STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Antonia C. Novello, M.D., M.P.H. Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

February, 2005

Dear Medicaid Provider:

I am pleased to inform you that implementation of the eMedNY Phase II processing system is scheduled for March 24, 2005. The Department and Computer Sciences Corporation (CSC) have worked to make your transition to eMedNY as seamless as possible. However, the new system will require some changes in the manner in which the providers interact with the New York State Medicaid Program. The changes you need to implement may differ based on whether you bill electronically or by paper claim forms. These changes are outlined in the eMedNY Phase II HIPAA Transaction Information, which is accessible at the website, www.nyhipaadesk.com, (click on the "News and Resource" tab and look below "Important Notice").

Understanding that some providers may have difficulty in making their required changes for eMedNY Phase II by the March 24 implementation date, the Department is offering a short-term transition plan to assist these providers in their migration. This transition plan will only be available for a three-month period, ending June 20, 2005.

Transition plan processing will not be available to providers that have not made their conversion to HIPAA. Non HIPAA-compliant transactions will be accepted only until March 21, 2005. Non-compliant claims filed after that date will be rejected for processing.

The transition plan for electronic submissions includes the following provisions:

- Providers that have not completed their eMedNY Phase II conversion will still be able to send pre-Phase II HIPAA compliant 837 claims to Medicaid during the transition period.
- Hospitals that bill for ordered ambulatory services may continue to submit their claims in the pre-Phase II Institutional (837I) transaction format after March 24, 2005 and until the post-Phase II transaction format is available.
- Providers will be able to continue to use their existing communication methods (MMIS Electronic Gateway or magnetic media) during the three-month contingency plan period while they complete their migration to eMedNY Phase II methods.
- Providers will be able to perform end-to-end testing by submitting both pre-Phase II compliant claims to the current Legacy MMIS location and eMedNY Phase II HIPAA-compliant claims to eMedNY at the same time, and comparing results; correctly formatted claims will be denied by the duplicate claim edits.

The transition plan for paper claims includes the following:

- Providers who will not be ready to submit the new Phase II paper claim forms can continue to use the old ones up through May 31, 2005. However, after May 31, 2005, only new Phase II paper claim forms will be accepted for processing.

The transition plan will not include:

- Support for non-HIPAA electronic transactions. Providers who are not HIPAA-compliant must complete their migration to HIPAA prior to March 21, 2005.
- Support for pre-Phase II HIPAA Eligibility and Service Authorization transactions. Providers must make minor changes to convert their Eligibility and Service Authorization requests to HIPAA Phase II compliance.
- Electronic Remittances (835 and 820 formats) will be formatted using eMedNY Phase II requirements. They will be delivered via eMedNY eXchange or file transfer protocol (FTP). For more information about eMedNY eXchange or FTP, please visit www.emedny.org. Providers will still have the option of selecting paper remittances.

Prior Authorizations and Utilization Threshold Override paper submissions will be modified as follows as eMedNY is implemented:

- New Phase II paper forms for Prior Authorizations and Utilization Threshold Override Applications (TOA), are required beginning March 21, 2005.
- New Phase II paper forms for Prior Approval types [01-Physician, 03-Dental, 04-Nursing Home/Bed Reservation, 06-DME, 07-Eye Care, 08-Hearing Aid, and 10-Private Duty Nursing], are required beginning on March 14, 2005.

To utilize the transition plan processing, providers will be required to submit a completed 'Application **for Transition Processing**' signed by the CEO or highest-ranking officer of the organization. A copy of the Application is enclosed. The Application for Transition Processing must be submitted by March 11, 2005.

Providers should not wait until the June 20 deadline to implement their Phase II changes. With the implementation of eMedNY Phase II, claims being submitted in a pre-Phase II format will require additional processing by CSC, the Department's fiscal agent. After May 9, 2005, this additional processing will result in a two-week delay in processing of non-eMedNY compliant claims.

The Department is committed to working with you to achieve a successful implementation of eMedNY Phase II. If you have any questions or need technical clarification, please contact CSC Provider Services at 800-522-5518 or (518) 447-9860.

Thank you for your cooperation and understanding.

Sincerely,

Kathryn Kuhmerker
Deputy Commissioner
Office of Medicaid Management

Enclosure

New York State Department of Health Office of Medicaid Management

Transition Plan Application

1. **Enter your Electronic Transmitter Identification Number - ETIN (formerly known as Transmission Supplier Number - TSN):** _____ (3 characters)

2. **Enter your Organization/Provider Name:** _____

3. **Enter a contact for your organization:**

   Provider ID: _____ (8 digits)

   Contact Name: _____

   Phone: _____ **Email:** _____

   Address1: _____

   Address2: _____

   City: _____ **State:** _____ **Zip:** _____

4. **Requested by (must be the CEO or highest ranking individual in the organization):**

   As the CEO, the highest-ranking individual in the organization, or the sole practitioner/proprietor, I am requesting an extension of the eMedNY Phase II deadline beyond March 24, 2005, while my organization completes its transition to full eMedNY Phase II compliance for all electronic claims and transactions to New York Medicaid.

   I am fully aware that NY Medicaid is providing a transition period to eMedNY Phase II compliance through June 20, 2005, and will not be able to process non-Phase II compliant claims and other transactions after that date. I also am aware that utilization of the transition plan after May 9, 2005 will result in additional processing time for my claims. This additional processing will result in a two-week delay in processing my claims, which will have a financial impact on my organization.

   _____ _____
   (Signature above) (date signed)

   _____
   (Printed name)

5. ***FAX the completed form to CSC at (518) 257-4846 by March 11, 2005.***

6. **Make a copy for your records, and then mail the original to the following address. If CSC does not receive the original within two weeks, your Transition Plan will be voided.**

   Computer Sciences Corp.
   HIPAA Systems Development Support Unit
   P.O. Box 4166
   Albany, NY 12204