NEW YORK STATE
MEDICAID PROGRAM

MANAGED CARE

UB-04
BILLING GUIDELINES

Table of Contents

Section I – Purpose Statement

The purpose of this document is to assist participating managed care organizations 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 Managed Care providers and should be used by the provider as an instructional as well as a reference tool.

Section II –Claim Submission

Managed Care 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. Certification Statements remain in effect and apply to all claims until superseded by another properly executed Certification Statement. You will be asked to update your Certification Statement on an annual basis. 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, all providers need the following:

- An ETIN
- A Certification Statement

ETIN
This is a submitter identifier issued by the eMedNY Contractor. All providers are required to have an active ETIN on file with the eMedNY Contractor prior to the submission of claims. ETINs may be issued to an individual provider or provider group (if they are direct billers) and to service bureaus or clearinghouses.

The ETIN application is available at www.emedny.org by clicking on the link to the web page below:

Provider Enrollment Forms

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 on the third page of the ETIN application at www.emedny.org or can be accessed by clicking on the link above.

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.

Managed Care 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)** explains the proper use of the 837I standards and program specifications. This document is available at www.wpc-edi.com/hipaa.

- **NYS Medicaid 837I Companion Guide (CG)** is a subset of the IG, which provides specific instructions on NYS Medicaid requirements for the 837I transaction.

- **NYS Medicaid Technical Supplementary Companion Guide** 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.

These documents are available at www.emedny.org by clicking on the link to the web page below:

eMedNY Companion Guides and Sample Files

Pre-requirements for 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 by clicking on the link to the web page below:

Provider Enrollment Forms

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 by clicking on the link to the web page below:

eMedNY Companion Guides and Sample Files

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 ePACES, 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 by clicking on the link to the web page below:

Self Help

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**.

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 password, you must complete and return a Security Packet B. The Security Packet B is available at www.emedny.org by clicking on the link to the web page below:

Provider Enrollment Forms

CPU to CPU

This method consists of a direct connection established between the submitter and the processor and is most suitable for high volume submitters. For additional information regarding this access method, 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 is available at www.emedny.org by clicking on the link to the web page below:

Provider Enrollment Forms

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

Managed Care providers who choose to submit their claims on paper forms must use the Centers for Medicare and Medicaid Services (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 only.

Managed Care – 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.
- Void unfinished characters. For example:

Written As	Intended As	Interpreted As	
6.00	6.00	6.60	→ Zero interpreted as six

- When typing or printing, stay within the box provided; ensure that no characters (letters or numbers) touch the claim form lines. For example:

Written As	Intended As	Interpreted As	
2	2	7	→ Two interpreted as seven
3	3	2	→ Three interpreted as two

- Characters should not touch each other. For example:

Written As	Intended As	Interpreted As	
23	23	illegible	→ Entry cannot be interpreted properly

- 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 for address); 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 only.

Managed Care – 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 Billing Guideline as a reference for the preparation of claims to be submitted to NYS Medicaid. The UB-04 manual is available at 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 Managed Care Providers

This subsection of the Billing Guidelines covers the specific requirements for Managed Care organizations submitting capitation or premium claims to New York State Medicaid. 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 the information and codes they need to provide in their claims, etc.

It is important that the providers adhere to the instructions that follow. Claims that do not conform to the eMedNY requirements as described throughout this document may be rejected, pended 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, using the following rules for submitting the ZIP code:

- **Paper claim submissions:** Enter the 5 digit ZIP code or the ZIP plus four.
- **Electronic claim submissions:** Enter the 9 digit ZIP code.

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, refer to Information for All Providers, Inquiry section which can be found on the web page for this manual.

PATIENT CONTROL NO. (Form Locator 3a)

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

TYPE OF BILL (Form Locator 4)

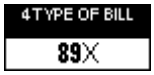
Completion of this field is required. All entries in this field must contain three digits. Each digit identifies a different category as follows:

- 1st Digit – Type of Facility
- 2nd Digit – Bill Classification
- 3rd Digit – Frequency

Type of Facility
The source of this code is the UB-04 Manual, Form Locator 4, Type of Facility category.

Bill Classification
The source of this code is the UB-04 Manual, Form Locator 4, Bill Classification category.

Example:



Frequency - Adjustment/Void Code
The third position of this field identifies whether the claim is an original, a replacement (adjustment), or a void.

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

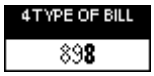
Example:

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

  Example:

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

  Example:



STATEMENT COVERS PERIOD FROM/THROUGH (Form Locator 6)

Enter the date(s) of service claimed in accordance with the instructions provided below.

When billing for a monthly premium, only **one** date of service can be billed per claim form. Enter the date in the FROM box. The THROUGH box may contain the same date or may be left blank.

Dates must be entered in the format MMDDYYYY.

Note: Claims must be submitted within 90 days of the earliest date (From date) entered in this field unless acceptable circumstances for the delay can be documented. For more information about billing claims over 90 days or two years from the Date of Service, refer to Information for All Providers, General Billing section, which can be found on the web page for this manual.

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, 1975. Enter as 03051975:

10 BIRTHDATE
03051975

SEX (Form Locator 11)

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

ADMISSION (Form Locators 12–15)

Leave all fields blank.

STAT [PATIENT STATUS] (Form Locator 17)

Leave this field blank.

CONDITION CODES (Form Locators 18–28)

Leave these fields blank.

OCCURRENCE CODE/DATE (Form Locators 31–34)

Leave these fields blank.

VALUE CODES (Form Locators 39–41)

NYS Medicaid uses Value Codes to report the following information:

- Locator Code (required: see notes of conditions)
- Rate Code (required)

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.

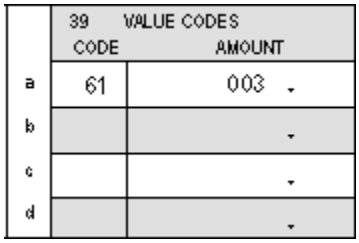
Locator Code – Value Code 61
Locator Codes are assigned to the provider for each service address registered at the time of enrollment in the Medicaid program or at anytime, afterwards, that a new location is added.

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

Value Amount
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.

The example below illustrates a correct Locator Code entry.

Example:



Notes:

- **Until NPI implementation by NYS Medicaid, the Locator Code field must be completed on both 837I electronic transactions and on UB-04 paper claim submissions. After NPI implementation, the Locator Code field is only required for UB-04 paper claim submissions.**

- **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, refer to Information for All Providers, Inquiry section which can be found on the web page for this manual.**

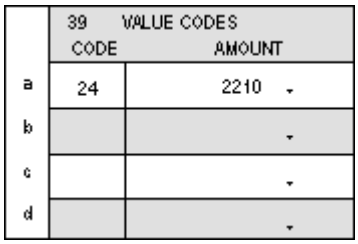
Rate Code - Value Code 24
Rates are established by the Department of Health. At the time of enrollment in Medicaid, providers receive notification of the rate codes and rate amounts assigned to their category of service. The Department of Health notifies providers any time that rate codes or amounts change.

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:



Inpatient Newborn Delivery Claims

Claims for inpatient newborn delivery are processed and paid according to the usual processing cycle at the eMedNY contractor site. Costs for inpatient newborn delivery are excluded from the monthly capitation reimbursement for newborns.

The rate code for newborn delivery claims is 2298. The service date must be the same as the date of birth.

The claim will appear on the Medicaid remittance for the cycle (week) in which it is processed.

REV. CD. [REVENUE CODE] (Form Locator 42)

NYS Medicaid uses Revenue Codes to report the **Total Amount Charged**.

Use Revenue Code **0001** to indicate that total charges for the services being claimed in the form are entered in Form Locator 47.

Note: Each claim form will be processed as a unique claim document and must contain only one Total Charges 0001 Revenue Code.

SERV. DATE (Form Locator 45)

Leave this field blank.

SERV. UNITS (Form Locator 46)

Leave this field blank.

TOTAL CHARGES (Form Locator 47)

Enter the total amount charged for the service(s) rendered on the lines corresponding to Revenue Code 0001 in Form Locator 42 (total charges). 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
0001					3000.00		

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

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

NPI (Form Locator 56)

Leave this field blank.

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 same line (A) that matches the line assigned to Medicaid in Form Locator 50.

INSURED'S UNIQUE ID. (Form Locator 60)

Enter the patient's Medicaid ID number (Client ID number). 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 Client ID should be entered on line A.

TREATMENT AUTHORIZATION CODES (Form Locator 63)

Leave this field blank.

DOCUMENT CONTROL NUMBER (Form Locator 64 A)

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) that matches the line assigned to Medicaid in Form Locators 50 and 57.

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 Locators 67 A–Q)

Leave these fields blank.

OTHER (Form Locator 78)

Leave this field blank.

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 820 transaction (Remittance Advice) is available via the eMedNY eXchange or FTP. To request the electronic remittance advice (820), providers **must** complete the Electronic Remittance Request form, which is available at www.emedny.org by clicking on the link to the web page below:

Provider Enrollment Forms

For additional information, providers may also call the eMedNY Call Center at 800-343-9000.

The NYS Medicaid Companion Guides for the 820 transaction are available at www.emedny.org by clicking on the link to the web page below:

eMedNY Companion Guides and Sample Files

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 with multiple ETINs who choose to receive the 835 electronic remittance advice may elect to receive the status of paper claim submissions and state-submitted adjustments/voids in the 835 format. The request must be submitted using the Electronic Remittance Request Form located at 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.

Note: Providers with only one ETIN who elect to receive an electronic remittance will have the status of any claims submitted via paper forms and state-submitted adjustments/voids reported on that electronic remittance.

Paper Remittance Advice

Remittance advices are also available on paper. Providers who bill electronically but do not specifically request to receive the 820 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 **must** complete the Paper Remittance Sort Request form which is available at www.emedny.org by clicking on the link to the web page below:

Provider Enrollment Forms

For additional information, providers may also call the eMedNY Call Center at 800-343-9000.

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 following pages present a sample of each section of the remittance advice for Managed Care providers 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 that 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).

MEDICAID MANAGEMENT INFORMATION SYSTEM

TO: CITY MANAGED CARE PLAN

DATE: 2007-08-06
REMITTANCE NO: 07080600001
PROV ID: 00111234/0123456879

00111234/0123456879 2007-08-06
CITY MANAGED CARE PLAN
111 MAIN ST
ANYTOWN NY 11111

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

29/2

DATE	REMITTANCE NUMBER	PROVIDER ID NO.
2007-08-06 VOID AFTER 90 DAYS	07080600001	0123546879

PAY

DOLLARS/CENTS
$******3306.59

TO THE ORDER OF

00111234/0123546879 2007-08-06
CITY MANAGED CARE PLAN
111 MAIN ST
ANYTOWN NY 11111

MEDICAID MANAGEMENT INFORMATION SYSTEM

John Smith
AUTHORIZED SIGNATURE

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
CHECKS DRAWN ON
KEY BANK N.A.
60 STATE STREET, ALBANY, NEW YORK 12207

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
PROV ID: This field will contain the Medicaid Provider ID and the NPI (if applicable)

CENTER
*Medicaid Provider ID/NPI/Date
Provider's name/Address

Medicaid Check

LEFT SIDE
Table
Date on which the check was issued
Remittance number
*Provider ID No.: This field will contain the NPI **or** the Medicaid Provider ID (if applicable)

*Medicaid Provider ID/NPI/Date: This field will contain the Medicaid Provider ID and the NPI (if applicable)
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 implementation by NYS Medicaid.**

Section One – EFT Notification

For providers that 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: CITY MANAGED CARE PLAN

MEDICAID MANAGEMENT INFORMATION SYSTEM

DATE: 2007-08-06
REMITTANCE NO: 07080600001
PROV ID: 00111234/0123456789

00111234/0123456789 2007-08-06
CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN NY 11111

CITY MANAGED CARE PLAN $3306.59

PAYMENT IN THE ABOVE AMOUNT WILL BE DEPOSITED VIA AN ELECTRONIC FUNDS TRANSFER.

Information on the EFT Notification Page

UPPER LEFT CORNER
Plan name (as recorded in the Medicaid files)

UPPER RIGHT CORNER
Date on which the remittance advice was issued
Remittance number
*PROV ID: This field will contain the Medicaid Provider ID and the NPI (if applicable)

CENTER
*Medicaid Provider ID/NPI/Date: This field will contain the Medicaid Provider ID and the NPI (if applicable)
Plan 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 plan has no positive total payment for the cycle and, therefore, there is no disbursement of moneys.

TO: CITY MANAGED CARE PLAN
111 MAIN ST
ANYTOWN NY 11111

DATE: 08/06/2007
REMITTANCE NO: 07080600001
PROV ID: 00111234/0123456789

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

CITY MANAGED CARE PLAN
111 MAIN ST
ANYTOWN NY 11111

Information on the Summout Page

UPPER LEFT CORNER
Plan Name (as recorded in Medicaid files)

UPPER RIGHT CORNER
Date on which the remittance advice was issued
Remittance number
*PROV ID: This field will contain the Medicaid Provider ID and the NPI (if applicable)

CENTER
Notification that no payment was made for the cycle (no claims were approved)
Plan name and address

Section Two – Provider Notification

This section is used to communicate important messages to providers.

MEDICAID MANAGEMENT INFORMATION SYSTEM

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM

PAGE 01
DATE 08/06/07
CYCLE 1563

TO: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

ETIN:
PROVIDER NOTIFICATION
PROVIDER ID: 00111234/0123456789
REMITTANCE NO: 07080600001

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. 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**
*PROV ID: This field will contain the Medicaid Provider ID and the NPI (if applicable)
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.

MEDICAID MANAGEMENT INFORMATION SYSTEM

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM

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CYCLE 1563

TO: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

ETIN:
MANAGED CARE
PROV ID: 00111234/0123456789
REMITTANCE NO: 07080600001
LOCATOR CD: 003

OFFICE ACCOUNT NUMBER	CLIENT NAME	CLIENT ID.	TCN	DATE OF SERVICE	RATE CODE	UNITS	CHARGED	PAID	STATUS	ERRORS
CPIC1-00974-6	JONES	AA12345W	07206-000012112-3-2	07/01/07	2210	1.000	472.37	0.00	DENY	00162 00142
CPIC1-00575-6	EVANS	BB54321X	07206-000019113-3-1	07/01/07	2210	1.000	472.37	0.00	DENY	00142

* = PREVIOUSLY PENDED CLAIM
** = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS	DENIED	944.74	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

MEDICAID MANAGEMENT INFORMATION SYSTEM

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MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT

TO: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

ETIN:
MANAGED CARE
PROV ID: 00111234/0123456789
REMITTANCE NO: 070806000001
LOCATOR CD: 003

OFFICE ACCOUNT NUMBER	CLIENT NAME	CLIENT ID.	TCN	DATE OF SERVICE	RATE CODE	UNITS	CHARGED	PAID	STATUS	ERRORS
CPIC3-16774-6	DAVIS	AA11111Z	07206-000034112-0-2	07/01/07	2210	1.000	472.37	472.37	PAID	
CPIC3-22921-6	THOMAS	BB22222Y	07206-000445113-0-2	07/01/07	2210	1.000	472.37	472.37	PAID	
CPIC1-45755-6	JONES	CC33333X	07206-000466333-0-2	07/01/07	2210	1.000	472.37	472.37	PAID	
CPIC1-60775-6	GARCIA	DD44444W	07206-000445663-0-2	07/01/07	2210	1.000	472.37	472.37	PAID	
CPIC1-33733-6	BROWN	EE55555V	07206-000447654-0-2	07/01/07	2210	1.000	472.37	472.37	PAID	
CPIC1-55789-6	SMITH	GG66666U	07206-000465553-0-2	07/01/07	2210	1.000	472.37	472.37	PAID	
CPIC1-76744-6	WAGNER	HH77777T	07206-000455557-0-2	07/01/07	2210	1.000	472.37	472.37	PAID	
CPIC1-91766-6	STEVENS	KK99999R	07206-000465477-0-2	07/01/07	2210	1.000	472.37	427.37	PAID	
CPIC1-66754-6	MCNALLY	JJ88888S	07206-000544444-0-2	07/01/07	2210	1.000	0.00	472.37	VOID	
CPIC1-66754-6	MCNALLY	JJ88888S	07206-000544444-0-2	02/01/05	2210	1.000	472.37	472.37-	PAID	ORIGINAL CLAIM PAID 07/11/2007

TOTAL AMOUNT ORIGINAL CLAIMS	PAID	3778.96	NUMBER OF CLAIMS	8
NET AMOUNT ADJ.VOIDS		472.37	NUMBER OF CLAIMS	1

MEDICAID MANAGEMENT INFORMATION SYSTEM

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CYCLE 1563

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT

TO: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

ETIN:
MANAGED CARE
PROV ID: 00111234/0123456789
REMITTANCE NO: 07080600001
LOCATOR CD: 003

OFFICE ACCOUNT NUMBER	CLIENT NAME	CLIENT ID.	TCN	DATE OF SERVICE	RATE CODE	UNITS	CHARGED	PAID	STATUS	ERRORS
CPIC1-06774-6	EVANS	BB54321X	07206-000034112-3-2	07/01/07	2210	1.000	472.37	**	PEND	00162
CPIC1-00974-6	JONES	AA12345W	07206-000445113-3-1	07/01/07	2210	1.000	427.37	**	PEND	00162

* = PREVIOUSLY PENDED CLAIM
** = NEW PEND

TOTAL AMOUNT ORIGINAL CLAIMS	PEND	944.74	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

VOIDS – ADJUSTS	472.37-	NUMBER OF CLAIMS	1
TOTAL PENDS	944.74	NUMBER OF CLAIMS	2
TOTAL PAID	3778.96	NUMBER OF CLAIMS	8
TOTAL DENIED	944.74	NUMBER OF CLAIMS	2
NET TOTAL PAID	3306.59	NUMBER OF CLAIMS	8

REMITTANCE TOTALS

VOIDS – ADJUSTS	472.37-	NUMBER OF CLAIMS	1
TOTAL PENDS	944.74	NUMBER OF CLAIMS	2
TOTAL PAID	3779.96	NUMBER OF CLAIMS	8
TOTAL DENIED	944.74	NUMBER OF CLAIMS	2
NET TOTAL PAID	3306.59	NUMBER OF CLAIMS	8

MEMBER ID: 00111234

VOIDS – ADJUSTS	472.37-	NUMBER OF CLAIMS	1
TOTAL PENDS	944.74	NUMBER OF CLAIMS	2
TOTAL PAID	3779.96	NUMBER OF CLAIMS	8
TOTAL DENY	944.74	NUMBER OF CLAIMS	2
NET TOTAL PAID	3306.59	NUMBER OF CLAIMS	8

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CYCLE: 1563

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT

TO: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

ETIN:
MANAGED CARE
GRAND TOTALS
PROV ID: 00111234/0123456789
REMITTANCE NO: 07080600001

REMITTANCE TOTALS – GRAND TOTALS

VOIDS – ADJUSTS	472.37-	NUMBER OF CLAIMS	1
TOTAL PENDS	944.74	NUMBER OF CLAIMS	2
TOTAL PAID	3779.96	NUMBER OF CLAIMS	8
TOTAL DENY	944.74	NUMBER OF CLAIMS	2
NET TOTAL PAID	3306.59	NUMBER OF CLAIMS	8

General Information on the Claim Detail Pages

UPPER LEFT CORNER
PLAN 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 the eMedNY Call Center with questions about specific processed claims or payments.

ETIN (not applicable)
Provider Service Classification: **MANAGED CARE**
*PROV ID: This field will contain the Medicaid Provider ID and the NPI (if applicable)
Remittance number
Locator Code (Plans with have more than one locator code will receive separate Claim Detail sections for each locator code).

Explanation of the Claim Detail Columns

OFFICE ACCOUNT NUMBER
If a Patient/Office Account Number was entered in the claim form, that number (up to 20 characters) will appear under this column.

CLIENT NAME
This column indicates the last name of the patient. 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.

CLIENT ID
The patient's Medicaid ID number appears under this column.

TCN
The TCN is a unique identifier assigned to each document (claim form) that is processed. If multiple claim lines are submitted on the same claim form, all the lines are assigned the same TCN.

DATE OF SERVICE
The first date of service (From date) entered in the claim appears under this column. If a date different from the From date was entered in the Through date box, that date is not returned in the Remittance Advice.

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

UNITS
The total number of units of service for the specific claim appears under this column.

CHARGED
The total charges entered in the claim form appear under this column.

PAID
If the claim was approved, the amount paid appears under this column. 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 the 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.
- 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.
- Claim requires manual pricing.
- No match found in the Medicaid files for certain information submitted on the claim, for example: Patient ID, Prior Approval, 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 (for the specific service classification)

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.

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MEDICAID MANAGEMENT INFORMATION SYSTEM

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT

TO: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

ETIN:
FINANCIAL TRANSACTIONS
PROV ID: 00111234/0123456789
REMITTANCE NO: 07080600001

FCN	FINANCIAL REASON CODE	FISCAL TRANS TYPE		DATE		AMOUNT
200705060236547	XXX	RECOUPMENT REASON DESCRIPTION	07	09	07	$$.$$

NET FINANCIAL AMOUNT $$$.$$

NUMBER OF FINANCIAL TRANSACTIONS XXX

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: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

MEDICAID MANAGEMENT INFORMATION SYSTEM

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT

ETIN:
ACCOUNTS RECEIVABLE
PROV ID: 00111234/0123456789
REMITTANCE NO: 07080600001

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 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.

Explanation of the Accounts Receivable Columns

If a provider has negative balances of different nature (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 in 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 (included approved codes) failed by the claims listed in Section Three.

MEDICAID MANAGEMENT INFORMATION SYSTEM

MEDICAL ASSISTANCE (TITLE XIX) PROGRAM
REMITTANCE STATEMENT

PAGE 06
DATE 08/06/2007
CYCLE 1563

TO: CITY MANAGED CARE PLAN
111 MAIN STREET
ANYTOWN, NEW YORK 11111

ETIN:
MANAGED CARE
EDIT DESCRIPTIONS
PROV ID: 00111234/0123456789

REMITTANCE NO: 07080600001

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

00142 RECIPIENT YEAR OF BIRTH DIFFERS FROM FILE
00162 RECIPIENT INELIGIBLE ON DATE OF SERVICE