trailer Section of the claim form (fields 25 through 34) must apply to all of the claim lines entered in the Encounter Section of the form.

CERTIFICATION [Signature Of Physician or Supplier] (Field 25)

The billing provider must sign the claim form. Rubber stamp signatures are not acceptable. Please note that the certification statement is on the back of the form.

PROVIDER IDENTIFICATION NUMBER (Field 25A)

The Medicaid Provider ID number is the eight-digit identification number assigned to providers at the time of enrollment in the Medicaid program.

The Provider ID number is pre-printed by CSC on this field for all providers except for practitioner groups.

MEDICAID GROUP IDENTIFICATION NUMBER (Field 25B)

The Medicaid Group ID number is the eight-digit identification number assigned to the Group at the time of enrollment in the Medicaid program.

For a Group Practice, the Group ID number is pre-printed by CSC on this field. A claim should be submitted under the Group ID only if payment for the service(s) being claimed is to be made to the group. In such case, the Medicaid Provider ID number of the group member that rendered the service must be entered in field 25A.

For a Shared Health Facility, enter in this field the 8-digit identification number assigned to the facility by the New York State Department of Health at the time of enrollment in the Medicaid program.

If the provider or the service(s) rendered is not associated with a Group Practice or a Shared Health Facility, leave this field blank.
LOCATOR CODE (Field 25C)

Locator codes are assigned to the provider for each service address registered at the time of enrollment in the Medicaid program or at anytime, afterwards, that a new location is added.

Currently, locator codes are issued as two-digit codes. However, any entry in this field must have three digits. Therefore, providers need to enter an additional zero to the left of these two-digit codes to comply with eMedNY billing requirements. For example, locator code 03 must be entered as 003, etc.

Locator codes 001 and 002 are for administrative use only and are not to be entered in this field. If the provider renders services at one location only, enter locator code 003. If the provider renders service to Medicaid recipients at more than one location, the entry may be 003 or a higher locator code. Enter the locator code that corresponds to the address where the service was performed.

Note: The provider is reminded of the obligation to notify Medicaid of all service locations as well as changes to any of them. For information on where to direct locator code updates, please refer to Information for All Providers, Inquiry section on this web page.

SA EXCP CODE (SERVICE AUTHORIZATION EXCEPTION CODE) (Field 25D)

Leave this field blank.

COUNTY OF SUBMITTAL (Unnumbered Field)

Enter the name of the county wherein the claim form is signed. The County may be left blank only when the provider's address, as preprinted in the lower right corner of the claim form, is within the county wherein the claim form is signed.

DATE SIGNED (Field 25E)

Enter the date on which the Physician signed the claim form. The date should be in the format MM/DD/YY.

Note: In accordance with New York State regulations, claims must be submitted within 90 days of the Date of Service unless acceptable circumstances for the delay can be documented. For more information about billing claims over 90 days or two years from the Date of Service, refer to Information for All Providers, General Billing section, which can be found on this web page.
**PHYSICIAN’S OR SUPPLIER’S NAME, ADDRESS, ZIP CODE (Field 31)**

The provider’s name and correspondence address are preprinted in this field except for practitioner groups.

**Note:** It is the responsibility of the provider to notify Medicaid of any change of address or other pertinent information within 15 days of the change. For information on where to direct address change requests, please refer to Information for All Providers, Inquiry section which can be found on this web page.

**PATIENT’S ACCOUNT NUMBER (Field 32)**

For record-keeping purposes, the provider may choose to identify a recipient by using an office account number. This field can accommodate up to 20 alphanumeric characters. If an office account number is indicated on the claim form, it will be returned on the Remittance Advice. Using an Office Account Number can be helpful for locating accounts when there is a question on recipient identification.

**OTHER REFERRING/ORDERING PROVIDER ID/LICENSE NUMBER (Field 33)**

Leave this field blank.

**PROF CD (PROFESSION CODE) [Other Referring/Ordering Provider] (Field 34)**

Leave this field blank.
Section III – Remittance Advice

The purpose of this section is to familiarize the provider with the design and contents of the Remittance Advice.

eMedNY produces remittance advices on a weekly (processing cycle) basis. Weekly remittance advices contain the following information:

- A listing of all claims (identified by several pieces of information as submitted on the claim) that have entered the computerized processing system during the corresponding cycle.
- The status of each claim (deny/paid/pend) after processing.
- The eMedNY edits (errors) failed by pending or denied claims.
- Subtotals (by category, status, and member ID) and grand totals of claims and dollar amounts.
- Other financial information such as recoupments, negative balances, etc.

The remittance advice, in addition to showing a record of claim transactions, can assist providers in identifying and correcting billing errors and plays an important role in the communication between the provider and the Fiscal Agent for resolving billing or processing issues.

Remittance advices are available in electronic and paper formats.

Electronic Remittance Advice

The electronic HIPAA 835 transaction (Remittance Advice) is available via the eMedNY eXchange or FTP. To request the electronic remittance advice (835) providers must complete the HIPAA 835 Transaction Request form, which is available at www.emedny.org.

Under Information:

- Click on Provider Enrollment Forms
- Click on HIPAA 835 Transaction Request Form

For additional information, providers may also call CSC-Provider Enrollment Support at 800-343-9000.
The NYS Medicaid Companion Guides for the 835 transaction are available at www.emedny.org.

✓ Select NYHIPAADESK from the menu

✓ Click on eMedNY Phase II HIPAA Transactions

✓ Look for the box labeled “835 Health Care Claim Payment Advice Transaction”

Providers who submit claims under multiple ETINs receive a separate 835 for each ETIN and a separate check for each 835. Also, any 835 transaction can contain a maximum of ten thousand (10,000) claim lines; any overflow will generate a separate 835 and a separate check.

Providers who choose to receive the 835 electronic remittance advice will receive adjudicated claims (paid/denied) detail for their electronic and paper claim submissions on this format. Pending claims do not appear in the 835 transaction; they are listed in the Supplemental file, which will be sent along with the 835 transactions for any processing cycle that produce pends.

**Paper Remittance Advice**

Remittance advices are also available on paper. Providers who bill electronically but do not specifically request to receive the 835 transaction are sent paper remittance advices. Providers who bill all of their claims on paper forms can only receive paper remittance advices.

**Remittance Sorts**

The default sort for the paper remittance advice is:
Claim Status (denied, paid, pending) – Patient ID – TCN

Providers can request other sort patterns that may better suit their accounting systems. The additional sorts available are as follows:

- TCN – Claim Status – Patient ID – Date of Service
- Patient ID – Claim Status – TCN
- Date of Service – Claim Status – Patient ID

To request a sort pattern other than the default, providers must complete the Remittance Sort Request form, available at www.emedny.org
Under Information:

✓ Click on Provider Enrollment Forms

✓ Click on Paper Remittance Sort Request

For additional information, providers may also call CSC-Provider Enrollment Support at 800-343-9000.

Remittance Advice Format

The remittance advice is composed of five sections as described below.

- Section One may be one of the following:
  - Medicaid Check
  - Notice of Electronic Funds Transfer (EFT)
  - Summout (no claims paid)

- Section Two: Provider Notification (special messages)

- Section Three: Claim Detail

- Section Four
  - Financial Transactions (recoupments)
  - Accounts Receivable (cumulative financial information)

- Section Five: Edit (Error) Description

Explanation of Remittance Advice Sections

The next pages present a sample of each section of the remittance advice for Clinical Social Workers followed by an explanation of the elements contained in the section.

The information displayed in the remittance advice samples is for illustration purposes only.

The following information applies to a remittance advice with the default sort pattern.
Section One – Medicaid Check

For providers who have selected to be paid by check, a Medicaid check is issued when the provider has claims approved for the cycle and the approved amount is greater than the recoupments, if any, scheduled for the cycle. This section contains the check stub and the actual Medicaid check (payment).

TO:  JAMES STRONG  DATE:  2005-08-01
REMITTANCE NO:  05080100006
PROVIDER ID:  00112233

05080100006  2005-08-01
JAMES STRONG
100 BROADWAY
ANYTOWN                     NY                  11111

YOUR CHECK IS BELOW – TO DETACH, TEAR ALONG PERFORATED DASHED LINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>REMITTANCE NUMBER</th>
<th>PROVIDER ID NO.</th>
<th>DOLLARS/CENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-08-01</td>
<td>05080100006</td>
<td>00112233</td>
<td>$*****143.80</td>
</tr>
</tbody>
</table>

MEDICAID MANAGEMENT INFORMATION SYSTEM

TO THE ORDER OF

05080100006  2005-08-01
JAMES STRONG
100 BROADWAY
ANYTOWN                     NY                  11111

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
CHECKS DRAWN ON
KEY BANK N.A.
60 STATE STREET, ALBANY, NEW YORK 12207

Version 2005 – 1 (04/01/05)
Check Stub Information

**UPPER LEFT CORNER**
Provider’s name (as recorded in the Medicaid files)

**UPPER RIGHT CORNER**
Date on which the remittance advice was issued
Remittance number
Provider ID number

**CENTER**
Remittance number/date
Provider’s name/address

*Medicaid Check*

**LEFT SIDE**
Table
  Date on which the check was issued
  Remittance number
  Provider ID number
Remittance number/date
Provider’s name/address

**RIGHT SIDE**
Dollar amount. This amount must equal the Net Total Paid Amount under the Grand Total subsection plus the total sum of the Financial Transaction section.
Section One – EFT Notification

For providers who have selected electronic funds transfer (or direct deposit), an EFT transaction is processed when the provider has claims approved during the cycle and the approved amount is greater than the recoupments, if any, scheduled for the cycle. This section indicates the amount of the EFT.

PAYMENT IN THE ABOVE AMOUNT WILL BE DEPOSITED VIA AN ELECTRONIC FUNDS TRANSFER.
Information on the EFT Notification Page

**UPPER LEFT CORNER**
Provider’s name (as recorded in the Medicaid files)

**UPPER RIGHT CORNER**
Date on which the remittance advice was issued
Remittance number
Provider ID number

**CENTER**
Remittance number/date
Provider’s name/address

Provider’s Name – Amount transferred to the provider’s account. This amount must equal the Net Total Paid Amount under the Grand Total subsection plus the total sum of the Financial Transaction section.
Section One – Summout (No Payment)

A summout is produced when the provider has no positive total payment for the cycle and, therefore, there is no disbursement of moneys.
Information on the Summout Page

**UPPER LEFT CORNER**
Provider Name (as recorded in Medicaid files)

**UPPER RIGHT CORNER**
Date on which the remittance advice was issued
Remittance number
Provider ID number

**CENTER**
Notification that no payment was made for the cycle (no claims were approved)
Provider name and address
Section Two – Provider Notification

This section is used to communicate important messages to providers.

EMEDNY WILL BE CLOSED MONDAY, SEPTEMBER 5, 2005 IN OBSERVANCE OF LABOR DAY.
Information on the Provider Notification Page

UPPER LEFT CORNER
Provider’s name and address

UPPER RIGHT CORNER
Remittance page number
Date on which the remittance advice was issued
Cycle number

ETIN (not applicable)
Name of section: PROVIDER NOTIFICATION
Provider ID number
Remittance number

CENTER
Message text
Section Three – Claim Detail

This section provides a listing of all new claims that were processed during the specific cycle plus claims that were previously pended and denied during the specific cycle. This section may also contain pending claims from previous cycles that remain in a pend status.

<table>
<thead>
<tr>
<th>LN.</th>
<th>OFFICE ACCOUNT NUMBER</th>
<th>CLIENT NAME</th>
<th>CLIENT ID NUMBER</th>
<th>TCN</th>
<th>DATE OF SERVICE</th>
<th>PROC. CODE</th>
<th>UNITS</th>
<th>CHARGED</th>
<th>PAID</th>
<th>STATUS</th>
<th>ERRORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>CP343444</td>
<td>DAVIS</td>
<td>UU44444R</td>
<td>05206-000000227-0-0</td>
<td>07/11/05</td>
<td>96100</td>
<td>1.000</td>
<td>52.80</td>
<td>0.00</td>
<td>DENY</td>
<td>00162</td>
</tr>
<tr>
<td>01</td>
<td>CP443544</td>
<td>BROWN</td>
<td>PP88888M</td>
<td>05206-000011334-0-0</td>
<td>07/11/05</td>
<td>90818</td>
<td>1.000</td>
<td>17.60</td>
<td>0.00</td>
<td>DENY</td>
<td>00244</td>
</tr>
<tr>
<td>01</td>
<td>CP766578</td>
<td>MALONE</td>
<td>SS99999L</td>
<td>05206-000013556-0-0</td>
<td>07/19/05</td>
<td>90812</td>
<td>1.000</td>
<td>14.30</td>
<td>0.00</td>
<td>DENY</td>
<td>00162</td>
</tr>
<tr>
<td>01</td>
<td>CP999890</td>
<td>SMITH</td>
<td>ZZ222222T</td>
<td>05206-0000332456-0-0</td>
<td>07/20/05</td>
<td>90806</td>
<td>1.000</td>
<td>77.50</td>
<td>0.00</td>
<td>DENY</td>
<td>00131</td>
</tr>
</tbody>
</table>

* = PREVIOUSLY PENDED CLAIM
** = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS: DENIED $162.20
NET AMOUNT ADJUSTMENTS: DENIED $0.00
NET AMOUNT VOIDS: DENIED $0.00
NET AMOUNT VOIDS – ADJUSTS: $0.00

NUMBER OF CLAIMS:
- Original Claims: 4
- Adjustments: 0
- Voids: 0
- Voids – Adjusts: 0
<table>
<thead>
<tr>
<th>LN.</th>
<th>OFFICE ACCOUNT NUMBER</th>
<th>CLIENT NAME</th>
<th>CLIENT ID NUMBER</th>
<th>TCN</th>
<th>DATE OF SERVICE</th>
<th>PROC. CODE</th>
<th>UNITS</th>
<th>CHARGED</th>
<th>PAID</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>DAVIS</td>
<td>UU44444R</td>
<td>05206-000033667-0-0</td>
<td>07/11/05</td>
<td>90806</td>
<td>1.000</td>
<td>14.30</td>
<td>14.30</td>
<td>PAID</td>
</tr>
<tr>
<td>02</td>
<td>CP112345</td>
<td>DAVIS</td>
<td>UU44444R</td>
<td>05206-000033667-0-0</td>
<td>07/12/05</td>
<td>90812</td>
<td>1.000</td>
<td>14.30</td>
<td>14.30</td>
<td>PAID</td>
</tr>
<tr>
<td>01</td>
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<td>CRUZ</td>
<td>LL11111B</td>
<td>05206-000046667-0-0</td>
<td>07/14/05</td>
<td>90826</td>
<td>1.000</td>
<td>52.80</td>
<td>52.80</td>
<td>PAID</td>
</tr>
<tr>
<td>01</td>
<td>CP445677</td>
<td>JONES</td>
<td>YY333333S</td>
<td>05206-000056767-0-0</td>
<td>07/15/05</td>
<td>96100</td>
<td>1.000</td>
<td>66.00</td>
<td>66.00</td>
<td>PAID</td>
</tr>
<tr>
<td>01</td>
<td>CP113487</td>
<td>WAGER</td>
<td>ZZ987865R</td>
<td>05206-000067767-0-0</td>
<td>06/05/05</td>
<td>96100</td>
<td>1.000</td>
<td>17.60</td>
<td>17.60</td>
<td>ADJT</td>
</tr>
<tr>
<td>01</td>
<td>CP744495</td>
<td>PARKER</td>
<td>VZ45678P</td>
<td>05206-000088767-0-0</td>
<td>06/05/05</td>
<td>90818</td>
<td>13.000</td>
<td>14.30</td>
<td>14.00</td>
<td>ADJT</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT ORIGINAL CLAIMS PAID: 147.40  NUMBER OF CLAIMS: 4

NET AMOUNT ADJUSTMENTS PAID: 3.60-  NUMBER OF CLAIMS: 1

NET AMOUNT VOIDS PAID: 0.00  NUMBER OF CLAIMS: 0

NET AMOUNT VOIDS - ADJUSTS PAID: 3.60-  NUMBER OF CLAIMS: 1

* = PREVIOUSLY PENDED CLAIM
** = NEW PEND
### Medical Assistance (Title XIX) Program

#### Remittance Statement

<table>
<thead>
<tr>
<th>LN.</th>
<th>Office Account Number</th>
<th>Client Name</th>
<th>Client ID Number</th>
<th>TCN</th>
<th>Date of Service</th>
<th>Proc. Code</th>
<th>Units</th>
<th>Charged</th>
<th>Paid</th>
<th>Status</th>
<th>Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>CP8765432</td>
<td>CRUZ</td>
<td>LL11111B</td>
<td>05206-00003467-0-0</td>
<td>07/13/05</td>
<td>90826</td>
<td>1.000</td>
<td>69.30</td>
<td>0.00</td>
<td><strong>PEND</strong></td>
<td>00162</td>
</tr>
<tr>
<td>02</td>
<td>CP4555557</td>
<td>CRUZ</td>
<td>LL11111B</td>
<td>05206-00003468-0-0</td>
<td>07/14/05</td>
<td>90853</td>
<td>1.000</td>
<td>71.04</td>
<td>0.00</td>
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<td>00162</td>
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<tr>
<td>01</td>
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<td>TAYLOR</td>
<td>GG43210D</td>
<td>05206-000035665-0-0</td>
<td>07/14/05</td>
<td>96100</td>
<td>1.000</td>
<td>14.30</td>
<td>0.00</td>
<td><strong>PEND</strong></td>
<td>00142</td>
</tr>
<tr>
<td>01</td>
<td>CP0009765</td>
<td>ESPOSITO</td>
<td>FF98765C</td>
<td>05206-000033660-0-0</td>
<td>07/12/05</td>
<td>90812</td>
<td>1.000</td>
<td>14.30</td>
<td>0.00</td>
<td><strong>PEND</strong></td>
<td>00131</td>
</tr>
</tbody>
</table>

* = Previously Pended Claim
** = New Pended Claim

**Total Amount Original Claims**: 168.94
**Number of Claims**: 4

**Total Amount Adjustments**: 0.00
**Number of Claims**: 0

**Total Amount Voids**: 0.00
**Number of Claims**: 0

**Total Pends**: 3.60
**Number of Claims**: 1

**Total Pends**: 168.94
**Number of Claims**: 4

**Total Paid**: 147.40
**Number of Claims**: 4

**Net Total Paid**: 143.80
**Number of Claims**: 5

**Member ID**: 00112233

**Total Pended**: 168.94
**Number of Claims**: 4

**Total Denied**: 162.20
**Number of Claims**: 4

**Net Total Denied**: 143.80
**Number of Claims**: 5

---

**Clinical Social Worker Guidelines**
**REMITTANCE STATEMENT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Number of Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOIDS – ADJUSTS</td>
<td>3.60</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL PENDS</td>
<td>168.94</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL PAID</td>
<td>147.40</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL DENY</td>
<td>162.20</td>
<td>4</td>
</tr>
<tr>
<td>NET TOTAL PAID</td>
<td>143.80</td>
<td>5</td>
</tr>
</tbody>
</table>
**General Information on the Claim Detail Pages**

**UPPER LEFT CORNER**
Provider’s name and address

**UPPER RIGHT CORNER**
Remittance page number
Date on which the remittance advice was issued
Cycle number. The cycle number should be used when calling CSC with questions about specific processed claims or payments.

ETIN (not applicable)
Provider Service Classification: **PRACTITIONER**
Provider ID number
Remittance number

**Explanation of the Claim Detail Columns**

**LN. NO. (LINE NUMBER)**
This column indicates the line number of each claim as it appears on the claim form.

**OFFICE ACCOUNT NUMBER**
If a Patient/Office Account Number was entered in the claim form, that number (up to 20 characters) will appear under this column.

**CLIENT NAME**
This column indicates the last name of the patient. If an invalid Medicaid Client ID was entered in the claim form, the ID will be listed as it was submitted but no name will appear under this column.

**CLIENT ID**
The patient’s Medicaid ID number appears under this column.

**TCN**
The TCN is a unique identifier assigned to each document (claim form) that is processed. If multiple claim lines are submitted on the same claim form, all the lines are assigned the same TCN.

**DATE OF SERVICE**
This column lists the service date as entered in the claim form.

**PROCEDURE CODE**
The five-digit procedure code that was entered in the claim form appears under this column.
**UNITS**
The total number of units of service for the specific claim appears under this column. The units are indicated with three (3) decimal positions. Since Clinical Social Workers must only report whole units of service, the decimal positions will always be 000. For example: 3 units will be indicated as 3.000.

**CHARGED**
This column lists either the amount the provider charged for the claim or the Medicare Approved amount if applicable.

**PAID**
If the claim is approved, the amount paid appears under this column. If the claim has a pend or deny status, the amount paid will be zero (0.00).

**STATUS**
This column indicates the status (DENY, PAID/ADJT/VOID, PEND) of the claim line.

**Denied Claims**
Claims for which payment is denied will be identified by the DENY status. A claim may be denied for the following general reasons:

- The service rendered is not covered by the New York State Medicaid Program.
- The claim is a duplicate of a prior paid claim.
- The required Prior Approval has not been obtained.
- Information entered in the claim form is invalid or logically inconsistent.

**Approved Claims**
Approved claims will be identified by the statuses PAID, ADJT (adjustment), or VOID.

**Paid Claims**
The status PAID refers to original claims that have been approved.

**Adjustments**
The status ADJT refers to a claim submitted in replacement of a paid claim with the purpose of changing one or more fields. An adjustment has two components: the credit transaction (previously paid claim) and the debit transaction (adjusted claim).

**Voids**
The status VOID refers to a claim submitted with the purpose of canceling a previously paid claim. A void lists the credit transaction (previously paid claim) only.
Pending Claims
Claims that require further review or recycling will be identified by the **PEND** status. The following are examples of circumstances that commonly cause claims to be pended:

- New York State Medical Review required.
- Procedure requires manual pricing.
- No match found in the Medicaid files for certain information submitted on the claim, for example: Recipient ID, Prior Approval, Service Authorization. These claims are recycled for a period of time during which the Medicaid files may be updated to match the information on the claim.

After manual review is completed, a match is found in the Medicaid files or the recycling time expires, pended claims may be approved for payment or denied.

A new pend is signified by two asterisks (**). A previously pended claim is signified by one asterisk (*).

**ERRORS**
For claims with a DENY or PEND status, this column indicates the NYS Medicaid edit (error) numeric code(s) that caused the claim to deny or pend. Some edit codes may also be indicated for a PAID claim. These are “approved” edits, which identify certain “errors” found in the claim, which do not prevent the claim from being approved. Up to twenty-five (25) edit codes, including approved edits, may be listed for each claim. Edit code definitions will be listed on the last page(s) of the remittance advice.

**Subtotals/Totals**
Subtotals of dollar amounts and number of claims are provided as follows:

Subtotals by claim **status** appear at the end of the claim listing for each status. The subtotals are broken down by:

- Original claims
- Adjustments
- Voids
- Adjustments/voids combined
Subtotals by **provider type** are provided at the end of the claim detail listing. These subtotals are broken down by:

- Adjustments/voids (combined)
- Pends
- Paid
- Denied
- Net total paid (sum of approved adjustments/voids and paid original claims)

Totals by **member ID** are provided next to the subtotals for provider type. For individual practitioners these totals are exactly the same as the subtotals by provider type. For practitioner groups, this subtotal category refers to the specific member of the group who provided the services. These subtotals are broken down by:

- Adjustments/voids (combined)
- Pends
- Paid
- Deny
- Net total paid (sum of approved adjustments/voids and paid original claims)

**Grand Totals** for the entire provider remittance advice appear on a separate page following the page containing the totals by **provider type and member ID**. The grand total is broken down by:

- Adjustments/voids (combined)
- Pends
- Paid
- Deny
- Net total paid (entire remittance)
Section Four

This section has two subsections:

- Financial Transactions
- Accounts Receivable

Financial Transactions

The Financial Transactions subsection lists all the recoupments that were applied to the provider during the specific cycle. If there is no recoupment activity, this subsection is not produced.

<table>
<thead>
<tr>
<th>FCN</th>
<th>FINANCIAL REASON CODE</th>
<th>FISCAL TRANS TYPE</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>200505060236547</td>
<td>XXX</td>
<td>RECOUPMENT REASON DESCRIPTION</td>
<td>05 09 05</td>
<td>$$.$$</td>
</tr>
</tbody>
</table>

NET FINANCIAL TRANSACTION AMOUNT $$.$$

NUMBER OF FINANCIAL TRANSACTIONS XXX
Explanation of the Financial Transactions Columns

**FCN (Financial Control Number)**
This is a unique identifier assigned to each financial transaction.

**FINANCIAL REASON CODE**
This code is for DOH/CSC use only; it has no relevance to providers. It identifies the reason for the recoupment.

**FISCAL TRANSACTION TYPE**
This is the description of the Financial Reason Code. For example: Third Party Recovery.

**DATE**
The date on which the recoupment was applied. Since all the recoupments listed on this page pertain to the current cycle, all the recoupments will have the same date.

**AMOUNT**
The dollar amount corresponding to the particular fiscal transaction. This amount is deducted from the provider's total payment for the cycle.

**Totals**
The total dollar amount of the financial transactions (Net Financial Transaction Amount) and the total number of transactions (Number of Financial Transactions) appear below the last line of the transaction detail list.

The Net Financial Transaction Amount added to the Claim Detail-Grand Total must equal the Medicaid Check or EFT amounts.
**Accounts Receivable**

This subsection displays the original amount of each of the outstanding Financial Transactions and their current balance after the cycle recoupments were applied. If there are no outstanding negative balances, this section is not produced.

<table>
<thead>
<tr>
<th>REASON CODE DESCRIPTION</th>
<th>ORIG BAL</th>
<th>CURR BAL</th>
<th>RECOUP %/AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$XXX.XX-</td>
<td>$XXX.XX-</td>
<td>999</td>
<td></td>
</tr>
<tr>
<td>$XXX.XX-</td>
<td>$XXX.XX-</td>
<td>999</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL AMOUNT DUE THE STATE $XXX.XX
Explanation of the Accounts Receivable Columns

If a provider has negative balances of different types or negative balances created at different times, each negative balance will be listed in a different line.

**REASON CODE DESCRIPTION**
This is the description of the Financial Reason Code. For example: Third Party Recovery.

**ORIGINAL BALANCE**
The original amount (or starting balance) for any particular financial reason.

**CURRENT BALANCE**
The current amount owed to Medicaid (after the cycle recoupments, if any, were applied). This balance may be equal to or less than the original balance.

**RECOUPEMENT % AMOUNT**
The deduction (recoupment) scheduled for each cycle.

**Total Amount Due the State**
This amount is the sum of all the Current Balances listed above.
Section Five – Edit Descriptions

The last section of the Remittance Advice features the description of each of the edit codes (including approved codes) failed by the claims listed in Section Three. The codes are listed in ascending numeric order.

THE FOLLOWING IS A DESCRIPTION OF THE EDIT REASON CODES THAT APPEAR ON THE CLAIMS FOR THIS REMITTANCE:

- 00131 PROVIDER NOT APPROVED FOR SERVICE
- 00142 SERVICE CODE NOT EQUAL TO PA
- 00162 RECIPIENT INELIGIBLE ON DATE OF SERVICE
- 00244 PA NOT ON OR REMOVED FROM FILE
## Appendix A – Code Sets

### Place of Service

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td>12</td>
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<td>42</td>
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<td>End stage renal disease treatment facility</td>
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<td>72</td>
<td>Rural health clinic</td>
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<td>81</td>
<td>Independent laboratory</td>
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### United States Standard Postal Abbreviations

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### American Territories

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**Note:** Required only when reporting out-of-state license numbers.