



New York State Billing Guidelines

DENTAL



eMedNY is the name of the New York State Medicaid system. The eMedNY system allows New York Medicaid providers to submit claims and receive payments for Medicaid-covered services provided to eligible members.

eMedNY offers several innovative technical and architectural features, facilitating the adjudication and payment of claims and providing extensive support and convenience for its users.

The information contained within this document was created in concert by DOH and eMedNY. More information about eMedNY can be found at www.emedny.org.

TABLE OF CONTENTS

1. Purpose Statement..... 4

2. Claims Submission 5

 2.1 Electronic Claims 5

 2.2 Paper Claims..... 6

 2.2.1 General Instructions for Completing Paper Claims 6

 2.3 Claim Form A – eMedNY-000201..... 8

 2.4 Dental Services Billing Instructions 8

 2.4.1 Claim Form A – eMedNY-00201 Field Instructions 8

3. Remittance Advice..... 21

Appendix A Claim Samples..... 22

Appendix B Code Sets 24

*For eMedNY Billing Guideline questions, please contact
the eMedNY Call Center 1-800-343-9000.*

1. 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 Dental providers and should be used by the provider as an instructional, as well as a reference tool. For providers new to NYS Medicaid, it is required to read the Trading Partner Information Companion Guide available at www.emedny.org by clicking on the link to the webpage as follows: [eMedNY Trading Partner Information Companion Guide](#).

2. Claims Submission

Dental providers can submit their claims to NYS Medicaid in electronic or paper formats.

Providers are required to submit an Electronic/Paper Transmitter Identification Number (ETIN) Application and Certification Statement before submitting claims to NYS Medicaid. Certification Statements remain in effect and apply to all claims until superseded by another properly executed Certification Statement.

Providers are asked to update their Certification Statement on an annual basis. Renewal information is sent when the Certification Statement nears expiration. Information about these requirements is available at www.emedny.org by clicking on the link: [eMedNY Trading Partner Information Companion Guide](#).

2.1 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.

Dental providers who choose to submit their Medicaid claims electronically using the 5010 ASCX12 format are required to use the HIPAA Dental (837D) transaction.

Direct billers should refer to the sources listed below in order to comply with the NYS Medicaid requirements.

- 5010 Implementation Guides (IGs) explain the proper use of 837D standards and other program specifications. These documents are available at store.X12.org.
- The eMedNY 5010 Companion Guide provides specific instructions on the NYS Medicaid requirements for the 837D transaction. This document is available at www.emedny.org by clicking on the link: [eMedNY Transaction Information Standard Companion Guide](#).

Further information on the 5010 transaction is available at www.emedny.org by clicking on the link: [eMedNYHIPAASupport](#).

Further information about electronic claim prerequisites is available at www.emedny.org by clicking on the link: [eMedNY Trading Partner Information Companion Guide](#).

2.2 Paper Claims

Dental providers who choose to submit their claims on paper forms must use the New York State eMedNY-000201 claim form (Form A).

To view a sample Dental eMedNY-000201 claim form, see Appendix A. The displayed claim form is a sample and the information it contains is for illustration purposes only.

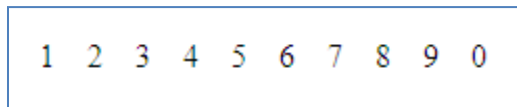
An Electronic Transmission Identification Number (ETIN) and a Certification Statement are required to submit paper claims. Providers who have a valid ETIN for the submission of electronic claims do not need an additional ETIN for paper submissions. The ETIN and the associated certification qualify the provider to submit claims in both electronic and paper formats. Information about these requirements is available at www.emedny.org by clicking on the link: [eMedNY Trading Partner Information Companion Guide](#).

2.2.1 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.
- Numbers should be written as close to the example below in Exhibit 2.2.1-1 as possible:

Exhibit 2.2.1-1







- Circles (the letter O, the number 0) must be closed.
- Avoid unfinished characters. See the example in Exhibit 2.2.1-2.

Exhibit 2.2.1-2

Written As	Intended As	Interpreted As										
<table border="1"> <tr> <td></td> <td></td> <td>6.</td> <td>0</td> <td>0</td> </tr> </table>			6.	0	0	6.00	<table border="1"> <tr> <td></td> <td></td> <td>6.</td> <td>6</td> <td>0</td> </tr> </table> → Zero interpreted as six			6.	6	0
		6.	0	0								
		6.	6	0								


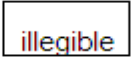
- When typing or printing, stay within the box provided; ensure that no characters (letters or numbers) touch the claim form lines. See the example in Exhibit 2.2.1-3.

Exhibit 2.2.1-3

Written As	Intended As	Interpreted As	
	2		→ Two interpreted as seven
	3		→ Three interpreted as two

- Characters should not touch each other as seen in Exhibit 2.2.1-4.

Exhibit 2.2.1-4

Written As	Intended As	Interpreted As	
	23		→ 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.

The address for submitting claim forms is:

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

2.3 Claim Form A – eMedNY-000201

To order the New York State Medicaid Claim Form A – eMedNY-000201, please contact the eMedNY call center at 1-800-343-9000.

To view the eMedNY-000201 claim form, see Appendix A. The displayed claim form is a sample and is for illustration purposes only.

2.4 Dental Services Billing Instructions

This subsection of the Billing Guidelines covers the specific NYS Medicaid billing requirements for Dental providers. Although the instructions that follow are based on the eMedNY-000201 paper claim form, they are also intended as a guideline for electronic billers to find out what information they need to provide in their claims. For further electronic claim submission information, refer to the eMedNY 5010 Companion Guide which is available at www.emedny.org by clicking on the link: [eMedNY Transaction Information Standard Companion Guide](#).

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

2.4.1 Claim Form A – eMedNY-00201 Field Instructions

Header Section: Fields 1 through 24B

The information entered in the Header Section of the claim form (fields 1 through 24B) applies to all claim lines entered in the Procedure Section of the form.

Provider ID Number (Field 1)

Enter the provider's 10-digit National Provider Identifier (NPI). In the un-numbered area below Field 1, enter the provider's name and address, using the full nine-digit ZIP code.

Billing Date (Field 2)

Leave this field blank.

Group ID Number (Field 3)

Group Practices

Enter the NPI assigned to the group in this field. If the provider or the service(s) rendered is not associated with a Group Practice, leave this field blank.

Dental Schools and Orthodontic Clinics

Leave this field blank.

Locator Code (Field 4)

For electronic claims, leave this field blank.

For paper claims, enter the locator code assigned by NYS Medicaid.

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, which can be found at www.emedny.org by clicking on the link to the webpage as follows: [Inquiry](#).

SA EXCP Code [Service Authorization Exception Code] (Field 5)

Leave this field blank.

Adjustment/Void Code (Field 6)

Leave this field blank when submitting an original claim or resubmission of a denied claim.

- If submitting an **adjustment** (replacement) to a previously paid claim, enter **X** in the 'A' box.
- If submitting a **void** to a previously paid claim, enter **X** in the 'V' box.

Original Claim Reference Number (Field 6A)

Leave this field blank when submitting an original claim or resubmission of a denied claim.

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.


2.4.1.1 Adjustment

An adjustment may be submitted to correct any information on a previously paid claim other than:

- Billing Provider ID
- Group Provider ID,
- Member ID

Exhibit 2.4.1.1-1 and Exhibit 2.4.1.1-2 illustrate an example of a claim with an adjustment being made to change information submitted on the claim. TCN 0826019876543200 is shared by three individual claim lines. This TCN was paid on October 1, 2008. 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. Exhibit 2.4.1.1-1 shows the claim as it was originally submitted and Exhibit 2.4.1.1-2 shows the claim as it appears after the adjustment has been made.

Exhibit 2.4.1.1-1

1. PROVIDER ID NUMBER 1 1 2 3 4 5 6 7 8 9	2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE	5. SA EXCP CODE	ONLY TO BE USED TO ADJUST OR CURE A RAC CLAIM 6. CODE 7. SA ORIGINAL CLAIM REFERENCE NUMBER								
James Strong, DDS 312 Main Street Anytown, New York 11111-1111	7. RECIPIENT ID NUMBER		8. DATE OF BIRTH		9A. SEX	9. RECIPIENT NAME - FIRST Jane			10. OFFICE ACCOUNT NUMBER (OPTIONAL)			11. OFFICE WORKDAY			
	A B 1 2 3 4 5 C		0 5 2 0 1 9 9 0		M F X	9A. RECIPIENT NAME - LAST Smith			A B 1 2 3 4 5						
	DIAGNOSIS CODE		EMERGENCY?	POSSIBLE DISABILITY?	FAMILY PLANNING	ADMIT CODE	PATIENT STATUS CODE	R5P501 OTHER	RECIPIENT OTHER INSURANCE CODE	ABORT/STER CODE	13. PRIOR APPROVAL NUMBER				
	12. PRIMARY	12A. SECONDARY	13. Y N	13A. Y N	13B. Y N	14.	15.	16. Y N	17.	18.					
PLACE OF SERVICE 20. CODE 20A. ADDRESS 1 1		21. SERVICE PROVIDER DUGENSE NUMBER 21A. PROF CD 21B. NAME		22. ORDERING/REFERRING PROVIDER DUGENSE NUMBER 22A. PROF CD 22B. NAME		23. ORDERING/REFERRING PROVIDER DUGENSE NUMBER 23A. PROF CD 23B. NAME		24. SHARED HEALTH FACILITY ONLY		24A. SIGNATURE		24B. DIAGNOSIS			
25. DATE OF SERVICE MO DAY YR		26. PROCEDURE CODE D 3 2 1 0		27. TIMES PERFORMED	28. ORAL CAVITY 28.1 TOOTH	28A. SURFACE M UD D FB L	29. AMOUNT CHARGED 8 7 0 0		30. CO-INSURANCE			31A. DEDUCTIBLE	31B. CO-PAY	31C. PAID	32. OTHER INSURANCE PAID
0 9 1 5 0 8		D 3 2 1 0		0 1			1 3 0 0								
0 9 1 5 0 8		D 2 9 3 3		0 2			6 7 0 0								
0 9 1 5 0 8		D 3 3 5 1		0 4											
				33. CASE HRS	TOTALS		34.		35.	36A.	36B.	36C.	36.		
DO NOT STAPLE IN BARCODE AREA															
															
CERTIFICATION (CERTIFY THAT THE STATEMENTS ON THE REVERSE SIDE APPLY TO THIS BILL AND ARE MADE A PART HEREOF)															
37. SIGNATURE James Strong										37A. COUNTY		38. DATE MO DAY YR 09 16 08			
*Please must enter county wherein signed unless it is the same as that of the provider address entered in the upper left of this form.															


DENTAL

Exhibit 2.4.1.1-2

1. PROVIDER'S NUMBER 1 1 2 3 4 5 6 7 8 9 James Strong, DDS 312 Main Street Anytown, New York 11111-1111										2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE	5. SA BCDP CODE	6 CODE 7 V					8A. ORIGINAL CLAIM REFERENCE NUMBER 0 8 2 6 0 1 9 8 7 6 5 4 3 2 0 0					
7. RECIPIENT NUMBER A B 1 2 3 4 5 C					8. DATE OF BIRTH 0 5 2 0 1 9 0 0					9. SEX X		10. RECIPIENT NAME - FIRST Jane					11. RECIPIENT NAME - LAST Smith									
DIAGNOSIS CODE -1. PRIMARY -2. SECONDARY										EVEN-DENTY?		POSSIBLE DEACTIVITY?		FAMILY PLANNING	ASSISTED SEX	PATIENT STATUS CODE	APPROX OTHER INSURANCE CODE		ABORT ISTER CODE		13. PRIOR APPOINTMENT NUMBER					
PLACE OF SERVICE 1 1		17. SERVICE PROVIDER ID/GDENSE NUMBER		17A. PROF CD		17B. NAME		17. ORDERING REFERRING PROVIDER ID/GDENSE NUMBER		17A. PROF CD		17B. NAME		18. ORDERING REFERRING PROVIDER ID/GDENSE NUMBER					18A. PROF CD		18B. NAME		18. DIAGNOSIS			
17. OTHER REFERRING ORDERING PROVIDER ID/GDENSE NUMBER		17A. PROF CD		17B. NAME		18. ORDERING REFERRING PROVIDER ID/GDENSE NUMBER		18A. PROF CD		18B. NAME		18. ORDERING REFERRING PROVIDER ID/GDENSE NUMBER		18A. PROF CD		18B. NAME		18. ORDERING REFERRING PROVIDER ID/GDENSE NUMBER		18A. PROF CD		18B. NAME		18. ORDERING REFERRING PROVIDER ID/GDENSE NUMBER		

19. MO	20. DAY	21. YR	22. PROCEDURE CODE D 3 2 2 0	23. TIMES PERFORMED	24. ORAL QUALITY	25. DENTAL SURFACE						26. AMOUNT CHARGED	27. COINSURANCE	28. COVERAGE				29. OTHER INSURANCE PAID
						25A. FRONT	25B. UPPER	25C. LOWER	25D. PERIAPICAL	25E. OTHER	28A. DEDUCTIBLE			28B. COPAY	28C. PAID	28D. OTHER		
0 9	1 5	0 8	D 3 2 2 0	1		0 1						8 7 0 0						
0 9	1 5	0 8	D 2 9 3 3			0 2						1 3 0 0						
0 9	1 2	0 8	D 3 3 5 1			0 4						8 7 0 0						

DO NOT STAPLE IN BARCODE AREA



CERTIFICATION
(I CERTIFY THAT THE STATEMENTS ON THE REVERSE SIDE APPLY TO THIS BILL AND ARE MADE A PART HEREOF)

27. SIGNATURE James Strong			27A. COUNTY		27. DATE MO DAY YR 10 06 08		
--------------------------------------	--	--	-------------	--	-----------------------------------	--	--

*Payee must enter county when signed unless it is the same as that of the provider address entered in the upper left of this form.

2.4.1.2 Void

A void is submitted to nullify the original claim in its entirety.

When submitting a void, please follow the instructions below:

- The void must be submitted on a new claim form.
- The void must contain the TCN and the originally submitted Group ID, Billing Provider ID, and Member ID.

Exhibit 2.4.1.2-1 and Exhibit 2.4.1.2-2 illustrate an example of a claim being voided. TCN 0826011234567800 contained two claim lines, which were paid on October 1, 2008. Later, the provider became aware that the patient had other insurance coverage. The other insurance was billed and 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. Exhibit 2.4.1.2-1 shows the claim as it was originally submitted and Exhibit 2.4.1.2-2 shows the claim being submitted as voided.

Exhibit 2.4.1.2-1

NYS MEDICAL ASSISTANCE (TITLE IX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 1 1 2 3 4 5 6 7 8 9		2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE		5. SA EXCP CODE		6. CODE		7. ORIGINAL CLAIM REFERENCE NUMBER	
James Strong, DDS 312 Main Street Anytown, New York 11111-1111		7. RECIPIENT ID NUMBER		8. DATE OF BIRTH		9. SEX		10. RECIPIENT NAME - FIRST Jane		11. OFFICE ACCOUNT NUMBER (OPTIONAL)		12. OFFICE EMPLOY	
		13. RECIPIENT NAME - LAST Smith		14. PRIOR APPROVAL NUMBER		15. DIAGNOSIS CODE		16. EMERGENCY?		17. POSSIBLE DISABILITY?		18. FAMILY PLANNING	
		19. PRIMARY		20. SECONDARY		21. Y N		22. Y N		23. Y N		24. Y N	
25. PLACE OF SERVICE 26. ADDRESS		27. SERVICE PROVIDER LICENSE NUMBER		28. PROF CO		29. NAME		30. ORDERING/REFERRING PROVIDER LICENSE NUMBER		31. PROF CO		32. NAME	
33. CODE		34. OTHER REFERRING/ORDERING PROVIDER LICENSE NUMBER		35. PROF CO		36. NAME		37. SHARED HEALTH FACILITY ONLY		38. SIGNATURE		39. DIAGNOSIS	
1 1													

25. DATE OF SERVICE			26. PROCEDURE CODE		27. TIMES PERFORMED		28. ORAL CAVITY		29. DENTAL					30. AMOUNT CHARGED		31. CO-INSURANCE				32. OTHER INSURANCE PAID					
MO	DAY	YR	MO	DAY	YR				30. TEETH		31. SURFACE							31A. DEDUCTIBLE		31B. CO-PAY		31C. PAID			
									M	U	D	R	L												
0	9	1	6	0	8	D	1	3	2	2	0														
0	9	1	6	0	8	D	2	9	3	3															
										33. CASE HOR		TOTALS		34.		35.		36A.		36B.		36C.		36.	

DO NOT STAPLE IN BARCODE AREA

CERTIFICATION
(CERTIFY THAT THE STATEMENTS ON THE REVERSE SIDE APPLY TO THIS BILL AND ARE MADE A PART HEREOF.)

37. SIGNATURE James Strong		37A. COUNTY		38. DATE		
				MO	DAY	YR
				09	16	08

*Payer must enter county wherein signed unless it is the same as that of the provider address entered in the upper left of this form.

DENTAL

Recipient ID Number (Field 7)

Enter the Member ID. This information may be obtained from the member's Common Benefit ID Card (CBIC).

Date of Birth (Field 8)

Enter the member's birth date. The birth date must be in the format MMDDYYYY.

Sex (Field 8A)

Place an 'X' in the appropriate box to indicate the member's sex.

Recipient Name (Fields 9 and 9A)

Enter the member's first name in Field 9 and last name in Field 9A.

Office Account Number (Optional) (Field 10)

This field can accommodate up to 20 alphanumeric characters and will be returned on the Remittance Advice.

Diagnosis Code [Primary/Secondary] (Fields 12 and 12A)

Leave this field blank. (paper and electronic)

Emergency (Field 13)

Enter an X in the Yes box only when the condition being treated is related to an emergency; otherwise leave this field blank.

Possible Disability (Field 13A)

Leave this field blank.

Family Planning (Field 13B)

Leave this field blank.

Accident Code (Field 14)

If applicable, enter the appropriate code from Appendix B-Code Sets to indicate whether the service rendered to the member was for a condition resulting from an accident or a crime.

Patient Status Code (Field 15)

Leave this field blank.

EPSDT C/THP Code (Field 16)

Leave this field blank.

Recipient Other Insurance Code (Field 17)

Leave this field blank.

Abortion/Sterilization Code (Field 18)

Leave this field blank.

Prior Approval Number (Field 19)

Enter the 11-digit prior approval number assigned for this service by the appropriate agency of the New York State Department of Health. If several service dates and/or procedures need to be claimed and they are covered by different prior approvals, a separate claim form has to be submitted for each prior approval.

NOTES:

- *For information regarding how to obtain Prior Approval/Prior Authorization for specific services, please refer to Information for All Providers, Inquiry section on the web page for this manual, which can be found at www.emedny.org by clicking on the link to the webpage as follows: [Inquiry](#).*
- *For information on how to complete the prior approval form, please refer to the Prior Approval Guidelines for this manual, which can be found at www.emedny.org by clicking on the link to the webpage as follows: [Prior Approval Guidelines](#).*
- *For information regarding procedures that require prior approval, please consult the Procedure Codes and Fee Schedules for this manual, which can be found at www.emedny.org by clicking on the link to the webpage as follows: [Dental Manual](#).*

Place of Service Code (Field 20)

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. Place of Service Codes may be found on the Centers for Medicare and Medicaid Services (CMS) website: www.cms.gov.

Place of Service Address (Field 20A)

Enter the exact address of the location where the service was performed.

Service Provider [Medicaid] ID/License Number (Field 21)

Dental Schools

Enter the NPI of the supervising dentist.

DENTAL

Orthodontic Clinics

Enter the NPI of the dentist who rendered the service. If more than one dentist rendered the service, enter the NPI of the principal dentist.

Dental Practitioners

Leave this field blank.

PROF Code [Profession Code – Service Provider] (Field 21A)

Leave this field blank.

Name [Service Provider] (Field 21B)

If an NPI is entered in Field 21, the service provider's name must be entered in this field.

Other Referring/Ordering Provider ID/License Number (Field 22)

Leave this field blank.

PROF CD [Profession Code – Other Referring/Ordering Provider] (Field 22A)

Leave this field blank.

Name [Other Referring/Ordering Provider] (Field 22B)

Leave this field blank.

Ordering/Referring Provider ID/License Number (Field 23)

If the member was referred for treatment by another provider, enter the referring provider's National Provider ID (NPI) in this field.

When providing services to a member who is restricted to a primary physician or facility, the NPI of the member's primary physician must be entered in this field.

If a member is restricted to a facility, the NPI of the practitioner in the facility the member is restricted to must be entered. The ID of the facility cannot be used.

If the member is restricted to another dental provider, the dentist rendering services must enter the NPI number of the member's primary dental provider in this field.

PROF CD [Profession Code – Ordering/Referring Provider] (Field 23A)

Leave this field blank.

Name [Ordering/Referring Provider] (Field 23B)

If field 23 was completed, enter the ordering provider's name.

Signature (Field 24A)

Leave this field blank.

Date of Service (Field 25)

Enter the date the service was rendered in the format MM/DD/YY.

Orthodontists and Orthodontic Clinics Only

Enter only the last date of service in the quarter for which you are billing.

NOTE: A service date must be entered for each procedure code listed in Field 26.

Procedure Code (Field 26)

Enter the appropriate five-character Procedure Code in this field. Leave the two spaces to the right of the solid line blank as in the sample below. Proper entry of a Procedure Code is shown in Exhibit 2.4.1-3.

Exhibit 2.4.1-3

26. PROCEDURE CODE				
D	3	2	2	0

NOTE: Procedure codes, definitions, prior approval requirements (if applicable), fees, etc. are available at www.emedny.org by clicking on the link to the webpage as follows: [Dental Manual](#).

Times Performed (Field 27)

Enter the number of times the procedure was performed.

Oral Cavity (Field 28)

When applicable, enter the appropriate Oral Cavity Code from Appendix B- Code Sets.

Procedures requiring an entry in this field are marked accordingly in the Procedure Code and Fee Schedule available at www.emedny.org by clicking on the link to the webpage as follows: [Dental Manual](#).

Tooth Code (Field 29)

When applicable, enter the number(s) or letter(s) that identify the tooth the procedure was performed. Tooth Codes can be found in Appendix B-Code Sets.

Procedures requiring an entry in this field are marked accordingly in the Procedure Code and Fee Schedule available at www.emedny.org by clicking on the link to the webpage as follows: [Dental Manual](#).

Surface (Field 29A)

When applicable, enter the code that indicates the tooth surface being restored. Enter *the letter code* in the appropriate column; *do not enter an X*.

An entry in this field requires a Tooth Code in Field 29. Surface Codes can be found in Appendix B-Code Sets.

Procedures requiring an entry in this field are marked accordingly in the Procedure Code and Fee Schedule available at www.emedny.org by clicking on the link to the webpage as follows: [Dental Manual](#).

Amount Charged (Field 30)

Enter the total amount charged for each service rendered. The amount may not exceed the provider's usual charge.

Special Instructions for Fields 31, 31A, 31B and 31C

It is the responsibility of the provider to determine whether Medicare covers the service being billed for. If the service is covered or if the provider does not know if the service is covered, the provider must first submit a claim to Medicare, as Medicaid is always the payer of last resort.

Fields 31, 31A, 31B, and 31C are only applicable if the member is a Medicare beneficiary.

If the provider knows that the service rendered is not covered by Medicare, enter zero in field 31C.

Medicare Co-Insurance (Field 31)

If applicable, enter the Medicare co-insurance amount for the specific procedure.

Medicare Deductible (Field 31A)

If applicable, enter the Medicare deductible amount for the specific procedure.

Medicare Co-Pay (Field 31B)

If applicable, enter the Medicare co-pay amount for the specific procedure.

Medicare Paid (Field 31C)

If applicable, enter the amount actually paid by Medicare for the specific procedure. If Medicare denied payment, enter 0.00.

NOTE: If the provider knows that the service rendered is not covered by Medicare, enter 0.00 in field 31C.

Other Insurance Paid (Field 32)

This field must be completed if the member is covered by insurance other than Medicare. Leave this field blank if the member has no other insurance coverage.

If applicable, enter the amount paid by the other insurance carrier in this field.

If the other insurance carrier denied payment, enter 0.00 in this field. Proof of denial of payment must be maintained in the patient's billing record.

NOTE: It is the responsibility of the provider to determine whether the member is covered by other insurance and whether the insurance carrier covers the service being billed for. If the service is covered or if the provider does not know if the service is covered, the provider must submit a claim to the other insurance carrier prior to billing Medicaid, as Medicaid is the payer of last resort.

Certification Section: Fields 37 to 38

Signature (Field 37)

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

County (Field 37A)

Enter the name of the county where the claim form is signed. The county may be left blank *only* when the provider's address, entered in Field 1, is within the county where the claim form is signed.

Date (Field 38)

Enter the date the provider or an authorized representative of the dental provider 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 at www.emedny.org by clicking on the link: [General Billing](#).

3. Remittance Advice

The Remittance Advice is an electronic, PDF or paper statement issued by eMedNY that contains the status of claim transactions processed by eMedNY during a specific reporting period. Statements contain the following information:

- A listing of all claims (identified by several items of information submitted on the claim) that have entered the computerized processing system during the corresponding cycle
- The status of each claim (denied, paid or pended) after processing
- The eMedNY edits (errors) that resulted in a claim denied or pended
- Subtotals and grand totals of claims and dollar amounts
- Other pertinent financial information such as recoupment, negative balances, etc.

The General Remittance Advice Guidelines contains information on selecting a remittance advice format, remittance sort options, and descriptions of the paper Remittance Advice layout. This document is available at www.emedny.org by clicking: [General Remittance Billing Guidelines](#).

APPENDIX A CLAIM SAMPLES

The eMedNY Billing Guideline Appendix A: Claim Samples contains images of claims with sample data.

APPENDIX B CODE SETS

The eMedNY Billing Guideline Appendix B: Code Sets contains a list of accepted United States Standard Postal Abbreviations.

Accident Codes

Code	Description
0/Blank	Not Applicable
1	Auto accident
2	Employment
3	Another party responsible
4	Other accident

Oral Cavity Designations

Code	Description
00	Entire Oral Cavity
01	Maxillary Area
02	Mandibular Area
09	Other Area of Oral Cavity
10	Upper Right Quadrant
20	Upper Left Quadrant
30	Lower Left Quadrant
40	Lower Right Quadrant
L	Left
R	Right

SA Exception Codes

Code	Description
1	Immediate/Urgent care
2	Services rendered in retroactive period
3	Emergency care
4	Client has temporary Medicaid
5	Request from county for second opinion to determine if recipient can work
6	Request for override pending
7	Special handling

Tooth Codes

Code	Description
01	Permanent Third Molar – Upper Right
02	Permanent Second Molar – Upper Right
03	Permanent First Molar – Upper Right
04	Permanent Second Premolar – Upper Right
05	Permanent First Premolar – Upper Right
06	Permanent Canine – Upper Right
07	Permanent Lateral Incisor – Upper Right
08	Permanent Central Incisor – Upper Right
09	Permanent Central Incisor – Upper Left
10	Permanent Lateral Incisor – Upper Left
11	Permanent Canine – Upper Left
12	Permanent First Premolar- Upper Left
13	Permanent Second Premolar – Upper Left
14	Permanent First Molar – Upper Left
15	Permanent Second Molar – Upper Left
16	Permanent Third Molar – Upper Left
17	Permanent Third Molar – Lower Left
18	Permanent Second Molar – Lower Left
19	Permanent First Molar – Lower Left
20	Permanent Second Premolar – Lower Left
21	Permanent First Premolar – Lower Left
22	Permanent Canine – Lower Left
23	Permanent Lateral Incisor – Lower Left

DENTAL

24	Permanent Central Incisor – Lower Left
25	Permanent Central Incisor – Lower Right
26	Permanent Lateral Incisor – Lower Right
27	Permanent Canine- Lower Right
28	Permanent First Premolar – Lower Right
29	Permanent Second Premolar – Lower Right
30	Permanent First Molar – Lower Right
31	Permanent Second Molar – Lower Right
32	Permanent Third Molar – Lower Right
51	Supernumerary 01
52	Supernumerary 02
53	Supernumerary 03
54	Supernumerary 04
55	Supernumerary 05
56	Supernumerary 06
57	Supernumerary 07
58	Supernumerary 08
59	Supernumerary 09
60	Supernumerary 10
61	Supernumerary 11
62	Supernumerary 12
63	Supernumerary 13
64	Supernumerary 14
65	Supernumerary 15
66	Supernumerary 16

67	Supernumerary 17
68	Supernumerary 18
69	Supernumerary 19
70	Supernumerary 20
71	Supernumerary 21
72	Supernumerary 22
73	Supernumerary 23
74	Supernumerary 24
75	Supernumerary 25
76	Supernumerary 26
77	Supernumerary 27
78	Supernumerary 28
79	Supernumerary 29
80	Supernumerary 30
81	Supernumerary 31
82	Supernumerary 32
A	Primary Second Molar – Upper Right
AS	Supernumerary A
B	Primary First Molar – Upper Right
BS	Supernumerary B
C	Primary Canine – Upper Right
CS	Supernumerary C
D	Primary Lateral Incisor – Upper Right
DS	Supernumerary D
E	Primary Central Incisor – Upper Right

ES	Supernumerary E
F	Primary Central Incisor – Upper Left
FS	Supernumerary F
G	Primary Lateral Incisor – Upper Left
GS	Supernumerary G
H	Primary Canine – Upper Left
HS	Supernumerary H
I	Primary First Molar – Upper Left
IS	Supernumerary I
J	Primary Second Molar – Upper Left
JS	Supernumerary J
K	Primary Second Molar – Lower Left
KS	Supernumerary K
L	Primary First Molar – Lower Left
LS	Supernumerary L
M	Primary Canine – Lower Left
MS	Supernumerary M
N	Primary Lateral Incisor – Lower Left
NS	Supernumerary N
O	Primary Central Incisor – Lower Left
OS	Supernumerary O
P	Primary Central Incisor – Lower Right
PS	Supernumerary P
Q	Primary Lateral Incisor – Lower Right
QS	Supernumerary Q

R	Primary Canine – Lower Right
RS	Supernumerary R
S	Primary First Molar – Lower Right
SS	Supernumerary S
T	Primary Second Molar – Lower Right
TS	Supernumerary T

Surface Codes

Code	Description
B	Buccal
D	Distal
F	Facial
I	Incisal
L	Lingual
M	Mesial
O	Occlusal