

**NEW YORK STATE  
MEDICAID PROGRAM**

**ASSISTED LIVING PROGRAM  
(ALP)**

**UB-04  
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 ALP providers and should be used by the provider's billing staff as an instructional as well as a reference tool.

## Section II – Claims Submission

ALP 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. While a provider is required to recertify on a yearly basis, the certification will remain in effect as long as the provider is participating in the NYS Medicaid Program. 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, providers need the following:

- An ETIN
- A Certification Statement

#### ETIN

This is a submitter identifier, issued by the eMedNY Contractor and it must be used in every electronic submission to NYS Medicaid. ETINs may be issued to an individual provider or provider group (if they are direct billers) and to service bureaus or clearinghouses.

ETIN applications are available at [www.emedny.org](http://www.emedny.org).

- ✓ Select **Information** from the menu
- ✓ Click on **Provider Enrollment Forms**
- ✓ Click on **Electronic/Paper Transmitter Identification Number**

#### 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 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 at [www.emedny.org](http://www.emedny.org) together with the ETIN application.

## 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.

ALP providers who choose to submit their Medicaid claims electronically are required to use the HIPAA 837 Institutional (837I) transaction. In addition to this document, direct billers may also refer to the sources listed below to comply with the NYS Medicaid requirements.

- HIPAA 837I Implementation Guide (IG) – A document that explains the proper use of the 837I standards and program specifications. This document is available at [www.wpc-edi.com/hipaa](http://www.wpc-edi.com/hipaa).
- NYS Medicaid 837I Companion Guide (CG) – A subset of the IG, which provides instructions for the specific requirements of NYS Medicaid for the 837I. This document is available at [www.emedny.org](http://www.emedny.org).
  - ✓ Select **NYHIPAADESK** from the menu
  - ✓ Click on **eMedNY Companion Guides and Sample Files**
  - ✓ Look for the box labeled “837 Institutional Health Care Claim Transaction” and click on the link for the **837 Institutional Companion Guide**
- NYS Medicaid Technical Supplementary Companion Guide – This document 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. The Technical Supplementary Companion Guide is available at [www.emedny.org](http://www.emedny.org).
  - ✓ Select **NYHIPAADESK** from the menu
  - ✓ Click on **eMedNY Companion Guides and Sample Files**
  - ✓ Look for the boxed labeled “Technical Guides” and click on the link for the **Technical Supplementary CG**

## 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](http://www.emedny.org).

- ✓ Select **NYHIPAADESK** from the menu
- ✓ Click on **Registration Information Trading Partner Resources**
- ✓ Click on **Trading Partner Agreement**

### 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](http://www.emedny.org).

- ✓ Select **NYHIPAADESK** from the menu
- ✓ Click on **eMedNY Companion Guides and Sample Files**
- ✓ In the box labeled “Technical Guides”, click on **eMedNY Provider Testing User Guide**

## 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

### ePACES

NYS Medicaid provides a HIPAA-compliant web-based application that is customized for specific transactions, including the 837I. 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

To take advantage of ePACES, providers need to follow an enrollment process. Additional enrollment information is available at [www.emedny.org](http://www.emedny.org).

- ✓ Select **NYHIPAADESK** from the menu
- ✓ Click on **ePACES General Information and Enrollment**

### **eMedNY eXchange**

The eMedNY eXchange works like email; users are assigned an inbox and they are able to send and receive transaction files in an email-like fashion. Transaction files are attached and sent to eMedNY for processing and the responses are delivered to the user's inbox so they can be detached and saved on the user's computer. **For security reasons, the eMedNY eXchange is accessible only through the eMedNY website [www.emedny.org](http://www.emedny.org).**

The eMedNY eXchange only accepts HIPAA-compliant transactions.

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 a password, you must complete and return a Security Packet B. The Security Packet B can be found at [www.emedny.org](http://www.emedny.org).

- ✓ Select **Information** from the menu
- ✓ Click on **Provider Enrollment Forms**
- ✓ Click on **Security Packet B**

### **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**

This is a dial-up access method. It requires the use of the User ID assigned at the time of enrollment and a password. eMedNY Gateway 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 can be found at [www.emedny.org](http://www.emedny.org).

- ✓ Select **Information** from the menu
- ✓ Click on **Provider Enrollment Forms**
- ✓ Click on **Security Packet B**

**Note: For questions regarding ePACES, eXchange, FTP, CPU to CPU or eMedNY Gateway connections, call the eMedNY Call Center at 800-343-9000.**

## **Paper Claims**

ALP providers who choose to submit their claims on paper forms must use the CMS standard **UB-04** claim form. To view the UB-04 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.

[Assisted Living Program - UB-04 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 the 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.

- 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;"></td> </tr> </table>			6.	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;"></td> </tr> </table> <span style="font-size: 2em; vertical-align: middle;">→</span> Zero interpreted as six			6.	6	
		6.	0									
		6.	6									

- When typing or printing, stay within the box and 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: 20px; height: 20px; text-align: center;">2</td> </tr> </table>	2	2	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">7</td> </tr> </table> <span style="font-size: 2em; vertical-align: middle;">→</span> Two interpreted as seven	7
2				
7				
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">3</td> </tr> </table>	3	3	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">2</td> </tr> </table> <span style="font-size: 2em; vertical-align: middle;">→</span> Three interpreted as two	2
3				
2				

- Characters should not touch each other. Example:

Written As	Intended As	Interpreted As		
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">23</td> </tr> </table>	23	23	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px; text-align: center;">illegible</td> </tr> </table> <span style="font-size: 2em; vertical-align: middle;">→</span> Entry cannot be interpreted properly	illegible
23				
illegible				

- Do not write 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.
- 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, such as 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, address labels); do not place stickers on the form.

**The address for submitting claim forms is:**

**COMPUTER SCIENCES CORPORATION  
P.O. Box 4601  
Rensselaer, NY 12144-4601**

## **UB-04 Claim Form**

To view the UB-04 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.

[Assisted Living Program - UB-04 Sample Claim](#)

## **General Information About the UB-04 Form**

The UB-04 CMS-1450 is a CMS standard form; therefore CSC does not supply it. The form can be obtained from any of the national suppliers.

The UB-04 Manual (National Uniform Billing Data Element Specifications as developed by the National Uniform Billing Committee – Current Revision) should be used in conjunction with this Provider Manual as a reference guide for the preparation of claims to be submitted to NYS Medicaid. The UB-04 manual is available at [www.nubc.org](http://www.nubc.org).

Form Locators in this manual for which no instruction has been provided have no Medicaid application. These Form Locators are ignored when the claim is processed.

## Billing Instructions for Assisted Living Program Services

This subsection of the Billing Guidelines covers the specific NYS Medicaid billing requirements for ALP providers. Although the instructions that follow are based on the UB-04 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.

### Field-by-Field (UB-04) Instructions

#### **PROVIDER NAME, ADDRESS, AND TELEPHONE NUMBER (Form Locator 1)**

Enter the billing provider's name and address.

**Note: It is the responsibility of the provider to notify Medicaid of any change of address or other pertinent information within 15 days of the change. For information on where to direct address change requests, please refer to [www.emedny.org](http://www.emedny.org).**

#### **PATIENT CONTROL NO. (Form Locator 3a)**

For record-keeping purposes, the provider may choose to identify a patient by using an office account/patient control number. This field can accommodate up to 30 alphanumeric characters. If an office account/patient control number is indicated on the claim form, the first 20 characters will be returned on the Remittance Advice. Using an office account/patient control number can be helpful for locating accounts when there is a question on patient identification.

### **TYPE OF BILL (Form Locator 4)**

Completion of this field is required for all provider types. All entries in this field must contain three digits. Each digit identifies a different category as follows:

- 1<sup>st</sup> digit – Type of Facility
- 2<sup>nd</sup> digit – Bill Classification
- 3<sup>rd</sup> digit – Frequency

#### **Type of Facility**

Using the UB-04 Manual, Form Locator 4, Type of Facility category, select the code that best describes the facility type.

#### **Bill Classification**

Using the UB-04 Manual, Form Locator 4, Bill Classification category, select the code that best describes the type of service being claimed.

#### **Frequency – Adjustment/Void Code**

New York State Medicaid uses the third position of this field **only** to identify whether the claim is an original, a replacement (adjustment), or a void.

- If submitting an original claim, enter **0** (zero) in the third position of this field.

Example:

4 TYPE OF BILL
XX0

- If submitting an adjustment to a previously paid claim, enter **7** in the third position of this field.

Example:

4 TYPE OF BILL
XX7

- If submitting a void to a previously paid claim, enter **8** in the third position of this field.

Example:

4 TYPE OF BILL
XX8

### **STATEMENT COVERS PERIOD FROM/THROUGH (Form Locator 6)**

- **When billing for one Date of Service**, enter the same date in the FROM and THROUGH boxes or leave the THROUGH box blank.

- **When billing for multiple consecutive service dates**, enter the first service date in the FROM box and the latest service date in the THROUGH box. The first and last service dates must be within the same calendar month.

Dates must be entered in the format MMDDYYYY.

**Notes:**

- **Claims must be submitted within 90 days of the THROUGH date (last date) entered in this field unless acceptable circumstances for the delay can be documented. For more information about billing claims over 90 days from the earliest date of service, please refer to [www.emedny.org](http://www.emedny.org).**
- **Do not include full days covered by Medicare or other third-party insurers as part of the period of service.**
- **A separate claim must be completed if the period of service includes therapeutic leave days.**

**PATIENT NAME (Form Locator 8 – Line b)**

Enter the patient's last name followed by the first name.

**BIRTHDATE (Form Locator 10)**

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

**Example:** Mary Brandon was born on March 5, 1935.

10 BIRTHDATE
03051935

**SEX (Form Locator 11)**

Enter **M** for male or **F** for female to indicate the patient's sex.

**ADMISSION TYPE (Form Locators 12-15)**

Leave all fields blank.

**STAT [PATIENT STATUS] (Form Locator 17)**

This field is used to indicate the specific condition or status of the patient as of the last date of service indicated in Form Locator 6. Select the appropriate code (except for 43 and 65) from the UB-04 manual.

**CONDITION CODES (Form Locators 18–28)**

Leave all fields blank.

**OCCURRENCE CODE/DATE (Form Locators 31–34)**

Leave all fields blank.

**OCCURRENCE SPAN/DATE (Form Locators 35-36)**

Leave all fields blank.

**VALUE CODES (Form Locators 39–41)**

NYS Medicaid uses Value Codes to report the following information:

- Locator Code (required)
- Rate Code (required)
- Patient Participation (only if applicable)
- Other Insurance Payment (only if applicable)
- Medicaid Covered Days (only if applicable)

Value Codes have two components: Code and Amount. The **Code** component is used to indicate the type of information reported. The **Amount** component is used to enter the information itself. Both components are required for each entry.

**Locator Code - Value Code 61**

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.

***Value Code***

Code **61** should be used to indicate that a Locator Code is entered under Amount.

***Value Amount***

Entry must contain three digits and must be placed to the left of the dollars/cents delimiter.

Locator codes 001 and 002 are for administrative use only and are not to be entered in this field. The entry may be 003 or a higher locator code. Enter the locator code that corresponds to the address where the service was performed.

The example below illustrates a correct Locator Code entry.

**Example:**

	39 VALUE CODES	
	CODE	AMOUNT
a	61	003 -
b		-
c		-
d		-

**Note:** 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 [www.emedny.org](http://www.emedny.org).

**Rate Code - Value Code 24**

Rates are established by the Department of Health. At the time of enrollment in Medicaid, providers receive notification of the Rate Codes/amounts assigned to their Category of Service. Any time that Rate Codes or amounts change, providers also receive notification from the Department of Health.

Rate codes indicate the level of health care services rendered; therefore, a rate must always be reported even if only co-insurance is being claimed.

**Value Code**

Code **24** should be used to indicate that a Rate Code is entered under Amount.

**Value Amount**

Enter the Rate Code that applies to the service rendered. The four-digit Rate Code must be entered to the left of the dollars/cents delimiter.

The example below illustrates a correct Rate Code entry:

**Example:**

	39 VALUE CODES	
	CODE	AMOUNT
a	24	3301 -
b		-
c		-
d		-



**Patient Participation (NAMI) - Value Code 23**

**Value Code**

Code **23** should be used to indicate that the patient’s Net Available Monthly Income (NAMI) amount is entered under Amount.

**Value Amount**

Enter the NAMI amount approved by the local Social Services agency as the patient’s monthly budget. In cases where the patient’s budget has increased, the new amount, rather than the current budgeted amount, should be entered. If billing occurs more than once a month, enter the full NAMI amount on the **first** claim submitted for the month as illustrated below:

**Example:**

39 VALUE CODES	
CODE	AMOUNT
a	23 100 ▾
b	▾
c	▾
d	▾

**Note: For retroactive NAMI changes, an adjustment to the previously paid claim needs to be submitted. These adjustments can only be submitted when approval for a budget change has been received from the LDSS.**

**Other Insurance Payment – Value Codes A3 or B3**

If the patient has insurance other than Medicare, it is the responsibility of the provider to determine whether the service being billed for is covered by the patient's Other Insurance carrier. 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 the Other Insurance carrier, as Medicaid is always the payer of last resort.

**Value Code**

Code **A3** or **B3** should be used to indicate that the amount paid by an insurance carrier, other than Medicare, is entered under Amount. The line (A or B) assigned to the Insurance Carrier in Form Locator 50 determines the choice of codes **A3** or **B3**.

**Value Amount**

Enter the actual amount paid by the Other Insurance carrier. If the Other Insurance carrier denied payment enter 0.00. 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 the provider to zero-fill the Other Insurance payment for same type of service. This communication should be documented in the client'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 or uncooperative in submitting claims to the insurance company. In these cases the LDSS must be notified prior to zero-filling. The 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 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 LDSS whenever he/she encounters policyholders who are uncooperative in paying for covered services received by their dependents who are on Medicaid. In other cases providers 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 patient 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 patient or absent parent.
- The provider is instructed to zero-fill by the LDSS for circumstances not listed above.

The following example illustrates a correct Other Insurance Payment entry.

**Example:**

39 VALUE CODES	
CODE	AMOUNT
a 83	100 . 00
b	-
c	-
d	-

**Medicaid Covered Days – Value Code 80**

**Value Code**

Code 80 should be used to indicate the total number of days that are covered by Medicaid.

**Value Amount**

Enter the actual amount of days covered by Medicaid. The sum of Medicaid full covered days must correspond to the Statement Covers Period in Form Locator 6 and should not reflect the day of discharge. The Covered Days must be entered to the left of the dollars/cents delimiter.

The example below illustrates a correct Medicaid Covered Days entry:

**Example:**

39 VALUE CODES	
CODE	AMOUNT
a 80	30 -
b	-
c	-
d	-

**REV. CD. [Revenue Code] (Form Locator 42)**

Revenue Codes identify specific accommodations, ancillary services, or billing calculations.

NYS Medicaid uses Revenue Codes to identify the following information:

- Total Charges
- Title XIX Days – Therapeutic Leave

**Total Charges**

Use Revenue Code **0001** to indicate that total charges are entered in Form Locator 47.

**Therapeutic Leave**

These are overnight absences that include leave for personal reasons or participation in medically acceptable therapeutic or rehabilitative plans of care.

- If applicable, use Revenue Code **0183** to indicate that the number of Therapeutic Leave days is entered in Form Locator 46.
- Therapeutic Leave must not be claimed together with regular billing; these claims must be submitted on a separate form.

**SERV. UNITS (Form Locator 46)**

If Revenue Code 0183 (Therapeutic Leave) was used in Form Locator 42, enter the total number of Therapeutic Leave days on the same line where the Revenue Code appears. The number of therapeutic days must match the entry in Form Locators 39-41, Value Code 80, "Covered Days".

**TOTAL CHARGES (Form Locator 47)**

Enter the total amount charged for the service(s) rendered. This is computed by multiplying the total number of full days times the per diem rate. The charged amount must be entered on the line corresponding to Revenue Code 0001 and both sections of the field (dollars and cents) must be completed. If the charges contain no cents, enter **00** in the cents box.

**Example:**

42 REV CD	43 DESCRIPTION	44 HCPCS / RATE / HIPPS CODE	45 SERV. DATE	46 SERV. UNITS	47 TOTAL CHARGES	48 NON-COVERED CHARGES	49
1 0001					3000.00	-	
2					-	-	
3					-	-	

If Therapeutic Leave units were entered in Form Locator 46, enter the charges for that line in this field as well.

**Example:**

42 REV CD	43 DESCRIPTION	44 HCPCS / RATE / HIPPS CODE	45 SERV. DATE	46 SERV. UNITS	47 TOTAL CHARGES	48 NON-COVERED CHARGES	49
1 0001					1500.00	-	
2 0183				15	1500.00	-	
3					-	-	

**PAYER NAME (Form Locator 50 A, B, C)**

This field identifies the payer(s) responsible for the claim payment. For NYS Medicaid billing, payers are classified into three main categories: Medicare, Commercial (any insurance other than Medicare), and Medicaid. **Medicaid is always the payer of last resort.** Complete this field in accordance to the following instructions.

**Direct Medicaid Claim—No Third Party Involved**

Enter the word Medicaid on line A of this field. Leave lines B and C blank.

**Medicaid/Third Party (Other Than Medicare) Claim**

- Enter the name of the Other Insurance carrier on line A of this field.
- Enter the word Medicaid on line B of this field.
- Leave line C blank.

**NPI (Form Locator 56)**

**Until National Provider ID (NPI) implementation by NYS Medicaid, the Medicaid Provider ID number must be completed according to the instructions for Form Locator 57 below. However, providers are strongly encouraged to begin reporting their billing provider's NPI information, as soon as possible.**

**OTHER PRV ID [Other Provider ID] (Form Locator 57)**

The Medicaid Provider ID number is the eight-digit identification number assigned to providers at the time of enrollment in the Medicaid program.

Enter the Medicaid Provider ID number on the line (A, B, or C) that corresponds to the line assigned to Medicaid in Form Locator 50. If the provider's Medicaid ID number is entered in lines B or C, the lines above the Medicaid ID number must contain either the provider's ID for the other payer(s) or the word **NONE**.

**INSURED'S UNIQUE ID (Form Locator 60)**

Enter the patient's Medicaid ID number (Client ID number) as it appears on the Common Benefit Identification Card or Prior Approval Roster. Medicaid Client ID numbers are assigned by the State of New York and are composed of eight characters in the format AANNNNNA, where A=alpha character and N=numeric character.

**Example:** AB12345C

The Medicaid ID should be entered on the line (A, B, or C) that corresponds to the line assigned to Medicaid in Form Locators 50 and 57. If the patient's Medicaid ID number is entered on lines B or C, the lines above the Medicaid ID number must contain either the patient's ID for the other payer(s) or the word **NONE**.

**TREATMENT AUTHORIZATION CODES (Form Locator 63)**

If the service requires Prior Approval, enter the 11-digit Prior Approval Number here. The Prior Approval Number must be entered on the line (A, B, or C) that corresponds to the line assigned to Medicaid in Form Locators 50 and 57. If the Prior Approval number is entered on lines B or C, the word **NONE** must be written on the line(s) **above** the Prior Approval line.

Leave this field blank if the service does not require Prior Approval.

**Note: For information regarding how to obtain Prior Approval/Authorization for specific services, please refer to [www.emedny.org](http://www.emedny.org).**

**DOCUMENT CONTROL NUMBER (Form Locator 64 A, B, C)**

**Leave this field blank when submitting an original claim or a resubmission of a denied claim.**

If submitting an **Adjustment** (replacement) or a **Void** to a previously paid claim, this field must be used to enter the **Transaction Control Number (TCN)** assigned to the claim to be adjusted or voided. The TCN is the claim identifier and is listed in the Remittance Advice. If a TCN is entered in this field, the third position of Form Locator 4, Type of Bill, must be 7 or 8.

The TCN must be entered on the line (A, B, or C) that matches the line assigned to Medicaid in Form Locators 50 and 57. If the TCN is entered on lines B or C, the word **NONE** must be written on the line(s) **above** the TCN line.

**Adjustments**

An adjustment is submitted to correct one or more fields of a previously paid claim. Any field, except the **Provider ID number** or the **Patient's Medicaid ID number**, can be adjusted. The adjustment must be submitted in a new claim form (copy of the original form is unacceptable) and all applicable fields must be completed. An adjustment is identified by the value **7** in the **third position of Form Locator 4**, Type of Bill, and the claim to be adjusted is identified by the TCN entered in this field (Form Locator 64).

Adjustments cause the correction of the adjusted information in the claim history records as well as the cancellation of the original claim payment and the re-pricing of the claim based on the adjusted information.

### **Voids**

A void is submitted to nullify a paid claim. The void must be submitted in a new claim form (copy of the original form is unacceptable) and all applicable fields must be completed. A void is identified by the value **8** in the **third position of Form Locator 4**, Type of Bill, and the claim to be voided is identified by the TCN entered in this field (Form Locator 64).

A void causes the cancellation of the original claim history records and payment.

### **UNTITLED [PRINCIPAL DIAGNOSIS CODE] (Form Locator 67)**

This field must be completed upon admission of a patient, if there is any change in the diagnosis (including a diagnosis change for a patient on bed reservation), and when a patient is discharged. Leave blank if the entry in Form Locator 17 (Patient Status) indicates that the patient is still a patient or is on therapeutic leave. The remaining Form Locators labeled A – Q may be used to indicate secondary diagnosis information.

- ✓ Using the *International Classification of Diseases, Ninth Edition, Clinical Modification* (ICD-9-CM) coding system, enter the appropriate code that describes the main condition or symptom of the patient. The ICD-9-CM code must be entered exactly as it is listed in the manual.

Example:

268.0
-------

**Note: Three-digit and four-digit diagnosis codes will be accepted only when the category has no subcategories.**

267	– Ascorbic Acid Deficiency	– <b>Acceptable</b> to Medicaid	(no subcategories)
268	– Vitamin D Deficiency	– <b>Not acceptable</b> to Medicaid	(subcategories exist)

**Acceptable Diagnosis Codes:** 267  
268.0  
268.1

### **PRINCIPAL PROCEDURE (Form Locator 74)**

Leave this field blank.

### **OTHER (Form Locator 78)**

NYS Medicaid uses this field to report the Referring/Destination/Previous Provider. Complete this field only if an admission or a discharge (other than to home or self care) occurred during the service period covered by this statement (Form Locator 6). If no admission or discharge occurred or if the patient was discharged to home or self-care leave this field blank.

**For an admission**

Enter the Medicaid ID Number of the referring/previous provider. If the referring/previous provider is not enrolled in NYS Medicaid, enter his/her license number (see instructions for entering a license number below).

**Note: If the patient is admitted from home, enter the provider number or license number (see instructions for entering a license number below) of the physician who last examined the patient and determined that nursing home care was appropriate.**

**For a discharge**

Enter the Medicaid ID number of the destination provider (hospital, nursing home, etc.). If the destination provider is not enrolled in NYS Medicaid, enter the license number of this provider (see instructions for entering a license number below). If the patient is discharged to home or to an unlicensed facility, such as a VA Hospital, enter the Medicaid ID Number or the license number (see instructions for entering a license number below) of the physician who last examined the patient and made the discharge determination.

**Note: Providers are strongly encouraged to begin reporting National Provider ID (NPI) information for the Ordering/Referring provider. However, until NPI implementation by NYS Medicaid, the Medicaid Provider ID number or license number must be completed.**

**Instructions for Entering a Medicaid Provider ID Number**

Enter the code “DN” in the unlabeled field between the words “OTHER” and “NPI” to indicate the 10-digit NPI of the provider is entered in the box labeled “NPI”.

After the word “QUAL,” leave the first box blank to indicate the Medicaid Provider ID number of the provider is entered in the field to the right of the qualifier.

On the line below the ID numbers, enter the last name and first name of the provider. If the Referring/Destination/Previous provider is another facility, enter the facility’s name in the “Last” box.

**Example:**

The ordering/referring provider is John Smith who is enrolled in Medicaid with ID number 01234567 and an NPI of 1234567890.

78 OTHER	DN	NPI 1234567890	QUAL	01234567
LAST SMITH			FIRST JOHN	

**Instructions for Entering a License Number**

Enter the code “DN” in the unlabeled field between the words “OTHER” and “NPI” to indicate the 10-digit NPI of the provider is entered in the box labeled “NPI”.



**New York State License**

Enter the first two digits of the Profession Code in the box to the right of the box labeled “QUAL”. In the next box to the right, enter the 3<sup>rd</sup> digit of the Profession Code and an 8 digit license number. If necessary, place zero(s) between the profession code and the license number to enter a 9-digit number in the field.

Profession Codes can be found at [www.emedny.org](http://www.emedny.org).

- ✓ Select **NYHIPAADESK** from the menu
- ✓ Click on **Crosswalks**
- ✓ Click on **Provider License Type to Profession Code Mapping**

On the line below the ID numbers, enter the last name and first name of the provider. If the Referring/Destination/Previous provider is another facility, enter the facility’s name in the “Last” box.

**Example:**

The ordering/referring provider is Paul Johnson who is not enrolled in Medicaid. The provider’s NPI is 1234567890, his NY State license number is 135790. Profession Code is 060.

78 OTHER	DN	NPI 1234567890	QUAL	06	000135790
LAST JOHNSON			FIRST PAUL		

**Out-of-State License**

If entering an out-of-state license, enter the first two digits of the Profession Code in the box to the right of the box labeled “QUAL”. In the next box to the right, enter the 3<sup>rd</sup> digit of the Profession Code. Enter the Post Office State Abbreviation from the table below followed by the license number. If necessary, place zero(s) after the state abbreviation to use all 9 digits in this field. If the license number is greater than 6 characters, enter only the first 6 characters, as entries in this Form Locator cannot be greater than 9 characters.

Profession Codes can be found at [www.emedny.org](http://www.emedny.org).

- ✓ Select **NYHIPAADESK** from the menu
- ✓ Click on **Crosswalks**
- ✓ Click on **Provider License Type to Profession Code Mapping**

Post Office State Abbreviations can be found at the end of this section.

**Assisted Living Program UB-04 Billing Guidelines**

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**Example:**

The ordering/referring provider is Mary Robinson from Massachusetts. The provider's NPI is 1234567890, her Massachusetts license number is 579246. Profession Code is 060.

78 OTHER	DN	NPI 1234567890	QUAL	06	OMA579246
LAST ROBINSON			FIRST MARY		

**United States Standard Postal Abbreviations**

<b>State</b>	<b>Abbrev.</b>	<b>State</b>	<b>Abbrev.</b>
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	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Rhode Island	RI
Illinois	IL	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
Mississippi	MS	Wyoming	WY
<b>American Territories</b>			<b>Abbrev.</b>
American Samoa		AS	
Canal Zone		CZ	
Guam		GU	
Puerto Rico		PR	
Trust Territories		TT	
Virgin Islands		VI	

**Note: Postal codes are only required when reporting out-of-state license numbers.**

## 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, locator code 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.

### 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 may call the eMedNY Call Center at 800-343-9000 or complete the HIPAA 835 Transaction Request form, which is available at [www.emedny.org](http://www.emedny.org).

- ✓ Select **Information** from the menu
- ✓ Click on **Provider Enrollment Forms**
- ✓ Look for the “Provider Maintenance Forms” column and click on **Electronic Remittance Request Form**

The NYS Medicaid Companion Guides for the 835 transaction are available at [www.emedny.org](http://www.emedny.org).

- ✓ Select **NYHIPAADESK** from the menu
- ✓ Click on **eMedNY Companion Guides and Sample Files**
- ✓ Look for the box labeled “835 Health Care Claim Payment Advice”, and click on **835 Companion Guide**

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 who choose to receive the 835 electronic remittance advice may elect to receive the status of paper claim submissions in the 835 format. The request must be submitted using the Electronic Remittance Request Form located at [www.emedny.org](http://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.

## 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.

## 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 may call the eMedNY Call Center at 800-343-9000 or complete the Remittance Sort Request form, which is available at [www.emedny.org](http://www.emedny.org).

- ✓ Select **Information** from the menu
- ✓ Click on **Provider Enrollment Forms**
- ✓ Look for the column titled “Provider Maintenance Forms” and click on the **Paper Remittance Sort Request Form**

### 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
  - ▶ 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 Assisted Living 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: ANYTOWN NURSING HOME

DATE: 2005-05-06  
 REMITTANCE NO: 05050900001  
 PROVIDER ID/NPI: 00555555/0123456789

05050900001 2005-05-09  
 ANYTOWN NURSING HOME  
 2332 MAIN ST  
 ANYTOWN NY 11111

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

29  
2

DATE	REMITTANCE NUMBER	PROVIDER ID/ NPI NO.
2005-05-09 <small>VOID AFTER 90 DAYS</small>	05050900001	00555555/0123456789

PAY	DOLLARS/CENTS
	\$*****719.00

TO THE ORDER OF

05050900001 2005-05-09  
 ANYTOWN NURSING HOME  
 2332 MAIN ST  
 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

\*Provider ID/NPI

**CENTER**

Remittance number/date

Provider's name/address

***Medicaid Check***

**LEFT SIDE**

Table

Date on which the check was issued

Remittance number

\*Provider ID/NPI

Remittance number/date

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.

**\* Note: NPI has been included on all examples and is pending NPI implementation by NYS Medicaid.**

**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: ANYTOWN NURSING HOME



DATE: 05-09-2005  
REMITTANCE NO: 05050900001  
PROVIDER ID/NPI: 00555555/0123456789

05050900001 05-09-2005  
ANYTOWN NURSING HOME  
2332 MAIN ST  
ANYTOWN, NY 11111

ANYTOWN NURSING HOME \$1462.20

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

\*Provider ID/NPI

**CENTER**

Remittance number/date

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: ANYTOWN NURSING HOME



DATE: 05/06/2005  
REMITTANCE NO: 05050900001  
PROVIDER ID/NPI: 00555555/0123456789

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

ANYTOWN NURSING HOME  
2332 MAIN ST  
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

\*Provider ID/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 05/06/05  
CYCLE 446

TO: ANYTOWN NURSING HOME  
BUSINESS OFFICE  
2332 MAIN STREET  
ANYTOWN, NEW YORK 11111

ETIN:  
PROVIDER NOTIFICATION  
PROVIDER ID/NPI 00555555/0123456789  
REMITTANCE NO 05050900001

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](http://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.

***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**

\*Provider ID/NPI

Remittance number

**CENTER**

Message text

**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 denied during the specific cycle. This section may also contain claims that pended previously.



PAGE 02  
DATE 05/06/05  
CYCLE 446

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

TO: ANYTOWN NURSING HOME  
BUSINESS OFFICE  
2332 MAIN STREET  
ANYTOWN, NEW YORK 11111

ETIN:  
NURSING HOME  
PROVIDER ID/NPI: 00555555/0123456789  
REMITTANCE NO: 05050900001  
LOCATOR CD: 003

CLIENT NAME ID NUMBER	TCN PATIENT ACCOUNT NUMBER	SERVICE DATES FROM THRU	RATE CODE	REP'TED CALC'ED DAYS		FULL DAYS CO-INSURANCE DAYS PAYMENT	PATIENT PARTICIPATION REPORTED DEDUCTED	OTHER INSURANCE	AMOUNT CHARGED AMOUNT PAID		STATUS	ERRORS
				F	C							
JONES AA12345W	04083-000000112-3-0 CPIC1-00974-6	04/02/05 04/06/05	3301	5	0	0.00 0.00	0.00	0.00	387.81 0.00	DENY	01023 01035	
GRANT WX60000T	05083-000000111-1-0 CPIC1-00974-6	04/02/05 04/06/05	3301	5	0	0.00 0.00	0.00	0.00	387.81 0.00	DENY	01023	

\* = PREVIOUSLY PENDED CLAIM  
\*\* = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS	DENIED	775.62	NUMBER OF CLAIMS	2
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

**Assisted Living Program UB-04 Billing Guidelines**



PAGE 03  
DATE 05/06/05  
CYCLE 446

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

TO: ANYTOWN NURSING HOME  
BUSINESS OFFICE  
2332 MAIN STREET  
ANYTOWN, NEW YORK 11111

ETIN:  
NURSING HOME  
PROVIDER ID/NPI: 00555555/0123456789  
REMITTANCE NO: 05050900001  
LOCATOR CD: 003

CLIENT NAME ID NUMBER	TCN PATIENT ACCOUNT NUMBER	SERVICE DATES FROM THRU	RATE CODE	REP'TED CALC'ED DAYS		FULL DAYS CO-INSURANCE DAYS PAYMENT	PATIENT PARTICIPATION REPORTED DEDUCTED	OTHER INSURANCE	AMOUNT		STATUS ERRORS
				F	C				CHARGED AMOUNT	PAID	
CARLISLE AD12344J	05083-000044456-0-0 CPIC1-00554-6	03/02/05 03/06/05	3301	5	0	387.81 0.00	0.00	0.00	387.81 387.81		PAID
PETERS BB60000T	05083-000043321-0-0 CPIC1-04321-6	03/02/05 03/06/05	3301	5	0	387.81 0.00	0.00	0.00	387.81 387.81		PAID
THOMAS CF66669P	05083-000332456-0-0 CPIC1-00554-6	03/02/05 03/06/05	3301	5	0	387.81 0.00	0.00	0.00	387.81 387.81		PAID
JENSON FH92225K	05083-004445656-0-0 CPIC1-00554-6	03/02/05 03/06/05	3301	5	0	387.81 0.00	0.00	0.00	387.81 387.81		PAID
RODRIQUEZ QA88833B	05083-007776546-0-1 CPIC1-00554-6	03/02/05 03/06/05	3301	5	0	387.81 0.00	0.00	0.00	387.81- 387.81-		ADJT ORIGINAL CLAIM PAID 04/11/2005
RODRIQUEZ QA88833B	05083-007776546-0-2 CPIC1-00554-6	03/02/05 03/05/05	3301	4	0	298.77 0.00	0.00	0.00	298.77 298.77		ADJT

\* = PREVIOUSLY PENDED CLAIM  
\*\* = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS	PAID	1551.24	NUMBER OF CLAIMS	5
NET AMOUNT ADJUSTMENTS	PAID	89.04-	NUMBER OF CLAIMS	1
NET AMOUNT VOIDS	PAID	0.00	NUMBER OF CLAIMS	0
NET AMOUNT VOIDS - ADJUSTS		89.04-	NUMBER OF CLAIMS	1

**Assisted Living Program UB-04 Billing Guidelines**



PAGE 04  
DATE 05/06/05  
CYCLE 446

TO: ANYTOWN NURSING HOME  
BUSINESS OFFICE  
2332 MAIN STREET  
ANYTOWN, NEW YORK 11111

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

ETIN:  
NURSING HOME  
PROVIDER ID/NPI: 00555555/0123456789  
REMITTANCE NO: 0505090001  
LOCATOR CD: 003

CLIENT NAME ID NUMBER	TCN PATIENT ACCOUNT NUMBER	SERVICE DATES FROM THRU	RATE CODE	REP'TED CALC'ED DAYS		FULL DAYS CO-INSURANCE DAYS PAYMENT	PATIENT PARTICIPATION REPORTED DEDUCTED	OTHER INSURANCE	AMOUNT CHARGED AMOUNT PAID		STATUS	ERRORS
				F	C							
CARLSON AB12345J	04083-000000112-3-0 CPIC1-00974-6	04/02/05 04/06/05	3301	5	0	0.00 0.00	0.00	0.00	387.81 0.00	**PEND	00162 00971	
GRANT WX60074T	04083-000000111-3-0 CPIC1-00974-6	04/02/05 04/06/05	3301	5	0	0.00 0.00	0.00	0.00	387.81 0.00	**PEND	01131	

\* = PREVIOUSLY PENDED CLAIM  
\*\* = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS	PEND	775.62	NUMBER OF CLAIMS	2
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

LOCATOR 003 TOTALS - NURSING HOME				
VOIDS - ADJUSTS		89.04-	NUMBER OF CLAIMS	1
TOTAL PENDS		775.62	NUMBER OF CLAIMS	2
TOTAL PAID		1551.24	NUMBER OF CLAIMS	5
TOTAL DENY		775.62	NUMBER OF CLAIMS	2
NET TOTAL PAID		1462.20	NUMBER OF CLAIMS	5

REMITTANCE TOTALS - NURSING HOME				
VOIDS - ADJUSTS		89.04-	NUMBER OF CLAIMS	1
TOTAL PENDS		775.62	NUMBER OF CLAIMS	2
TOTAL PAID		1551.24	NUMBER OF CLAIMS	5
TOTAL DENY		775.62	NUMBER OF CLAIMS	2
NET TOTAL PAID		1462.20	NUMBER OF CLAIMS	5

MEMBER ID: 12345678				
VOIDS - ADJUSTS		89.04-	NUMBER OF CLAIMS	1
TOTAL PENDS		775.62	NUMBER OF CLAIMS	2
TOTAL PAID		1551.24	NUMBER OF CLAIMS	5
TOTAL DENY		775.62	NUMBER OF CLAIMS	2
NET TOTAL PAID		1462.20	NUMBER OF CLAIMS	5



Assisted Living Program UB-04 Billing Guidelines



PAGE: 05  
DATE: 05/06/05  
CYCLE: 446

TO: ANYTOWN NURSING HOME  
BUSINESS OFFICE  
2332 MAIN STREET  
ANYTOWN, NEW YORK 11111

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

ETIN:  
NURSING HOME  
GRAND TOTALS  
PROVIDER ID/NPI: 00555555/0123456789  
REMITTANCE NO: 05050900001

REMITTANCE TOTALS – GRAND TOTALS

VOIDS – ADJUSTS	89.04-	NUMBER OF CLAIMS	1
TOTAL PENDS	775.62	NUMBER OF CLAIMS	2
TOTAL PAID	1551.24	NUMBER OF CLAIMS	5
TOTAL DENY	775.62	NUMBER OF CLAIMS	2
NET TOTAL PAID	1462.20	NUMBER OF CLAIMS	33

***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 CSC with questions about specific processed claims or payments.

ETIN (not applicable)

Provider Service Classification: **NURSING HOME**

\*Provider ID/NPI

Remittance number

Locator Code (providers who have more than one locator code will receive separate Claim Detail sections for each locator code)

***Explanation of the Claim Detail Columns***

**CLIENT NAME/ID NUMBER**

This column indicates the last name of the patient (first line) and the Medicaid Client ID (second line). 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 in this column.

**TCN/PATIENT ACCOUNT NUMBER**

The TCN (first line) is a unique identifier assigned to each claim that is processed.

If a Patient Account Number was entered in the claim form, that number (up to 20 characters) will appear under this column (second line).

**SERVICE DATES – FROM/THROUGH**

The first date of service covered by the claim (From date) appears on the first line; the last date of service (Through date) appears on the second line.

**RATE CODE**

The four-digit rate code that was entered in the claim form appears under this column.

**REPORTED/CALCULATED DAYS**

This column has two sub-columns: one is labeled **F (full days)** and the other is labeled **C (co-insurance days)**.

The number of days within the reported first (FROM) service date and the last (THROUGH) service date appear in the first line under the F sub-column. The number of full days calculated by the system appears in the second line under the F sub-column.

The number of co-insurance days reported on the claim form appears under the C sub-column. There are no calculated co-insurance days.

**PATIENT PARTICIPATION – REPORTED/DEDUCTED**

This column shows the patient participation amount (NAMI) as it was reported (first line) and as it was deducted (second line). If no patient participation is applicable, this column will show 0.00 amount.

**OTHER INSURANCE**

If applicable, the amount paid by the patient's Other Insurance carrier, as reported on the claim form, is shown under this column. If no Other Insurance payment is applicable, this column will show 0.00 amount.

**AMOUNT CHARGED/AMOUNT PAID**

The total charges entered in the claim form appear first under this column. If the claim was approved, the amount paid appears underneath the charges. 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 each 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: Patient ID, Prior Approval, or 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 and that 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 a separate page of the remittance advice, at the end of the claim detail section.

### ***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 **service classification/locator code** combination are provided at the end of the claim detail listing for each service classification/locator code combination. These subtotals are broken down by:

- Adjustments/voids (combined)
- Pends
- Paid
- Denied
- Net total paid (for the specific combination)

Totals by **service classification** and by **member ID** are provided next to the subtotals for service classification/locator code. These totals are broken down by:

- Adjustments/voids (combined)
- Pends
- Paid
- Deny
- Net total paid (for the specific service classification)

**Grand Totals** for the entire provider remittance advice, which include all the provider's service classifications, appear on a separate page following the page containing the **totals by service classification**. 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: ANYTOWN NURSING HOME BUSINESS OFFICE 2332 MAIN STREET ANYTOWN, NEW YORK 11111	 <p><b>MEDICAL ASSISTANCE (TITLE XIX) PROGRAM</b>  <b>REMITTANCE STATEMENT</b></p>	PAGE 07 DATE 05/06/05 CYCLE 446  ETIN: FINANCIAL TRANSACTIONS PROVIDER ID/NPI: 00555555/0123456789 REMITTANCE NO: 05050900001										
<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;">200505060236547</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 05</td> <td style="border-bottom: 1px solid black;">\$\$\$</td> </tr> </tbody> </table>			FCN	FINANCIAL REASON CODE	FISCAL TRANS TYPE	DATE	AMOUNT	200505060236547	XXX	RECOUPMENT REASON DESCRIPTION	05 09 05	\$\$\$
FCN	FINANCIAL REASON CODE	FISCAL TRANS TYPE	DATE	AMOUNT								
200505060236547	XXX	RECOUPMENT REASON DESCRIPTION	05 09 05	\$\$\$								
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.



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TO: ANYTOWN NURSING HOME  
BUSINESS OFFICE  
2332 MAIN STREET  
ANYTOWN, NEW YORK 11111

ETIN:  
ACCOUNTS RECEIVABLE  
PROVIDER ID/NPI: 00555555/0123456789  
REMITTANCE NO: 05050900001

REASON CODE DESCRIPTION	PREV 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 natures (for example, the result of adjustments/voids; the result of retro-adjustments, etc.) or negative balances created at different times, each negative balance will be listed on 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.



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DATE 05/06/05  
CYCLE 446

TO: ANYTOWN NURSING HOME  
BUSINESS OFFICE  
2332 MAIN STREET  
ANYTOWN, NEW YORK 11111

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

ETIN:  
NURSING HOME  
EDIT DESCRIPTIONS  
PROVIDER ID/NPI: 00555555/0123456789  
REMITTANCE NO: 05050900001

THE FOLLOWING IS A DESCRIPTION OF THE EDIT REASON CODES THAT APPEAR ON THE CLAIMS FOR THIS REMITTANCE:

- 00162 RECIPIENT INELIGIBLE FOR DATE OF SERVICE
- 00971 RECIPIENT NOT ON LONG TERM CAE FILE
- 01023 HOSPITAL LEAVE NOT SEPARATE LINE
- 01035 STAUS DISCHARGED DESTINATION PROVIDER BLANK
- 01131 MEDICAID NOT ALLOWED UNTIL MEDICARE IS MAXIMIZED