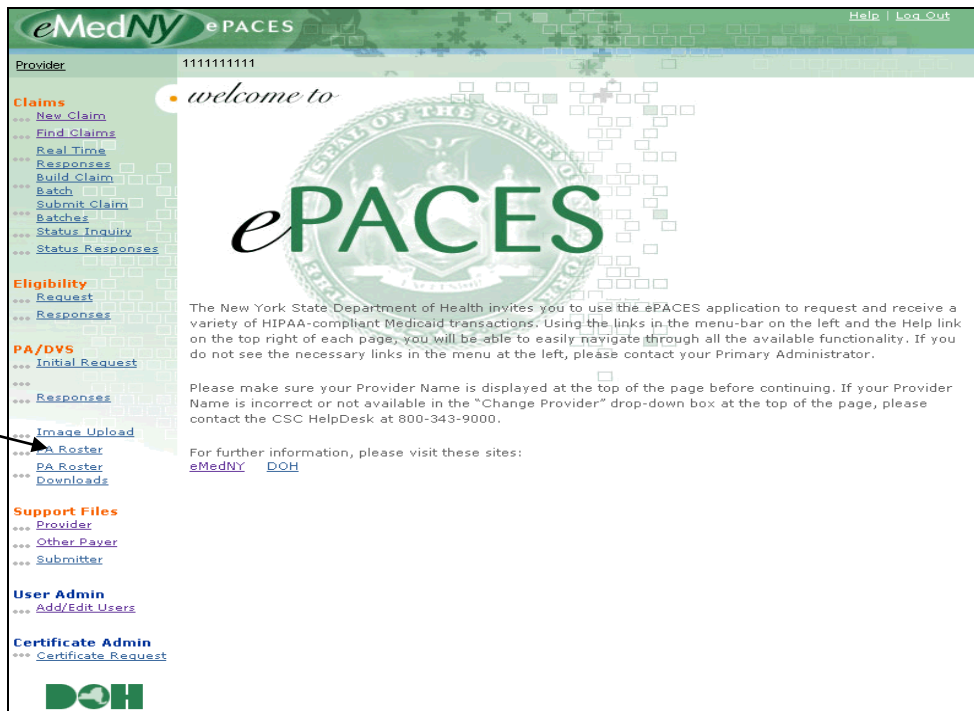# eMedNY          **Enhanced ePACES PA Inquiry**

Providers and third-party Billing Services can search for Prior Approval (PA) Rosters through ePACES **for Transportation rosters ONLY**. If your facility is set up to enter transactions for multiple Providers, be sure that the Provider Name and ID displayed above the left-hand menu is correct for the transaction for which you are searching.



**Choose whether you are Billing/Requesting Provider or Ordering/Prescribing Provider.**

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**PA Number:** Enter the PA Number, if known.

**Client ID:** Enter the Client ID to narrow your results.

**PA Type**: Choose the correct PA Type (i.e. Physician, Dental, Private Duty Nursing, etc.).

**Status (Header)**: Choose the status of the PA (i.e. approved, partially approved, rejected, etc.).

**Item/Procedure Code:** Enter the Procedure code or item code.

**NDC Code:** Enter the NDC code.

**Rate Code**: Enter the rate code.

**Submitted Date Range:** Enter the submitted date of the PA.  **If these fields are left blank, the dates will automatically default to the current date and the previous date**. The From and To date have a maximum span of 120 days.  For example, if the From date is January 1, 2011 the To date cannot be later than April 30, 2011.

**Effective Dates:** Enter the effective dates of the PA, if known.

**Provider Number:** If you are the billing/requesting provider, you will enter the Provider Number of the ordering/prescribing provider, or vice versa.

**License Number:** If you are the billing/requesting provider, you will enter the License Number of the ordering/prescribing provider, or vice versa.  There is no need to enter a profession code only the six-digit license number preceded by two zeroes (00).

**Sort Field:** This option lets you choose how you want the search results displayed once you click on the Search button (i.e. Client ID, PA Number, etc.).

**Note:**  To obtain the broadest range of results, use the minimum number of search criteria fields to execute your search.  Remember, if you leave the submitted date range blank, it will default to the current date and the previous day.

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## Results Portion



**Client ID:** Click on the Client ID to open a new link, which will produce the roster for that individual.  (If the PA Status is pended or suspended, there will not be a link.)

**PA Number:** This is the PA number that has been assigned to this client.

**Billing/Requesting:** This is the number of the billing/requesting provider for the PA.

**Ordering/Prescribing:** This is number of the ordering/prescribing provider for the PA.

**PA Type:** This is the type of PA (i.e. Dental, Private Duty Nursing, Hearing Aid, etc.).

**Header Status:** This tells the user the status of the PA (i.e. Approved, partially approved, rejected, etc.).

**Submit Date:** This is the date that the PA was submitted electronically.  If the PA was a paper request, this will be the date that the request was received.

**Effective Date:** This is the first date that the PA is effective.

**Download Roster:** Click this button to download your roster.  After you click this button, **you MUST click on PA ROSTER DOWNLOAD on your left-hand menu to continue the downloading process.**

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This is the window that will open up when you click on the Client ID to get a copy of the roster for that prior approval. It will give you the roster only.  If the PA office pends a PA for missing information, the missing information letter and routing sheet will be mailed to you.  If you did not receive your roster with the missing information letter, please go to www.emedny.org and click on "eMedNY Paper Forms" in the left-hand corner.   Then print and mail the "Prior Approval Roster Request Form" to the address listed on the form.

## Transportation (Billing)

```
REPORT: AM07020-R0602                    NEW YORK STATE DEPARTMENT OF HEALTH                   PROCESS DATE: 06/06/2008
                                                      EMEDNY                                   PROCESS TIME: 16:40:24
PROVIDER: ▓▓▓▓▓▓▓▓
                    TRANSPORTATION - ROSTER FOR BILLING PROVIDER12345678 ▓▓▓▓▓▓▓▓ ECONOMY DRUG INC
                                                      3021456789


CLIENT ID/NAME ▓▓▓▓▓▓▓ ▓▓▓▓▓▓▓▓           DATE OF BIRTH ▓▓▓▓▓▓▓            SEX M    CNTY FISC RESP 66

   ORDERING PROVIDER ID       PROCEDURE CODE      PRIOR APPROVAL NUMBER 0263316600X         DETERMINATION/RSN       APPROVED/
   APPROVED - QUANTITY          120.000   TIMES 0   AMOUNT  0.00              PERIOD OF SERVICE FROM/TO 04/21/2004 10/28/2004
   RENDERED - QUANTITY          120.000   TIMES 0   AMOUNT  0.00


 TOTAL NUMBER OF ENTRIES ON THIS ROSTER :  2
```

## Transportation (Ordering)

```
REPORT: AM07030-R0603                    NEW YORK STATE DEPARTMENT OF HEALTH                   PROCESS DATE: 06/06/2008
                                                      EMEDNY                                   PROCESS TIME: 16:41:51
PROVIDER:
                    TRANSPORTATION - ROSTER FOR ORDERING PROVIDER


                          DATE      S PRIOR            CNTY    APPRVD PERIOD    BILLING     APPROVED     LINED    DETER
CLIENT                    OF        E APPROVAL   PROC   FISC     OF SERVICE     PROV
ID      CLIENT NAME       BIRTH     X NUMBER     CODE   RESP   FROM:      TO:   ID      QTY  TIMES AMNT DETER    RSN


▓▓▓▓▓ ▓▓▓▓▓▓▓ ▓▓▓▓▓       M 0263316600X          66   04/21/2004 10/28/2004 ▓▓▓▓▓▓ 120  000  0.00 APPROVED


 TOTAL NUMBER OF ENTRIES ON THIS ROSTER : 1
```

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## PA Roster Download Page

If you are an administrator, you will have the ability to access any of the previously downloaded request(s) for any of your users.  Click on the drop down, select the user and click "GO". This will display all the PAs that this user downloaded.

Download Request(s) by User ID: ROSENTHA ☑ ● Go

Records 21- 30 of 43 | << Previous | Next >>

| Request ID | Status | Request Date | Reset Priority | Cancel Request |
|---|---|---|---|---|
| 50000120 | Download | 07/17/07 | | |
| 50000121 | Download | 07/17/07 | | |
| 50000122 | Download | 07/17/07 | | |
| 50000123 | Download | 07/17/07 | | |
| 50000124 | Download | 07/17/07 | | |
| 50000125 | Download | 07/17/07 | | |
| 50000126 | Download | 07/17/07 | | |
| 50000128 | Pending | 07/20/07 | ⦿ | ☐ |
| 50000129 | Pending | 07/20/07 | ○ | ☐ |
| 50000130 | Pending | 07/20/07 | ○ | ☐ |
| **Request ID** | **Status** | **Request Date** | **Reset Priority** | **Cancel Request** |

Records 21- 30 of 43 | << Previous | Next >>

● **Update Selected Requests**

**Request ID:** This is the number assigned to the PA Roster(s) as requested by the user.

**Status:** This gives the user the status of the download (i.e. Pending, Downloaded or Retry).  If the user gets the status of Retry, there was something wrong with the data submitted to obtain the PA Roster and the user must start the process over again to get the roster(s).

**Request Date**: This is the date the user clicked on "Download Roster" on the prior approval roster page.

**Reset Priority:** The provider can click on this button and then click "Update Selected Requests" to move a prior approval request to the beginning of their list.  This button can only be used when the status of the download is "Pending."  A user has 5 days to download their roster on this screen. If the user does not download with in 5 days, they will have to start this process from the beginning.  Once the roster has been downloaded, it will be purged from this screen after 5 days.

**Cancel Request**: If the provider wishes to cancel their request, they will check this box, click    "Update Selected Request" and the request will be cancelled.  You can only cancel a request if the status is "Pending."

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When the user clicks "Request ID", the search criteria used to make the request are displayed.  This information is used to create the roster(s).



This screen shows you results of the PA Roster(s) that can be downloaded based upon the search criteria entered.



**PA TYPE**: This is the type of PA.

**Status:** Click this link to download the roster.

**Downloaded By:** If the roster was downloaded, this indicates which User ID downloaded this roster.

When the user clicks the download link, a new window will open.  If the download dialogue box does not automatically appear, there is a link in the new window advising the user to click this link to start the process.

# eMedNY                    **Enhanced ePACES PA Inquiry**
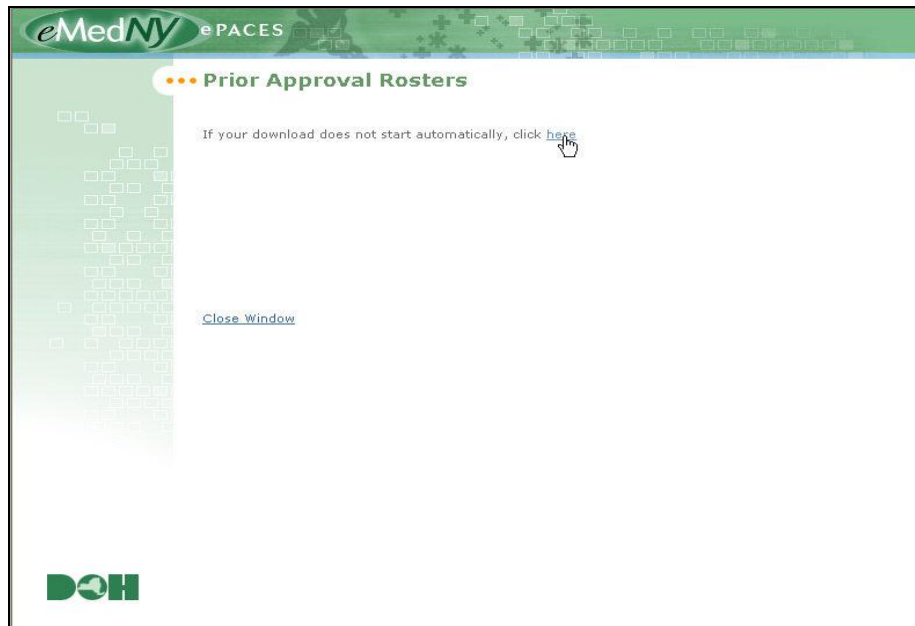


This dialogue box appears prompting the user to download the roster.  This will be a .txt file.  The user will click on "Save" to save the file on their computer.
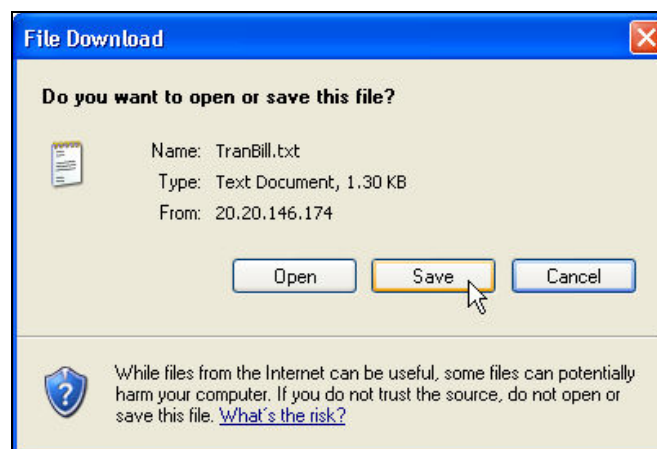


The user needs to change the .txt to .csv using the "Save as type" drop down arrow and selecting .csv.  This permits the file to open up in an Excel spreadsheet. Click on "Save".

_eMedNY_                                   **Enhanced ePACES PA Inquiry**
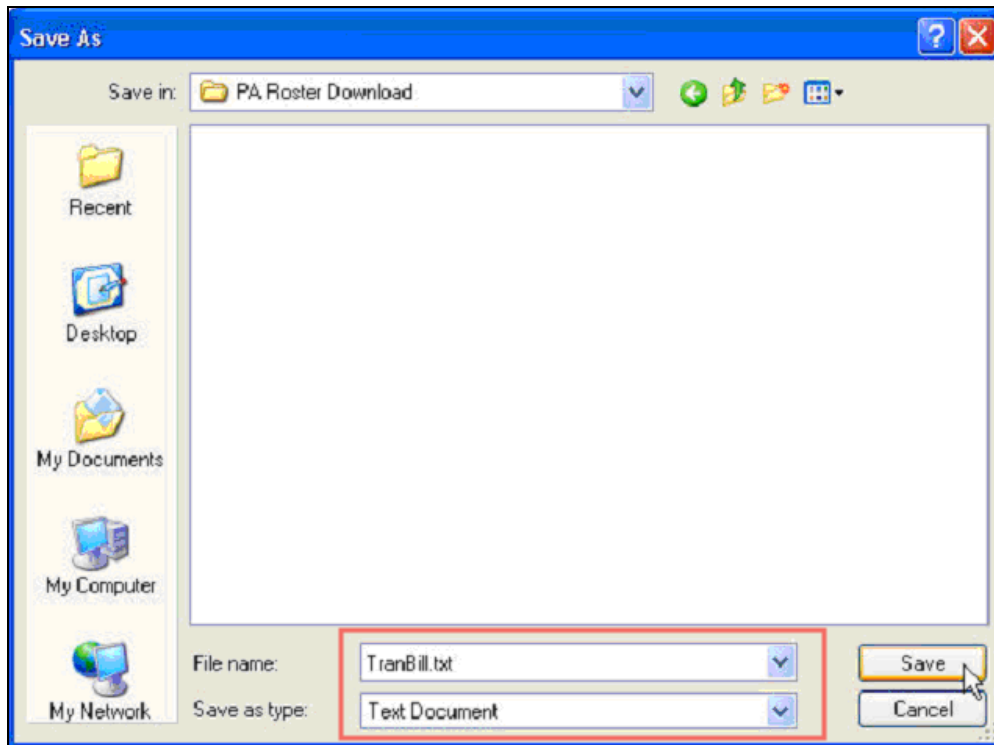


**NOTE:** If Notepad is used to download the file, the drop down arrow may not be available. In that case, you may need to overtype the .txt with .csv.

### *Phone Contact*

● eMedNY Call Center: (800) 343-9000
   Hours of Operation:
   > **For provider inquiries pertaining to non-pharmacy billing or claims, or provider enrollment:** Monday through Friday: 7:30 a.m. - 6:00 p.m., Eastern Time (excluding holidays)

   > **For provider inquiries pertaining to eligibility, DVS, and pharmacy claims:** Monday through Friday: 7:00 a.m. - 10:00 p.m., Eastern Time (excluding holidays)   Weekends and Holidays: 8:30 a.m. - 5:30 p.m., Eastern Time