

**NEW YORK STATE
MEDICAID PROGRAM**

TRANSPORTATION

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 Transportation providers and should be used by the provider as an instructional as well as a reference tool.

Section II – Claims Submission

Transportation 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 a 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 Certification Statements remain in effect and apply to all claims until superseded by another properly executed Certification Statement. You will be asked to update your Certification Statement on an annual basis. You will be provided with renewal information when your Certification Statement is near expiration.

Pre-requirements for the Submission of Claims

Before submitting claims to NYS Medicaid, all providers need the following:

- An ETIN
- A Certification Statement

ETIN

This is a submitter identifier issued by the eMedNY Contractor. All providers are required to have an active ETIN on file with the eMedNY Contractor prior to the submission of claims. ETINs may be issued to an individual provider or provider group (if they are direct billers) and to service bureaus or clearinghouses.

The ETIN application is available at www.emedny.org by clicking on the link to the web page below:

[Provider Enrollment Forms](#)

Certification Statement

All providers, either direct billers or those who bill through a service bureau or clearinghouse, must file a notarized Certification Statement with NYS Medicaid for each ETIN used for 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 on the third page of the ETIN application at www.emedny.org or can be accessed by clicking on the link above.

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.

Transportation providers who choose to submit their Medicaid claims electronically are required to use the HIPAA 837 Professional (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 and 837P Non-Emergency Transportation Companion Guides (CG) are subsets of the IG that provide specific instructions on the NYS Medicaid requirements for the 837P transaction. This document is available at www.emedny.org by clicking on the link to the web page below.
- NYS Medicaid Technical Supplementary Companion Guide 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. This document is available at www.emedny.org by clicking on the link to the web page below.

[eMedNY Companion Guides and Sample Files](#)

Pre-requirements for the Submission of Electronic Claims

In addition to an ETIN and a Certification Statement, providers need the following before submitting electronic claims to NYS Medicaid:

- A User ID and Password
- A Trading Partner Agreement
- Testing

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. The method used to apply for a user ID varies depending on the communication method chosen by the provider. For example: An ePACES user ID is assigned systematically via email while an FTP user ID is assigned after the submission of a Security Packet B.

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 Trading Partner Agreement is available at www.emedny.org by clicking on the link to the web page below:

[Provider Enrollment Forms](#)

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 by clicking on the link to the web page below:

[eMedNY Companion Guides and Sample Files](#)

Communication Methods

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

- ePACES
- eMedNY eXchange
- FTP
- CPU to CPU
- eMedNY Gateway
- Simple Object Access Protocol (SOAP)

ePACES

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.

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.

To take advantage of ePACES, providers need to follow an enrollment process. Additional enrollment information is available at www.emedny.org by clicking on the link to the web page below:

[Self Help](#)

eMedNY eXchange

eMedNY eXchange is a method in which claims can be submitted and works similarly to typical electronic mail (email). Users are assigned an inbox in the system and are able to send and receive transaction files. The files are attached to the request and sent to eMedNY for processing. The responses are delivered back to the user's inbox where they can be detached and saved locally. **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. To enroll in eXchange, you must first complete enrollment in ePACES and at least one login attempt must be successful.

FTP

File Transfer Protocol (FTP) is the standard process for batch authorization transmissions. FTP allows users to transfer files from their computer to another computer. FTP is strictly a dial-up connection.

FTP access is obtained through an enrollment process. To obtain a user name and password, you must complete and return a Security Packet B. The Security Packet B is available at www.emedny.org by clicking on the link to the web page below:

[Provider Enrollment Forms](#)

CPU to CPU

This method consists of a direct connection established between the submitter and the processor, and it is most suitable for high volume submitters. For additional information regarding this access method, please contact the eMedNY Call Center at 800-343-9000.

eMedNY Gateway

The eMedNY Gateway or Bulletin Board System (BBS) is a dial-up access method that is only available to existing users. CSC encourages new trading partners to adopt a different access method for submissions to NYS Medicaid. (For example: FTP, eMedNY eXchange, SOAP, etc.)

Simple Object Access Protocol (SOAP)

The Simple Object Access Protocol (SOAP) communication method allows trading partners to submit files via the internet under a Service Oriented Architecture (SOA). It is most suitable for users who prefer to develop an automated, systemic approach to file submission.

Access to eMedNY via Simple Object Access Protocol must be obtained through an enrollment process that results in the creation of an eMedNY SOAP Certificate and a SOAP Administrator. Minimum requirements for enrollment include:

- An ETIN and Certification Statement for the enrollee's Provider ID obtained prior to SOAP enrollment
- The enrollee must be a Primary ePACES Administrator **or**
- The enrollee must have existing FTP access to eMedNY

Additional information about 'Getting Started with SOAP' is available on emedny.org by clicking on the link to the web page below:

[eMedNY Companion Guides and Sample Files](#)

Notes:

- **For additional information regarding the Simple Object Access Protocol, please send an e-mail to NYHIPAADESK3@csc.com.**
- **For questions regarding ePACES, eXchange, FTP, CPU to CPU or eMedNY Gateway connections, call the eMedNY Call Center at 800-343-9000.**

Paper Claims

Transportation providers who choose to submit their claims on paper forms must use the New York State eMedNY-000201 claim form (Form A). To view the eMedNY-000201 claim form, please click on the link provided below. The displayed claim form is a sample and the information it contains is for illustration only.

[Transportation - Sample Claim](#)

An 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 associated certification qualifies the provider to submit claims in both electronic and paper formats.

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:

Transportation Billing Guidelines

- All information should be typed or printed.
- Alpha characters (letters) should be capitalized.
- 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:

Written As	Intended As	Interpreted As										
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">6.</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> </tr> </table>			6.	0	0	6.00	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">6.</td> <td style="width: 20px; height: 20px; text-align: center;">6</td> <td style="width: 20px; height: 20px; text-align: center;">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. For example:

Written As	Intended As	Interpreted As		
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 30px; text-align: center; vertical-align: middle;">2</td> </tr> </table>	2	2	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 30px; text-align: center; vertical-align: middle;">7</td> </tr> </table> → Two interpreted as seven	7
2				
7				
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 30px; text-align: center; vertical-align: middle;">3</td> </tr> </table>	3	3	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 30px; text-align: center; vertical-align: middle;">2</td> </tr> </table> → Three interpreted as two	2
3				
2				

- Characters should not touch each other. For example:

Written As	Intended As	Interpreted As		
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 40px; text-align: center; vertical-align: middle;">23</td> </tr> </table>	23	23	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; height: 40px; text-align: center; vertical-align: middle;">illegible</td> </tr> </table> → Entry cannot be interpreted properly	illegible
23				
illegible				

- Do not write in 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.

Transportation Billing Guidelines

- If entering 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 (i.e. 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**

Claim Form A-eMedNY-000201

To view the eMedNY-000201 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.

[Transportation - Sample Claim](#)

General Information About the eMedNY-000201

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.

Billing Instructions for Transportation Services

This subsection of the Billing Guidelines covers the specific NYS Medicaid billing requirements for Transportation 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 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 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.

Instructions for the Submission of Medicare Crossover Claims

This subsection is intended to familiarize the provider with the submission of Emergency Transportation crossover claims only. Providers can bill claims for Medicare/Medicaid patients to Medicare. Medicare will then reimburse its portion to the provider and the provider's Medicare remittance will indicate that the claim will be crossed over to Medicaid.

Claims for services **not** covered by Medicare should continue to be submitted directly to Medicaid as policy allows. Also, **Medicare Part-C** (Medicare Managed Care) and **Part-D** claims are not part of this process.

Providers are urged to review their Medicare remittances for crossovers beginning December 1, 2009, to determine whether their claims have been crossed over to Medicaid for processing. Any claim that was indicated by Medicare as a crossover should not be submitted to Medicaid as a separate claim. If the Medicare remittance does not indicate the claim has been crossed over to Medicaid, the provider should submit the claim directly to Medicaid.

Claims that are denied by Medicare will not be crossed over.

Medicaid will deny claims that are crossed over without a Patient Responsibility.

Providers will not be able to submit a void to for a claim that has crossed over to Medicaid. All voids must be submitted to Medicare. Medicare will void the Medicare payment and the cross the claim over to Medicaid.

If a separate claim is submitted directly by the provider to Medicaid for a dual eligible recipient and the claim is paid before the Medicare crossover claim, both claims will be paid. The eMedNY system automatically voids the provider submitted claim in this scenario. Providers may submit adjustments to Medicaid for their crossover claims, because they are processed as a regular adjustment.

Electronic remittances from Medicaid for crossover claims will be sent to the default ETIN when the default is set to electronic. If there is no default ETIN, the crossover claims will be reported on a paper remittance. The ETIN application is available at www.emedny.org by clicking on the link to the webpage below:

[Provider Enrollment Forms](#)

Note: For crossover claims, the Locator Code will default to 003 if zip+4 does not match information in the provider's Medicaid file.

Field by Field Instructions for Claim Form A-eMedNY-000201

Header Section: Fields 1 through 24B

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

PROVIDER ID NUMBER (Field 1)

For Emergency Services Only

- Enter the provider's 10-digit National Provider Identifier (NPI).
- For paper claim submissions, enter the provider's ID and the provider's name and address in this field, using the nine-digit ZIP code.

Non-emergency Transportation Only

- Enter the provider's assigned eight-digit Medicaid ID number.
- For paper claim submissions, enter the provider's ID and the provider's name and address in this field, using five-digit ZIP code or the ZIP plus four.

Note: The rules for ZIP Code described above are not applicable to electronic claim submissions.

BILLING DATE (Field 2)

Leave this field blank.

GROUP ID NUMBER (Field 3)

Leave this field blank.

LOCATOR CODE (Field 4)

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.

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.

Notes:

- **The Locator Code is only required on paper claim submissions for non-emergency transportation services.**
- **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 the web page for this manual.**

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

Leave this field blank.

Fields 6 and 6A 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 (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** 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 (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. 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 0825219876543200 is shared by three individual claim lines. This TCN was paid on September 16, 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. Refer to Figures 1A and 1B for an illustration of this example.

Figure 1A: Original Claim Form

NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE 0 0 3		5. SA EXCP CODE		ONLY TO BE USED TO ADJUST OR VOID A PAID CLAIM									
ABC Transportation 100 Broadway Anytown, New York 11111-1111		7. RECIPIENT ID NUMBER		8. DATE OF BIRTH		8A. SEX M F X		9. RECIPIENT NAME - FIRST Jane		6. CODE A V			6A. ORIGINAL CLAIM REFERENCE NUMBER						
		9A. RECIPIENT NAME - LAST Smith		10. OFFICE ACCOUNT NUMBER (OPTIONAL)		11. OFFICE USE ONLY		19. PRIOR APPROVAL NUMBER A B 1 2 3 4 5											
		12. PRIMARY DIAGNOSIS CODE		12A. SECONDARY		13. EMERGENCY? Y N		13A. POSSIBLE DISABILITY? Y N		13B. FAMILY PLANNING Y N		14. ACCIDENT CODE		15. PATIENT STATUS CODE		16. EPSDT/ C/THP Y N		17. RECIPIENT OTHER INSURANCE CODE	
20. CODE 1 1		20A. ADDRESS		21. SERVICE PROVIDER ID/LICENSE NUMBER		21A. PROF CD		21B. NAME		23. ORDERING/REFERRING PROVIDER ID/LICENSE NUMBER 0 1 2 3 4 5 6 7 8 9		23A. PROF CD		23B. NAME Mark Lane, M.D.					
		22. OTHER IREFERRING/ORDERING PROVIDER ID/LICENSE NUMBER		22A. PROF CD		22B. NAME		24. SHARED HEALTH FACILITY ONLY		24A. SIGNATURE		24B. DIAGNOSIS							

25. DATE OF SERVICE			26. PROCEDURE CODE			27. TIMES PERFORMED	28. ORAL CAVITY	DENTAL					29. AMOUNT CHARGED	MEDICARE				32. OTHER INSURANCE PAID	
MO	DAY	YR	M	I/O	D	F/B	L	TOOTH	M	I/O	D	F/B	L	30.	31. CO-INSURANCE	31A. DEDUCTIBLE	31B. CO-PAY	31C. PAID	32.
0 9	0 2	0 8	N	Y	2	1	1							1 4 3 0					
0 9	0 4	0 8	N	Y	2	1	1							1 4 3 0					
0 9	0 7	0 8	N	Y	2	1	1							1 4 3 0					
33. CASE MGR		TOTALS		34.		35.		35A.		35B.		35C.		36.					

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.)

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

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

Figure 1B: Adjustment

NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 01234567		2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE 003		5. SA EXCP CODE		ONLY TO BE USED TO ADJUST OR VOID A PAID CLAIM					
ABC Transportation 100 Broadway Anytown, New York 11111-1111										6. CODE 7 V		6A. ORIGINAL CLAIM REFERENCE NUMBER 0825219876543200			
		7. RECIPIENT ID NUMBER		8. DATE OF BIRTH		8A. SEX M F X		9. RECIPIENT NAME - FIRST Jane		9A. RECIPIENT NAME - LAST Smith		10. OFFICE ACCOUNT NUMBER (OPTIONAL)		11. OFFICE USE ONLY	
		A B 1 2 3 4 5 C		0 5 2 0 1 9 9 0								A B 1 2 3 4 5			
		DIAGNOSIS CODE		EMERGENCY?		POSSIBLE DISABILITY?		FAMILY PLANNING		ACCIDENT CODE		PATIENT STATUS CODE		EPSDT/ C/THP	
		12. PRIMARY		12A. SECONDARY		13. Y N		13A. Y N		13B. Y N		14.		15.	
20. CODE 1 1		PLACE OF SERVICE 20A. ADDRESS		21. SERVICE PROVIDER ID/LICENSE NUMBER		21A. PROF CD		21B. NAME		23. ORDERING/REFERRING PROVIDER ID/LICENSE NUMBER 0123456789		23A. PROF CD		23B. NAME Mark Lane, M.D.	
				22. OTHER IREFERRING/ORDERING PROVIDER ID/LICENSE NUMBER		22A. PROF CD		22B. NAME		24. SHARED HEALTH FACILITY ONLY		24A. SIGNATURE		24B. DIAGNOSIS	

25. DATE OF SERVICE			26. PROCEDURE CODE			27. TIMES PERFORMED	28. ORAL CAVITY	DENTAL					29. AMOUNT CHARGED	MEDICARE				32. OTHER INSURANCE PAID	
MO	DAY	YR					29. TOOTH	M	I/O	D	F/B	L		31. CO-INSURANCE	31A. DEDUCTIBLE	31B. CO-PAY	31C. PAID		
09	02	08	N	Y	2111	13							1430						
09	04	08	N	Y	2111	13							1430						
09	08	08	N	Y	2111	13							1430						
33. CASE MGR							TOTALS					34.	35.	35A.	35B.	35C.	36.		

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.)

37. SIGNATURE James Strong		37A. COUNTY*		38. DATE MO DAY YR 10 06 08	
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*Payee must enter county wherein signed unless it is the same as that of the provider address entered in the upper left of this form.

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 0825218765432100 contained three individual claim lines, which were paid on September 16, 2008. 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

NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE 0 0 3		5. SA EXCP CODE		ONLY TO BE USED TO ADJUST OR VOID A PAID CLAIM					
ABC Transportation 100 Broadway Anytown, New York 11111-1111		7. RECIPIENT ID NUMBER		8. DATE OF BIRTH		8A. SEX M F X		9. RECIPIENT NAME - FIRST Jane		6. CODE A V			6A. ORIGINAL CLAIM REFERENCE NUMBER		
		9A. RECIPIENT NAME - LAST Smith		10. OFFICE ACCOUNT NUMBER (OPTIONAL)		11. OFFICE USE ONLY		12. PRIMARY DIAGNOSIS CODE		12A. SECONDARY		13. EMERGENCY? Y N		13A. POSSIBLE DISABILITY? Y N	
		13B. FAMILY PLANNING Y N		14. ACCIDENT CODE		15. PATIENT STATUS CODE		16. EPSDT/ C/THP Y N		17. RECIPIENT OTHER INSURANCE CODE		18. ABORT STER CODE		19. PRIOR APPROVAL NUMBER	
20. CODE 1 1		20A. ADDRESS		21. SERVICE PROVIDER ID/LICENSE NUMBER		21A. PROF CD		21B. NAME		23. ORDERING/REFERRING PROVIDER ID/LICENSE NUMBER 0 1 2 3 4 5 6 7 8 9		23A. PROF CD		23B. NAME Mark Lane, M.D.	
22. OTHER IREFERRING/ORDERING PROVIDER ID/LICENSE NUMBER		22A. PROF CD		22B. NAME		24. SHARED HEALTH FACILITY ONLY		24A. SIGNATURE		24B. DIAGNOSIS					

25. DATE OF SERVICE			26. PROCEDURE CODE			27. TIMES PERFORMED	28. ORAL CAVITY	DENTAL					29. TOOTH	30. AMOUNT CHARGED	MEDICARE				32. OTHER INSURANCE PAID
MO	DAY	YR						M	I/O	D	F/B	L			31. CO-INSURANCE	31A. DEDUCTIBLE	31B. CO-PAY	31C. PAID	
0 9	0 2	0 8	N	Y	2 1 1	1 3								1 4 3 0					
0 9	0 4	0 8	N	Y	2 1 1	1 3								1 4 3 0					
0 9	0 7	0 8	N	Y	2 1 1	1 3								1 4 3 0					
33. CASE MGR		TOTALS		34.		35.		35A.		35B.		35C.		36.					

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.)

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

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


Figure 2B: Adjustment

NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 01234567		2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE 003		5. SA EXCP CODE		ONLY TO BE USED TO ADJUST OR VOID A PAID CLAIM				
ABC Transportation 100 Broadway Anytown, New York 11111-1111										6. CODE 7 V		6A. ORIGINAL CLAIM REFERENCE NUMBER 0825218765432100		
		7. RECIPIENT ID NUMBER A B 1 2 3 4 5 C		8. DATE OF BIRTH 05201990		8A. SEX M F X		9. RECIPIENT NAME - FIRST Jane		9A. RECIPIENT NAME - LAST Smith		10. OFFICE ACCOUNT NUMBER (OPTIONAL) A B 1 2 3 4 5		11. OFFICE USE ONLY
		12. PRIMARY DIAGNOSIS CODE		12A. SECONDARY		13. EMERGENCY? Y N	13A. POSSIBLE DISABILITY? Y N	13B. FAMILY PLANNING Y N	14. ACCIDENT CODE	15. PATIENT STATUS CODE	16. EPSDT/ C/THP Y N	17. RECIPIENT OTHER INSURANCE CODE	18. ABORT STER CODE	19. PRIOR APPROVAL NUMBER
20. CODE 1 1		20A. ADDRESS		21. SERVICE PROVIDER ID/LICENSE NUMBER		21A. PROF CD	21B. NAME		23. ORDERING/REFERRING PROVIDER ID/LICENSE NUMBER 0123456789		23A. PROF CD	23B. NAME Mark Lane, M.D.		
		22. OTHER IREFERRING/ORDERING PROVIDER ID/LICENSE NUMBER		22A. PROF CD	22B. NAME		24. SHARED HEALTH FACILITY ONLY	24A. SIGNATURE			24B. DIAGNOSIS			

25. DATE OF SERVICE MO DAY YR	26. PROCEDURE CODE N Y 2 1 1	27. TIMES PERFORMED 1 3	28. ORAL CAVITY	29. DENTAL SURFACE					30. AMOUNT CHARGED 1430	31. CO-INSURANCE			32. OTHER INSURANCE PAID	
				29. TOOTH	M	I/O	D	F/B		L	31A. DEDUCTIBLE	31B. CO-PAY		31C. PAID
09 02 08	N Y 2 1 1	1 3							1430					
09 04 08	N Y 2 1 1	1 3							1430					
33. CASE MGR				TOTALS					34.	35.	35A.	35B.	35C.	36.

DO NOT STAPLE IN BARCODE AREA



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(I 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 10 06 08	
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*Payee must enter county wherein signed unless it is the same as that of the provider address entered in the upper left of this form.

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.

Note: Emergency Transportation Crossover claims cannot be voided through Medicaid. If a void is necessary, the void must be submitted to Medicare and all individual claim lines will be voided. If only the Medicaid portion is incorrect, then an adjustment should be submitted to Medicaid.

Example:

TCN 0825211234567800 contained two claim lines, which were paid on September 11, 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. Refer to Figures 3A and 3B for an illustration of this example.

Figure 3A: Original Claim Form

NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE 0 0 3		5. SA EXCP CODE		ONLY TO BE USED TO ADJUST OR VOID A PAID CLAIM				
ABC Transportation 100 Broadway Anytown, New York 11111-1111		7. RECIPIENT ID NUMBER A B 1 2 3 4 5 C		8. DATE OF BIRTH 0 5 2 0 1 9 9 0		8A. SEX M F X		9. RECIPIENT NAME - FIRST Jane		9A. RECIPIENT NAME - LAST Smith		10. OFFICE ACCOUNT NUMBER (OPTIONAL) A B 1 2 3 4 5		11. OFFICE USE ONLY
		12. PRIMARY DIAGNOSIS CODE		12A. SECONDARY		13. EMERGENCY? Y N	13A. POSSIBLE DISABILITY? Y N	13B. FAMILY PLANNING Y N	14. ACCIDENT CODE	15. PATIENT STATUS CODE	16. EPSDT/ C/THP Y N	17. RECIPIENT OTHER INSURANCE CODE	18. ABORT STER CODE	19. PRIOR APPROVAL NUMBER
		20. CODE 1 1		20A. ADDRESS		21. SERVICE PROVIDER ID/LICENSE NUMBER		21A. PROF CD		21B. NAME		23. ORDERING/REFERRING PROVIDER ID/LICENSE NUMBER 0 1 2 3 4 5 6 7 8 9		23A. PROF CD
		22. OTHER IREFERRING/ORDERING PROVIDER ID/LICENSE NUMBER		22A. PROF CD		22B. NAME		24. SHARED HEALTH FACILITY ONLY		24A. SIGNATURE		24B. DIAGNOSIS		

25. DATE OF SERVICE			26. PROCEDURE CODE			27. TIMES PERFORMED	28. ORAL CAVITY	DENTAL					29. TOOTH	30. AMOUNT CHARGED	31. CO-INSURANCE	31A. DEDUCTIBLE	31B. CO-PAY	31C. PAID	32. OTHER INSURANCE PAID
MO	DAY	YR						M	I/O	D	F/B	L							
0 9	0 4	0 8	N	Y	2 1 1	1 3								1 4 3 0					
0 9	0 5	0 8	N	Y	2 1 1	1 3								1 4 3 0					
33. CASE MGR							TOTALS					34.	35.	35A.	35B.	35C.	36.		

DO NOT STAPLE IN BARCODE AREA



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37. SIGNATURE James Strong		37A. COUNTY*		38. DATE MO DAY YR 09 05 08		
-------------------------------	--	--------------	--	-----------------------------------	--	--

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

Figure 3B: Void

NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO DAY YR		3. GROUP ID NUMBER		4. LOCATOR CODE 0 0 3		5. SA EXCP CODE		ONLY TO BE USED TO ADJUST OR VOID A PAID CLAIM							
ABC Transportation 100 Broadway Anytown, New York 11111-1111		7. RECIPIENT ID NUMBER A B 1 2 3 4 5 C		8. DATE OF BIRTH 0 5 2 0 1 9 9 0		8A. SEX M F X		9. RECIPIENT NAME - FIRST Jane		9A. RECIPIENT NAME - LAST Smith		6. CODE A 8		6A. ORIGINAL CLAIM REFERENCE NUMBER 0 8 2 4 9 1 1 2 3 4 5 6 7 8 0 0			
		12. PRIMARY DIAGNOSIS CODE		12A. SECONDARY		13. EMERGENCY? Y N	13A. POSSIBLE DISABILITY? Y N	13B. FAMILY PLANNING Y N	14. ACCIDENT CODE	15. PATIENT STATUS CODE	16. EPSDT/ C/THP Y N	17. RECIPIENT OTHER INSURANCE CODE	18. ABORT STER CODE	19. PRIOR APPROVAL NUMBER A B 1 2 3 4 5			
		20. CODE 1 1		20A. ADDRESS		21. SERVICE PROVIDER ID/LICENSE NUMBER		21A. PROF CD		21B. NAME		23. ORDERING/REFERRING PROVIDER ID/LICENSE NUMBER 0 1 2 3 4 5 6 7 8 9		23A. PROF CD		23B. NAME Mark Lane, M.D.	
				22. OTHER IREFERRING/ORDERING PROVIDER ID/LICENSE NUMBER		22A. PROF CD		22B. NAME		24. SHARED HEALTH FACILITY ONLY		24A. SIGNATURE			24B. DIAGNOSIS		

25. DATE OF SERVICE			26. PROCEDURE CODE			27. TIMES PERFORMED	28. ORAL CAVITY	DENTAL					29. TOOTH	29A. SURFACE	30. AMOUNT CHARGED	31. CO-INSURANCE	31A. DEDUCTIBLE	31B. CO-PAY	31C. PAID	32. OTHER INSURANCE PAID
MO	DAY	YR						M	I/O	D	F/B	L								
0 9	0 4	0 8	N	Y	2 1 1	1 3								1 4 3 0						
0 9	0 5	0 8	N	Y	2 1 1	1 3								1 4 3 0						
33. CASE MGR							TOTALS					34.	35.	35A.	35B.	35C.	36.			

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.)

37. SIGNATURE James Strong		37A. COUNTY*		38. DATE MO DAY YR 10 06 08	
-------------------------------	--	--------------	--	-----------------------------------	--

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

Fields 7-9A require Recipient (Client) information that may be obtained from the ordering provider, local district, or prior approval roster.

RECIPIENT ID NUMBER (Field 7)

Enter the patient's identification number (Client ID number). Medicaid Client ID numbers are assigned by NYS Medicaid and are composed of eight characters in the format AANNNNNA, where A = alpha character and N = numeric character.

Example:

7. RECIPIENT ID NUMBER							
A	B	1	2	3	4	5	C

DATE OF BIRTH (Field 8)

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

Example: Mary Brandon was born on January 2, 1974.

8. DATE OF BIRTH							
0	1	0	2	1	9	7	4

SEX (Field 8A)

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

RECIPIENT NAME (Fields 9 and 9A)

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

OFFICE ACCOUNT NUMBER (OPTIONAL) (Field 10)

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 the recipient identification.

DIAGNOSIS CODE [Primary/Secondary] (Fields 12 and 12A)

Leave this field blank.

EMERGENCY (Field 13)

Ambulance

Enter an X in the Yes box only when the service 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.

Ambulette, Taxis, Day Program, and Livery

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 A-Code Sets to indicate whether the service rendered to the recipient 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 in this field the 11-digit prior authorization number obtained by the ordering provider and assigned for this service by the appropriate agency of the New York State Department of Health. The prior authorization number appears on the Transportation roster. 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.

Note: For further information about prior authorization, please refer to the **Prior Approval Guidelines** available at www.emedny.org by clicking on the link to the web page below:

[Transportation Manual](#)

PLACE OF SERVICE CODE (Field 20)

Leave this field blank.

PLACE OF SERVICE ADDRESS (Field 20A)

Leave this field blank.

SERVICE PROVIDER [Medicaid] ID/LICENSE NUMBER (Field 21)

Ambulette Services Only

Enter the license plate number of the vehicle used for transport in this field.

Example:

21. SERVICE PROVIDER ID/LICENSE NUMBER
N Y S 1 2 3 4

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

Leave this field blank.

NAME [Service Provider] (Field 21B)

Leave this field blank.

OTHER REFERRING/ORDERING PROVIDER ID/LICENSE NUMBER (Field 22)

Ambulette Services Only

Enter the nine-character driver's license number of the transport driver in this field.

Example: The driver's license number is 123456789.

22. OTHER (REFERRING/ORDERING) PROVIDER ID/LICENSE NUMBER
1 2 3 4 5 6 7 8 9

Note: When reporting an out of state driver's license number with more than nine (9) characters, only the first nine (9) characters should be reported (Refer to Example 1 below). If a driver's license number contains fewer than nine (9) characters, the entry must be right justified and zero-filled to complete the nine (9) characters (Refer to Example 2 below).

Example 1: The driver's license number is A123456789B.

22. OTHER (REFERRING/ORDERING) PROVIDER ID/LICENSE NUMBER
A 1 2 3 4 5 6 7 8

Example 2: The driver's license number is 3456789.

22. OTHER (REFERRING/ORDERING) PROVIDER ID/LICENSE NUMBER
0 0 3 4 5 6 7 8 9

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)

Ambulance, Ambulette, and Livery

Non-emergency transportation services must be ordered by a medical practitioner. Enter the ordering provider's National Provider Identifier (NPI) in this field. This information is provided by the ordering provider and appears on the Transportation Prior Authorization roster.

Note: For emergency Ambulance services, leave this field blank.

When providing non-emergency transportation services to a patient who is restricted to a primary physician or facility, the NPI of the patient's primary physician must be entered in this field. **The license number of the primary physician is not acceptable in this case. If a patient is restricted to a facility, the NPI of the practitioner in the facility the patient is restricted to must be entered. The NPI of the facility cannot be used.**

Taxi and Day Program

Leave this field blank except when providing services to a patient who is restricted to a primary physician or facility. In such case, the NPI of the patient's primary physician must be entered in this field. **The license number of the primary physician is not acceptable in this case. If a patient is restricted to a facility, the NPI of the practitioner in the facility the patient is restricted to must be entered. The NPI of the facility cannot be used.**

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

Leave this field blank.

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

If fields 23 and 23A were completed, enter the ordering provider's name in this field.

SHARED HEALTH FACILITY ONLY (Field 24A)

Leave this field blank.

Encounter Section: Fields 25 through 32

The claim form can accommodate up to nine encounters with a single patient if all the information in the Header Section of the claim (Fields 1–24B) applies to all the encounters.

DATE OF SERVICE (Field 25)

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

Example: July 1, 2007 = 07/01/07

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

PROCEDURE CODE (Field 26)

This code identifies the type of service that was rendered to the patient. 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.

Example:

26. PROCEDURE CODE				
N	Y	2	1	1

Note: Procedure codes, definitions, prior authorization requirements (if applicable), fees, etc. are available at www.emedny.org by clicking on the link below under Procedure Codes and Fee Schedule:

[Transportation Manual](#)

TIMES PERFORMED (Field 27)

If a trip was performed more than one time on the same date of service, enter the number of round trips in this field.

If applicable, enter the number of miles associated with a given transportation service.

ORAL CAVITY (Field 28)

Leave this field blank.

TOOTH CODE (Field 29)

Leave this field blank.

SURFACE (Field 29A)

Leave this field blank.

AMOUNT CHARGED (Field 30)

Enter the total amount charged for each service rendered. The amount may not exceed the provider's usual charge. When billing for a round trip, multiply the fee for a one-way trip by two and enter the amount in this field.

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

Ambulance

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.

If the provider knows that the service rendered **is not covered** by Medicare, contact the local district for approval to enter zero in field 31C and to receive prior authorization for Medicaid reimbursement for the service.

If the service **is covered** by Medicare but Medicare denies **approval** (for example, the service was not medically necessary), Medicaid will also deny payment.

Notes:

- **All non-emergency transportation services involving Medicare coverage do not require prior authorization unless the actual service is not covered by Medicare. The provider must first bill Medicare.**
- **Only when the actual service is not covered by Medicare will Medicaid consider prior authorization.**

Ambulette, Taxi, Day Program, and Livery

Enter 0.00 in these fields.

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 denies payment, enter 0.00.

OTHER INSURANCE PAID (Field 32)

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

Note: It is the responsibility of the provider to determine whether the patient 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.

If applicable, enter the amount actually 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. 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 providers 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. LDSS has subrogation rights enabling it 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.

Certification Section: Fields 37 through 38

SIGNATURE (Field 37)

The provider or an authorized representative of the transportation firm 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 wherein 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 wherein the claim form is signed.

DATE (Field 38)

Enter the date on which the provider or an authorized representative of the transportation 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 on the web page for this manual.

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 eMedNY Contractor for resolving billing or processing issues.

Remittance advices are available in electronic and paper formats.

Note: There are no changes to the content of Medicaid Remittance Statements for Medicare Cross-over claims.

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 Electronic Remittance Request Form, which is available at www.emedny.org by clicking on the link to the web page below:

[Provider Enrollment Forms](#)

For additional information, providers may also call the eMedNY Call Center at 800-343-9000.

The NYS Medicaid Companion Guides for the 835 transaction are available at www.emedny.org by clicking on the link to the web page below:

[eMedNY Companion Guides and Sample Files](#)

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 with multiple ETINs who choose to receive the 835 electronic remittance advice may elect to receive the status of paper claim submissions and state-submitted adjustments/voids in the 835 format. The request must be submitted using the Electronic Remittance Request Form located at www.emedny.org. If this option is chosen, no paper remittance will be produced and the status of claims will appear on the electronic 835 remittance advice for the ETIN indicated on the request form. Retro-adjustment information is also sent in the 835 transaction 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 transaction for any processing cycle that produces pends.

Notes:

- **Electronic remittances reporting Medicare cross over claims will be generated for the provider's default ETIN only.**
- **Providers with only one ETIN who elect to receive an electronic remittance will have the status of any claims submitted via paper forms and state-submitted adjustments/voids reported on that electronic remittance.**

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.

Note: Providers submitting crossover claims who do not set their default ETIN will receive paper remittance.

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 Paper Remittance Sort Request Form, which is available at www.emedny.org by clicking on the link to the web page below:

[Provider Enrollment Forms](#)

For additional information, providers may call the eMedNY Call Center 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 Transportation services 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: ABC TRANSPORTATION

DATE: 2007-08-06
 REMITTANCE NO: 07080600006
 PROV ID: 00112233/1234567890

00112233/1234567890 2007-08-06
 ABC TRANSPORTATION
 100 BROADWAY
 ANYTOWN NY 11111

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

DATE	REMITTANCE NUMBER	PROVIDER ID NO.
2007-08-06 <small>VOID AFTER 90 DAYS</small>	07080600006	00112233/1234567890

PAY	DOLLARS/CENTS
	\$*****143.80

29
2

TO
THE
ORDER
OF

ABC TRANSPORTATION
 100 BROADWAY
 ANYTOWN NY 11111



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

John Smith
AUTHORIZED SIGNATURE

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

PROV ID: This field will contain the Medicaid Provider ID and the NPI

CENTER

Medicaid Provider ID/NPI/Date

Provider's name/Address

Medicaid Check

LEFT SIDE

Table

Date on which the check was issued

Remittance number

Provider ID No.: This field will contain the Medicaid Provider ID and the NPI

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.

TO: ABC TRANSPORTATION



DATE: 2007-08-06
REMITTANCE NO: 07080600006
PROV ID: 00112233/1234568790

00112233/1234568790 2007-08-06
ABC TRANSPORTATION
100 BROADWAY
ANYTOWN NY 11111

ABC TRANSPORTATION \$143.80

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

PROV ID: This field will contain the Medicaid Provider ID and the NPI

CENTER

Medicaid Provider ID/NPI/Date: This field will contain the Medicaid Provider ID and the NPI

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.

TO: ABC TRANSPORTATION



DATE: 08/06/2007
REMITTANCE NO: 07080600006
PROV ID: 00112233/1234567890

NO PAYMENT WILL BE RECEIVED THIS CYCLE. SEE REMITTANCE FOR DETAILS.

ABC TRANSPORTATION
100 BROADWAY
ANYTOWN NY 11111

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

PROV ID: This field will contain the Medicaid Provider ID and the NPI

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.



PAGE 01
DATE 08/06/07
CYCLE 1563

**MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT**

TO: ABC TRANSPORTATION
100 BROADWAY
ANYTOWN, NEW YORK 11111

ETIN:
PROVIDER NOTIFICATION
PROV ID: 00112233/1234567890
REMITTANCE NO. 07080600006

REMITTANCE ADVICE MESSAGE TEXT

*** ELECTRONIC FUNDS TRANSFER (EFT) FOR PROVIDER PAYMENTS IS NOW AVAILABLE ***

PROVIDERS WHO ENROLL IN EFT WILL HAVE THEIR MEDICAID PAYMENTS DIRECTLY DEPOSITED INTO THEIR CHECKING OR SAVINGS ACCOUNT.

THE EFT TRANSACTIONS WILL BE INITIATED ON WEDNESDAYS AND DUE TO NORMAL BANKING PROCEDURES, THE TRANSFERRED FUNDS MAY NOT BECOME AVAILABLE IN THE PROVIDER'S CHOSEN ACCOUNT FOR UP TO 48 HOURS AFTER TRANSFER. PLEASE CONTACT YOUR BANKING INSTITUTION REGARDING THE AVAILABILITY OF FUNDS.

PLEASE NOTE THAT EFT DOES NOT WAIVE THE TWO-WEEK LAG FOR MEDICAID DISBURSEMENTS.

TO ENROLL IN EFT, PROVIDERS MUST COMPLETE AN EFT ENROLLMENT FORM THAT CAN BE FOUND AT WWW.EMEDNY.ORG. CLICK ON PROVIDER ENROLLMENT FORMS WHICH CAN BE FOUND IN THE FEATURED LINKS SECTION. DETAILED INSTRUCTIONS WILL ALSO BE FOUND THERE.

AFTER SENDING THE EFT ENROLLMENT FORM TO CSC, PLEASE ALLOW A MINIMUM TIME OF SIX TO EIGHT WEEKS FOR PROCESSING. DURING THIS PERIOD OF TIME YOU SHOULD REVIEW YOUR BANK STATEMENTS AND LOOK FOR AN EFT TRANSACTION IN THE AMOUNT OF \$0.01 WHICH CSC WILL SUBMIT AS A TEST. YOUR FIRST REAL EFT TRANSACTION WILL TAKE PLACE APPROXIMATELY FOUR TO FIVE WEEKS LATER.

IF YOU HAVE ANY QUESTIONS ABOUT THE EFT PROCESS, PLEASE CALL THE EMEDNY CALL CENTER AT 1-800-343-9000.

NOTICE: THIS COMMUNICATION AND ANY ATTACHMENTS MAY CONTAIN INFORMATION THAT IS PRIVILEGED AND CONFIDENTIAL UNDER STATE AND FEDERAL LAW AND IS INTENDED ONLY FOR THE USE OF THE SPECIFIC INDIVIDUAL(S) TO WHOM IT IS ADDRESSED. THIS INFORMATION MAY ONLY BE USED OR DISCLOSED IN ACCORDANCE WITH LAW, AND YOU MAY BE SUBJECT TO PENALTIES UNDER LAW FOR IMPROPER USE OR FURTHER DISCLOSURE OF INFORMATION IN THIS COMMUNICATION AND ANY ATTACHMENTS. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY NYHIPPADESK@CSC.COM OR CALL 1-800-541-2831. PROVIDERS WHO DO NOT HAVE ACCESS TO E-MAIL SHOULD CONTACT 1-800-343-9000.

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**

PROV ID: This field will contain the Medicaid Provider ID and the NPI

Remittance number

CENTER

Message text

Transportation Billing Guidelines

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 adjudicated (paid or denied) during the specific cycle. This section may also contain pending claims from previous cycles that still remain in a pend status.



PAGE 02
DATE 08/06/2007
CYCLE 1563

**MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT**

TO: ABC TRANSPORTATION
100 BROADWAY
ANYTOWN, NEW YORK 11111

ETIN:
TRANSPORTATION
PROV ID: 00112233/1234567890
REMITTANCE NO: 07080600006

LN. NO	OFFICE ACCOUNT NUMBER	CLIENT NAME	CLIENT ID NUMBER	TCN	DATE OF SERVICE	PROC. CODE	UNITS	CHARGED	PAID	STATUS	ERRORS
01	CP343444	DAVIS	UU44444R	07206-00000227-0-0	07/11/07	NY211	48.000	52.80	0.00	DENY	00162 00244
01	CP443544	BROWN	PP88888M	07206-000011334-0-0	07/11/07	NY211	16.000	17.60	0.00	DENY	00244
01	CP766578	MALONE	SS99999L	07206-000013556-0-0	07/19/07	NY211	13.000	14.30	0.00	DENY	00162
01	CP999890	SMITH	ZZ22222T	07206-000032456-0-0	07/20/07	NY211	63.000	77.50	0.00	DENY	00131

* = PREVIOUSLY PENDED CLAIM
** = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS	DENIED	162.20	NUMBER OF CLAIMS	4
NET AMOUNT ADJUSTMENTS	DENIED	0.00	NUMBER OF CLAIMS	0
NET AMOUNT VOIDS	DENIED	0.00	NUMBER OF CLAIMS	0
NET AMOUNT VOIDS – ADJUSTS		0.00	NUMBER OF CLAIMS	0

Transportation Billing Guidelines



PAGE 03
DATE 08/06/2007
CYCLE 1563

**MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT**

TO: ABC TRANSPORTATION
100 BROADWAY
ANYTOWN, NEW YORK 11111

ETIN:
TRANSPORTATION
PROV ID: 00112233/1234567890
REMITTANCE NO: 07080600006

LN. NO	OFFICE ACCOUNT NUMBER	CLIENT NAME	CLIENT ID NUMBER	TCN	DATE OF SERVICE	PROC. CODE	UNITS	CHARGED	PAID	STATUS	ERRORS
01	CP112346	DAVIS	UU44444R	07206-000033667-0-0	07/11/07	NY211	13.000	14.30	14.30	PAID	
02	CP112345	DAVIS	UU44444R	07206-000033667-0-0	07/12/07	NY211	13.000	14.30	14.30	PAID	
01	CP113433	CRUZ	LL11111B	07206-000045667-0-0	07/14/07	NY211	48.000	52.80	52.80	PAID	
01	CP445677	JONES	YY33333S	07206-000056767-0-0	07/15/07	NY211	66.000	66.00	66.00	PAID	
01	CP113487	WAGER	ZZ98765R	07206-000067767-0-0	06/05/07	NY211	17.000	17.60	17.60-	ADJT	ORIGINAL CLAIM PAID 06/24/07
01	CP744495	PARKER	VZ45678P	07206-000088767-0-0	06/05/07	NY211	13.000	14.30	14.00	ADJT	

* = PREVIOUSLY PENDED CLAIM
** = NEW PEND

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		3.60-	NUMBER OF CLAIMS	1

Transportation Billing Guidelines



PAGE 04
DATE 08/06/2007
CYCLE 1563

**MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT**

TO: ABC TRANSPORTATION
100 BROADWAY
ANYTOWN, NEW YORK 11111

ETIN:
TRANSPORTATION
PROV ID: 00112233/1234567890
REMITTANCE NO: 07080600006

LN. NO	OFFICE ACCOUNT NUMBER	CLIENT NAME	CLIENT ID NUMBER	TCN	DATE OF SERVICE	PROC. CODE	UNITS	CHARGED	PAID	STATUS	ERRORS
01	CP8765432	CRUZ	LL11111B	07206-000033467-0-0	07/13/07	NY211	60.000	69.30	0.00	**PEND	00162
02	CP4555557	CRUZ	LL11111B	07206-000033468-0-0	07/14/07	NY211	63.000	71.04	0.00	**PEND	00162
01	CP8876543	TAYLOR	GG43210D	07206-000035665-0-0	07/14/07	NY211	13.000	14.30	0.00	**PEND	00142
01	CP0009765	ESPOSITO	FF98765C	07206-000033660-0-0	07/12/07	NY211	13.000	14.30	0.00	**PEND	00131

* = PREVIOUSLY PENDED CLAIM
** = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS	PEND	168.94	NUMBER OF CLAIMS	4
NET AMOUNT ADJUSTMENTS	PEND	0.00	NUMBER OF CLAIMS	0
NET AMOUNT VOIDS	PEND	0.00	NUMBER OF CLAIMS	0
NET AMOUNT VOIDS – ADJUSTS		0.00	NUMBER OF CLAIMS	0

REMITTANCE TOTALS – TRANSPORTATION				
VOIDS – ADJUSTS		3.60-	NUMBER OF CLAIMS	1
TOTAL PENDS		168.94	NUMBER OF CLAIMS	4
TOTAL PAID		147.40	NUMBER OF CLAIMS	4
TOTAL DENIED		162.20	NUMBER OF CLAIMS	4
NET TOTAL PAID		143.80	NUMBER OF CLAIMS	5

MEMBER ID: 00112233				
VOIDS – ADJUSTS		3.60-	NUMBER OF CLAIMS	1
TOTAL PENDS		168.94	NUMBER OF CLAIMS	4
TOTAL PAID		147.40	NUMBER OF CLAIMS	4
TOTAL DENIED		162.20	NUMBER OF CLAIMS	4
NET TOTAL PAID		143.80	NUMBER OF CLAIMS	5

Transportation Billing Guidelines



PAGE: 05
DATE: 08/06/07
CYCLE: 1563

TO: ABC TRANSPORTATION
100 BROADWAY
ANYTOWN, NEW YORK 11111

**MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT**

ETIN:
TRANSPORTATION
GRAND TOTALS
PROV ID: 00112233/1234567890
REMITTANCE NO: 07080600006

REMITTANCE TOTALS – GRAND TOTALS			
VOIDS – ADJUSTS	3.60-	NUMBER OF CLAIMS	1
TOTAL PENDS	168.94	NUMBER OF CLAIMS	4
TOTAL PAID	147.40	NUMBER OF CLAIMS	4
TOTAL DENY	162.20	NUMBER OF CLAIMS	4
NET TOTAL PAID	143.80	NUMBER OF CLAIMS	5

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 the eMedNY Call Center with questions about specific processed claims or payments.

ETIN (not applicable)

Provider Service Classification: **TRANSPORTATION**

PROV ID: This field will contain the Medicaid Provider ID and the NPI

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 NUMBER

The client'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 Transportation providers 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: Client ID, Prior Approval, and 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.

TO: ABC TRANSPORTATION 100 BROADWAY ANYTOWN, NEW YORK 11111	 <p>MEDICAL ASSISTANCE (TITLE XIX) PROGRAM REMITTANCE STATEMENT</p>	PAGE 07 DATE 08/06/07 CYCLE 1563 ETIN: FINANCIAL TRANSACTIONS PROV ID: 00112233/1234567890 REMITTANCE NO: 07080600006										
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">FCN</th> <th style="text-align: left; border-bottom: 1px solid black;">FINANCIAL REASON CODE</th> <th style="text-align: left; border-bottom: 1px solid black;">FISCAL TRANS TYPE</th> <th style="text-align: left; border-bottom: 1px solid black;">DATE</th> <th style="text-align: left; border-bottom: 1px solid black;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">200705060236547</td> <td style="border-bottom: 1px solid black;">XXX</td> <td style="border-bottom: 1px solid black;">RECOUPMENT REASON DESCRIPTION</td> <td style="border-bottom: 1px solid black;">05 09 07</td> <td style="border-bottom: 1px solid black;">\$\$\$.\$\$</td> </tr> </tbody> </table>			FCN	FINANCIAL REASON CODE	FISCAL TRANS TYPE	DATE	AMOUNT	200705060236547	XXX	RECOUPMENT REASON DESCRIPTION	05 09 07	\$\$\$.\$\$
FCN	FINANCIAL REASON CODE	FISCAL TRANS TYPE	DATE	AMOUNT								
200705060236547	XXX	RECOUPMENT REASON DESCRIPTION	05 09 07	\$\$\$.\$\$								
NET FINANCIAL 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.

TO: ABC TRANSPORTATION
100 BROADWAY
ANYTOWN, NEW YORK 11111



**MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT**

PAGE 08
DATE 08/06/07
CYCLE 1563

ETIN:
ACCOUNTS RECEIVABLE
PROV ID: 00112233/1234567890
REMITTANCE NO: 07080600006

REASON CODE DESCRIPTION	ORIG BAL	CURR BAL	RECOUP %/AMT
	\$XXX.XX-	\$XXX.XX-	999
	\$XXX.XX-	\$XXX.XX-	999

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.

RECOUPMENT % 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.



**MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT**

TO: ABC TRANSPORTATION
100 BROADWAY
ANYTOWN, NEW YORK 11111

PAGE 06
DATE 08/06/07
CYCLE 1563

ETIN:
TRANSPORTATION
EDIT DESCRIPTIONS
PROV ID: 00112233/1234567890
REMITTANCE NO: 07080600006

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

Accident Codes

<u>Code</u>	<u>Description</u>
0/Blank	Not Applicable
1	Auto Accident
2	Employment
3	Another Party Responsible
4	Other Accident

United States Standard Postal Abbreviations

<u>State</u>	<u>Abbrev.</u>	<u>State</u>	<u>Abbrev.</u>
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI

<u>American Territories</u>	<u>Abbrev.</u>
American Samoa	AS
Canal Zone	CZ
Guam	GU
Puerto Rico	PR
Trust Territories	TT
Virgin Islands	VI

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