

INSTRUCTIONS FOR COMPLETING THE NY MEDICAID ENROLLMENT FORM FOR GROUPS

1. General Instructions:

- Complete **ALL** items on the form **unless** otherwise instructed below. Failure to complete all required fields will result in your enrollment form being returned to you which may have an impact on the enrollment effective date.
- Required document (see #3 below) MUST cover the application date and be continuous through the current date.
- Completion of signature field is required and must be original. Initials or rubber stamped signatures will not be accepted.
- Type or legibly print in black or blue ink. Do not use red ink, nor white-out. All attachments will be scanned so they must be legible and on standard 8 ½ x 11 paper in good condition.
- Keep a copy of all documents submitted.

2. Additional Instructions and Definitions for Form Completion:

Choose only ONE of the following options & check the corresponding box on the top of the Enrollment Form

- ✓ Check Billing Provider- If the applicant/provider intends on Billing NYS Medicaid
- ✓ Check Managed Care Only (Non Billing)- If the applicant/provider is contracted with a Managed Care and is required to enroll with NYS Medicaid per the 21st Century Cures Act.

Category(s) of Service: Enter the appropriate 4-digit code on the Enrollment Form: **0020** – Group is comprised of Dentists Only
0046 – Group is comprised of Physicians Only, OR Physicians and/or Nurse Practitioners and/or Physician Assistants
0090 – Group is comprised of various Licensed Professionals, e.g., physicians, nurse practitioners, registered physician assistants, clinical psychologists, podiatrists, chiropractors, clinical social workers, optometrists, therapists (physical, occupational, speech), Midwives

Choose ONE and check the corresponding box on the Enrollment Form:

- ✓ Check New Enrollment if the NPI or Provider listed is not currently enrolled in NYS Medicaid
- ✓ Check Revalidation if the NPI or Provider is currently enrolled and you were notified that Revalidation is required per 42 CFR, Part 455.414. The Provider ID can be found on the Revalidation Letter you received**
- ✓ Check Reinstatement/Reactivation if the provider was previously enrolled but is not currently active. Please note: You will be at financial risk if you render services to Medicaid beneficiaries before successfully completing the enrollment process.

Medicare – Medicare enrollment is required for the Group if their membership provides Chiropractic, Certified Social Worker, Podiatry or Physical Therapy services.

Association Types: Enter the letter (B, F, H, M, P or U) which best corresponds to the individual's role:

B: Board of Directors Member F: Facility Administrator H: Compliance Officer
M: Managing Employee P: Supervising Pharmacist U: Laboratory Director

3. ADDITIONAL REQUIREMENTS

OMIG Provider Compliance Certification – Confirmation notice for the OMIG Provider Compliance Program may be required. Visit www.omig.ny.gov to determine if the Applicant / Provider must comply. If yes, a copy of the confirmation notice (printed from the website) must be included with this application.

REQUIRED DOCUMENTS TO BE SUBMITTED WITH THIS FORM:

- IRS Assignment Letter indicating the FEIN and Applicant Name on the Enrollment Form (W-9 NOT ACCEPTABLE). IRS Assignment Letter (Form: SS-4) can be obtained by going to IRS.Gov or call IRS at 1-800-829-4933.
- Group Member Affiliation/Disaffiliation Request (Each Member MUST complete this form) – (EMEDNY-610202) (not required if you are enrolling as a Managed Care Only non-billing provider)
- For private practicing groups located in New York and established as PC's, LLC's, LLP's or PLLC's: **Proof of current registration with the NYS Education Department.** (Note: this is not the Department of State). If your copy of the registration is not available, visit <http://www.op.nysed.gov/opsearches.htm#.eng>, Use the "**Search for Professional Business Entity, by Name:**" search feature, print your "**Business Entity Information**" summary and submit it with your Medicaid enrollment form
- For Dental Groups Only: Dental Group Provider Information Request Form (EMEDNY-426701)
- ETIN Certification Statement for New Enrollments Form (EMEDNY-490602) (not required for revalidation or reinstatement/reactivation, or if you are enrolling as a Managed Care Only non-billing provider)
- Electronic Funds Transfer (EFT) Authorization Form (EMEDNY-701101) (not required for revalidation if EFT is already in place and no change is requested or if you are enrolling as a Managed Care Only non-billing provider)