



## ALL PROVIDERS

### Medicaid Provider Enrollment Transition Changes to Paper Maintenance Submissions for All Providers

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Beginning July 1<sup>st</sup>, paper maintenance transactions for all New York State (NYS) Medicaid provider types will no longer be accepted, and all provider maintenance must be completed in the NYS Medicaid Provider Services Portal (PSP). Examples of maintenance transactions include address changes, affiliations, managing employee disclosures, specialty updates, etc.

**Complete paper maintenance transactions (including required documentation) mailed to eMedNY, postmarked by July 1<sup>st</sup>, and received prior to close of business July 10<sup>th</sup> will still be accepted.** Paper maintenance transactions received after July 10<sup>th</sup> will be returned, regardless of date postmarked, with instructions for providers to submit the transaction in the PSP.

#### To submit maintenance transactions in the new PSP:

- To register and access the PSP, providers must first create a NY.gov business account. Account creation and the associated identity proofing process only need to be done once and can be done from a desktop, laptop, tablet or phone. *Documents submitted and photos taken during the identity proofing process will not be retained.*
- Once a NY.gov business account has been created, providers can log into the PSP and navigate through the registration process to "claim/link to" their enrollment files. For more information related to this process, please visit <https://www.emedny.org/PSP/>.
- Providers can view and update existing provider information during and after the registration process.

#### Recent updates related to this transition:

- Change of ownership and reinstatement applications are being returned if the May 2026 version of the form was not submitted.
- Paper transactions that are **resubmitted in response to a rejection** will be returned with instructions to submit via the PSP.
- A date when any type of paper transaction will no longer be accepted will be announced in the near future.

#### Reminders:

- All providers, duly authorized representatives, and credentialing staff who prepare or submit applications must create NY.Gov business accounts to access provider files and prepare transactions in the PSP. However, **only individual practitioners and owners or managing employees** of an organization who are disclosed as such on the application **can sign and submit enrollment transactions**.
- In accordance with the New York State Office of Information Technology Service's International Access to NYS Systems or Data policy and New York State Department of Health Office of Health Insurance Program's Offshoring Data policy, **organizations that use or contract with offshore credentialing staff should be aware that those individuals are not permitted to access State systems**.

**Please watch for more communication in your email inbox and on [emedny.org](https://emedny.org) as we continue to transition toward a fully paperless process in the PSP.**

Provider Enrollment Team  
New York State Medicaid

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