eMedNY Provider Enrollment Portal

NEW YORK STATE | Department of Health | Medicaid Program

Agenda

- General Information
- Initial Log-In
- Multi-Factor Authentication (MFA)
- Dashboard Functions
- Provider Profile Functions
- Reminders
- Reference and Contact Information
- Q&A

General Information

- As of April 1st, New York Medicaid practitioners are able to use a new Provider Enrollment Portal
- Portal will enable practitioners to perform numerous maintenance transactions using an easy online process
- Alternative to the current paper process and reduces turnaround time by eliminating the need for postal delivery
- Currently NOT for **New** provider enrollment, revalidation or reinstatement applications

General Information

- Portal features will ensure the accurate completion of forms and will include instructions to guide you through the process
- Key features of the Portal will include:
  - View Portal transactions in real time
  - Submit address changes
  - Perform DEA license updates
  - Affiliate to groups
  - Add specialties – medical, dental, and more
  - Update EFT information
  - Check the status of maintenance transactions

General Information

- The Portal will initially be available to the following categories of practitioners:

COS	Practitioner
0325	Audiologist
0570	Certified Asthma Educator
0571	Certified Diabetes Educator
0140	Chiropractor
0580	Clinical Psychologist
0560	Clinical Social Worker
0200	Dentist
0464	Doula (Pilot Program)
0405	Eye Prosthesis Supplier/Ocularist
1001	Laboratory Director
0525	Midwife
0521	Licensed Practical Nurse
0522	Registered Nurse

COS	Practitioner
0469	Nurse Practitioner
0621	Occupational Therapist
0403	Salaried Optician/Ophthalmic Dispenser
0404	Self-Employed Optician/Ophthalmic Dispenser
0421	Salaried Optometrist
0422	Self-Employed Optometrist
0622	Physical Therapist
0460	Physician
0462	Physician Assistant
0500	Podiatrist
0623	Speech Therapist
0444	Supervising Pharmacist

NOTE: Currently NOT available for Group, Business and Institutional transactions

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What's New
Information
Provider Enrollment
Provider Manuals
Provider Outreach and Training
Contacts
eMedNY HIPAA Support
eMedNY Tools Center
PTAR
NEW! For Practitioners ONLY
PROVIDER ENROLLMENT PORTAL
ENROLL TODAY!
Are you compliant with NYSDOH EFT Requirement?
Login ePACES
ePACES Information
Login eXchange
eXchange Information
Provider Enrollment Portal
Web Portal
Web Portal Information
Login PTAR
PTAR Information
Wage Parity
Electronic Visit Verification (EVV)
welcome to eMedNY
NEW MEDICARE CARDS
MEDICAID MANAGED CARE NETWORK
PTAR click here for more information
REVALIDATION click here for more information

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FOR PRACTITIONERS ONLY

PROVIDER ENROLLMENT PORTAL

Currently, the Provider Enrollment Portal is ONLY AVAILABLE for PRACTITIONERS. Businesses, groups, and institutions will be able to use the Provider Enrollment Portal at a later date. Practitioners are encouraged to use the Provider Enrollment Portal to submit enrollment maintenance transactions and view the status of submissions. Available transactions include: submitting address changes, performing Drug Enforcement Administration (DEA) updates, affiliating individuals to groups, adding specialties, and updating Electronic Funds Transfer (EFT) information. For a complete list of Category of Service codes and forms available on the Provider Enrollment Portal, please use the PE PORTAL COS/FORM LOOKUP TOOL.

First, read or print the instructions in Step 1 through Step 6. Once all instructions have been read, continue by clicking on the **PRACTITIONERS: Click Here to Begin** button (coming soon) at the bottom of this page.

Quick Links

- FAQ's
- Change Email Address
- Identity Access Management Portal For Accessing eMedNY Apps User Guide
- Provider Enrollment Portal COS/Form Lookup Tool

Upcoming Webinars

5/10/2022	10:00 AM - 11:30 AM	REGISTER
5/25/2022	1:30 PM - 3:00 PM	REGISTER
6/10/2022	10:00 AM - 11:30 AM	REGISTER
6/22/2022	1:30 PM - 3:00 PM	REGISTER

Want to view the training webinar on your own time? Please view the recording of it here.

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

Step 1 Sign Up for Your eMedNY ID

Note: This is a different eMedNY ID than the ID used for the Provisional Temporary Enrollment Portal.

1

Click the **Sign up** link to create an eMedNY ID account.

Clicking on the **Sign Up** link will take you to another screen where you must complete all fields to create a new account.

After your account has been created, return to the login page.

2

Fill In Your Information

A valid email address is required. A verification code will be emailed to the address entered. Enter that code in the box indicated on the Create Account screen and click on **Register.**

Create a password that follows the rules below.

- Password must contain a lower case letter
- Password must contain an upper case letter
- Password must contain a special character
- Password must contain a number
- Password must contain at least 16 characters

3

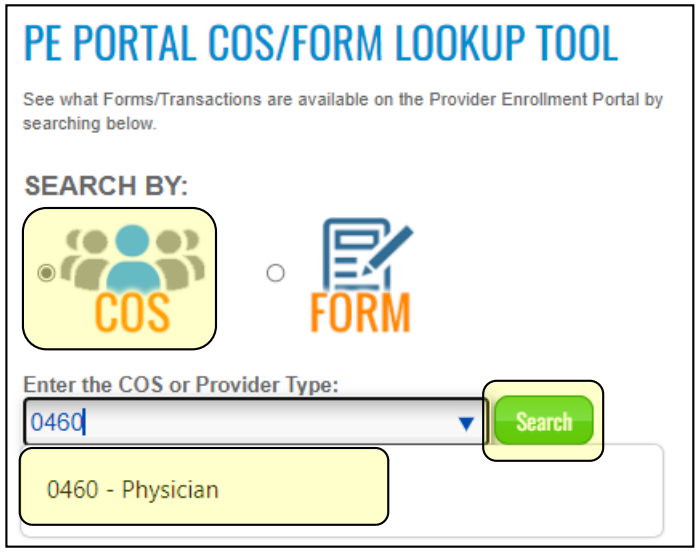
Check Your Email and Activate Your Account

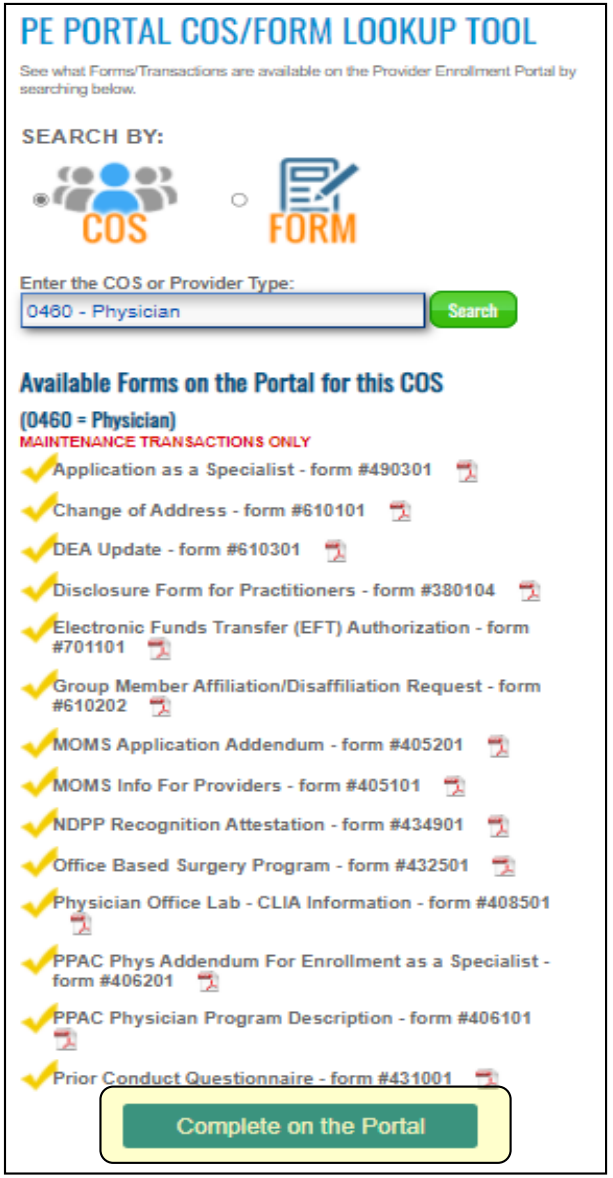
Click on the "Activate Account" link in your email.

PRACTITIONERS: Click Here to Begin

eMedNY.org

Category of Service (COS) Lookup





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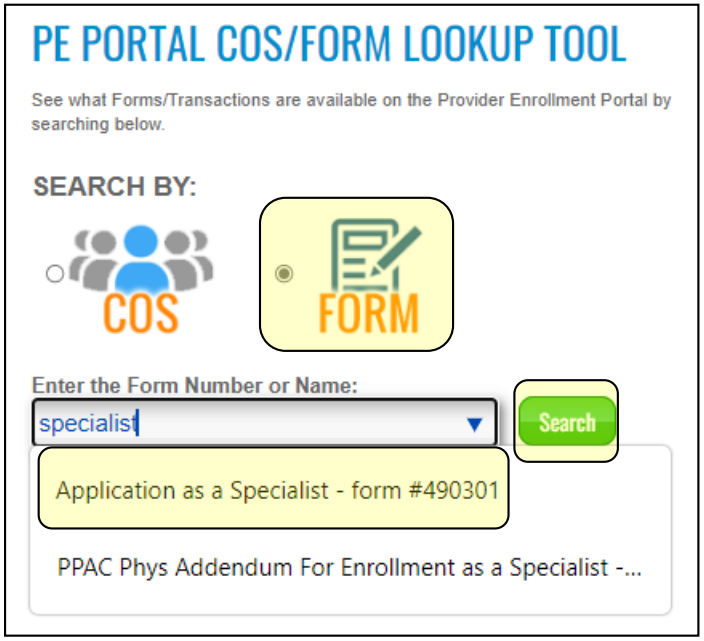
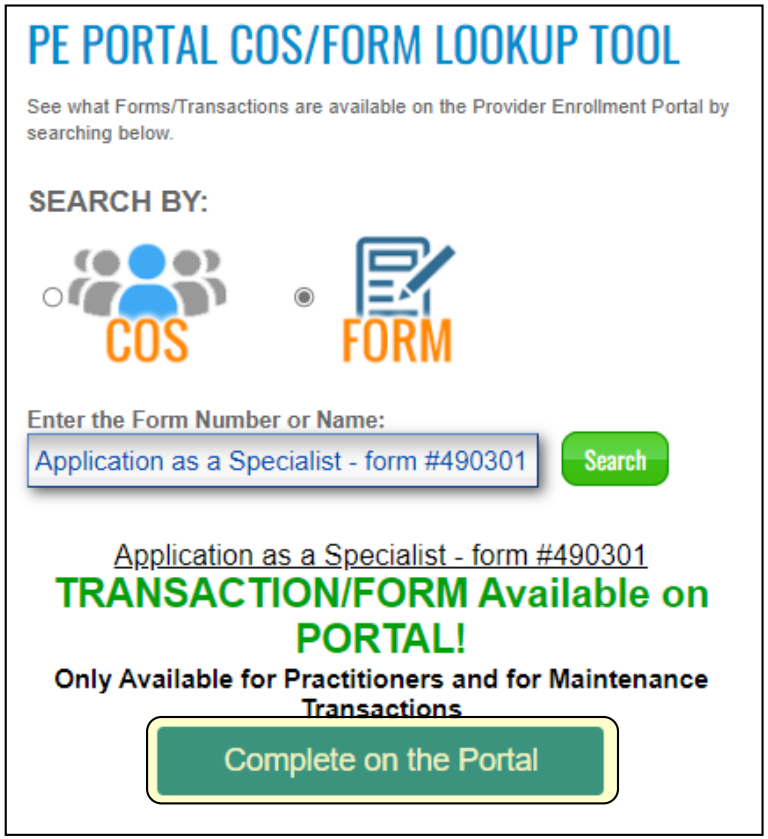
eMedNY Form Lookup





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Upcoming Webinars

Steps To Get Started

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

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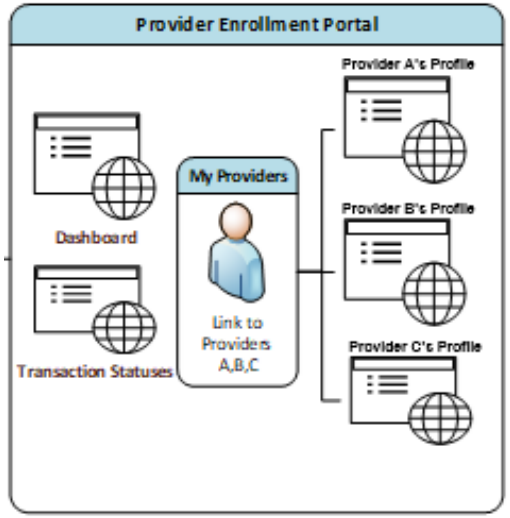
PRACTITIONERS: Click Here to Begin

Provider Enrollment Portal Log-in Options

OPTION 1
Initial Log-in

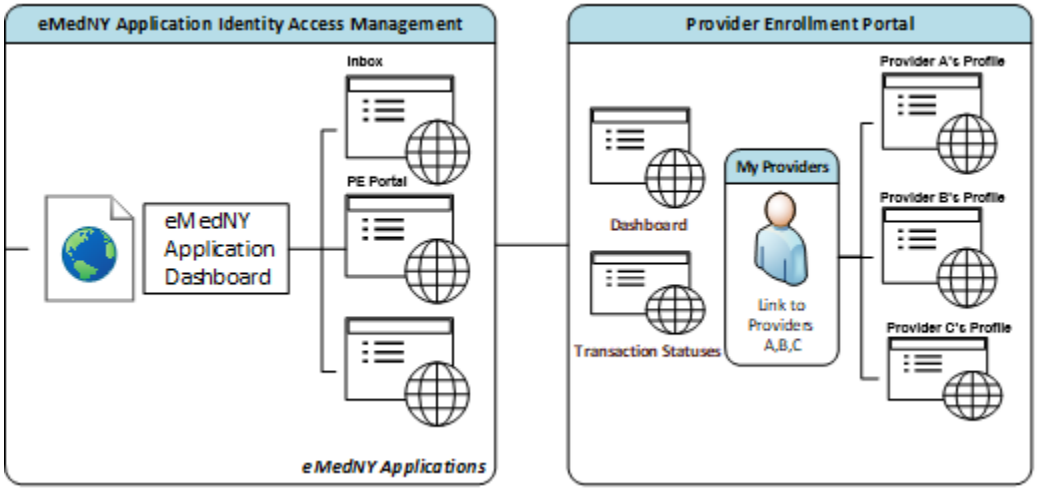
PRACTITIONERS: Click Here to Begin



OPTION 2
Subsequent Log-ins

https://iam.emedny.org

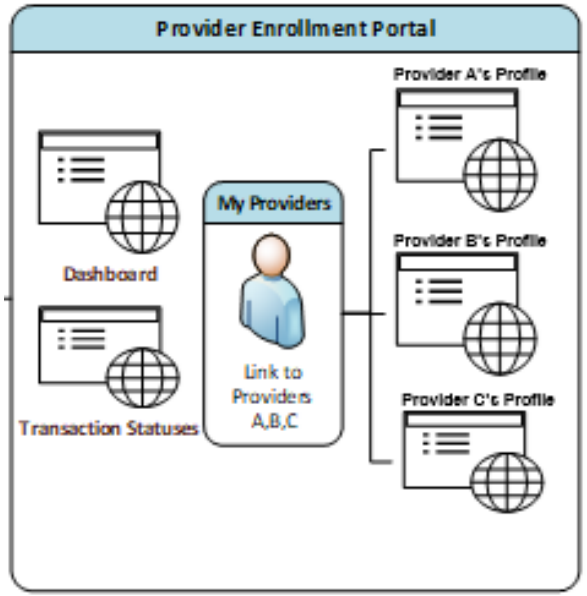
NOTE: Bookmark Website



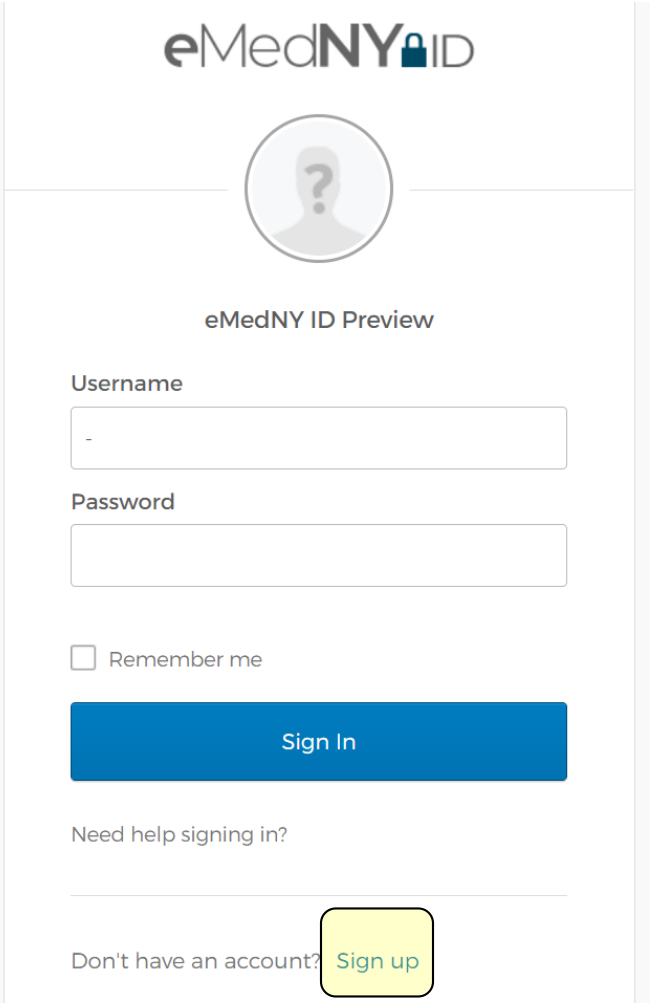
Provider Enrollment Portal Log-in Option 1

Initial Log-in

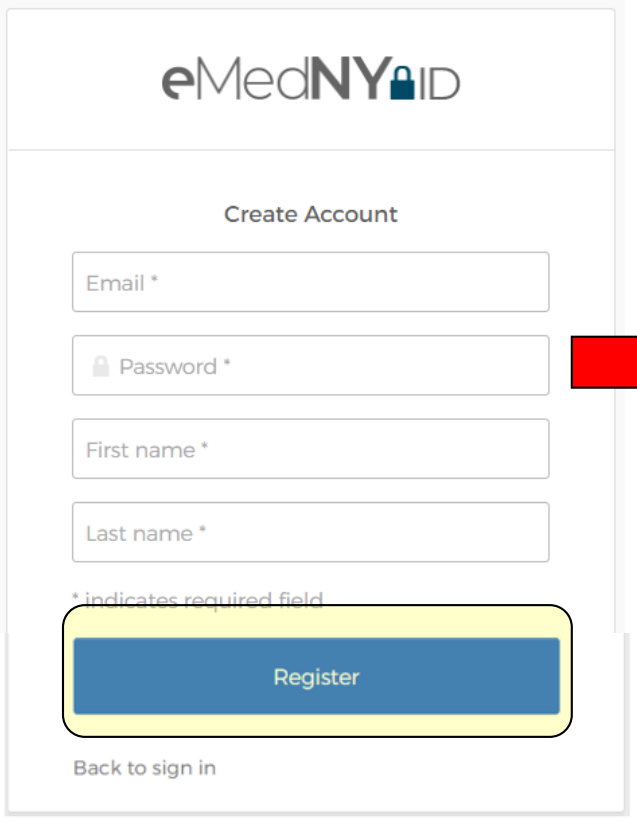
PRACTITIONERS: Click Here to Begin



Initial eMedNYID Sign up



Initial eMedNYID Sign up

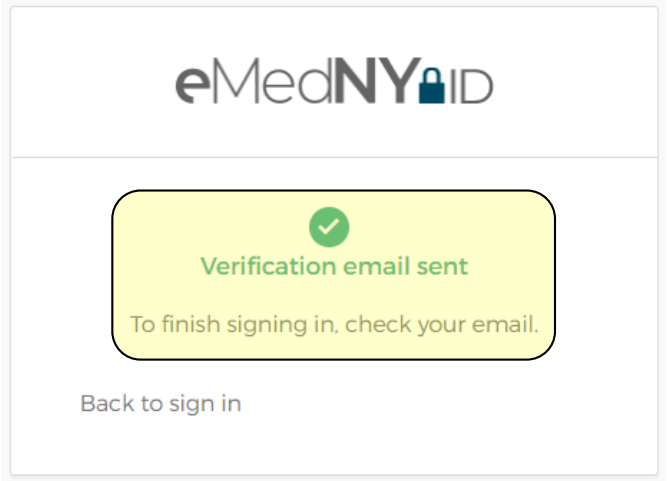


PASSWORD

At least 16 characters
At least 1 number
At least 1 symbol
At least 1 lower case letter
At least 1 upper case letter
Does not contain part of username
Does not contain First Name
Does not contain Last Name

Account Requires:
- **Email Address**
- **Password**
- **First and Last Name**

Initial eMedNYID Sign up



Sample Email

Hi

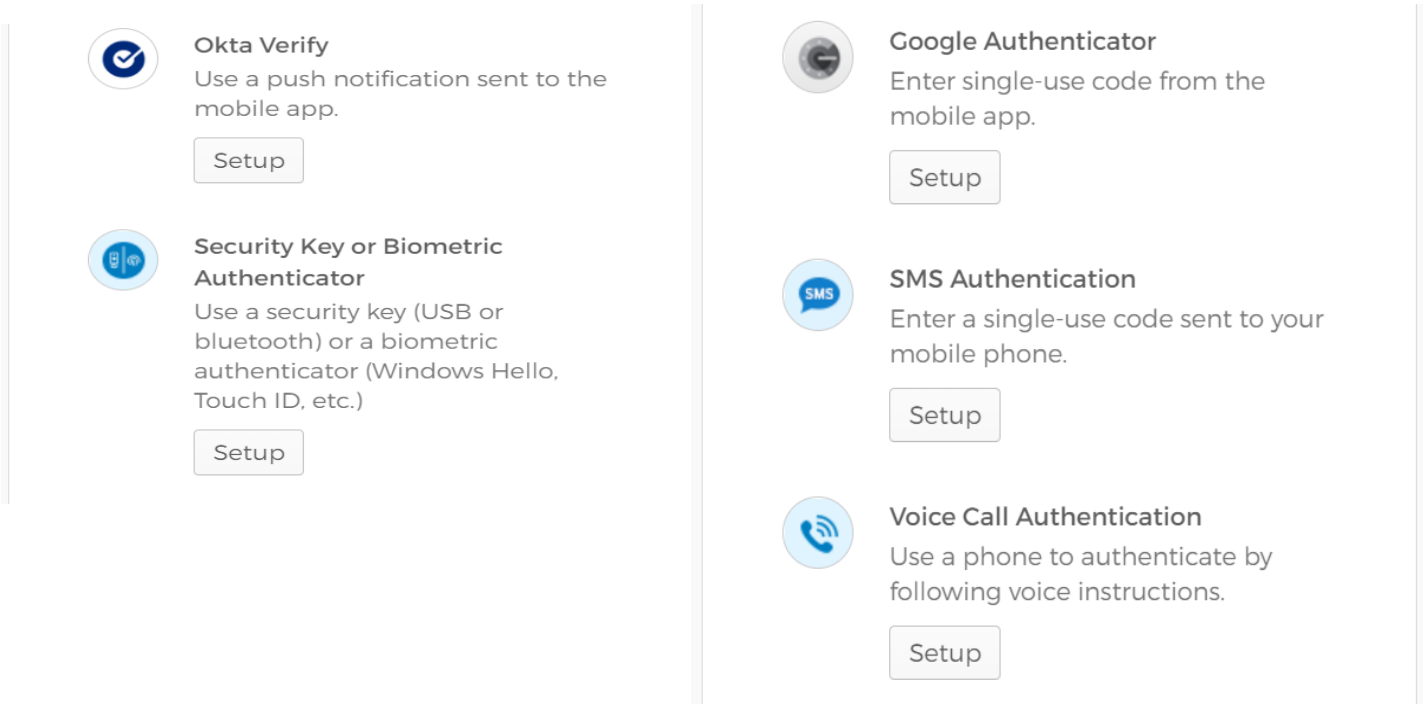
Welcome to emednyid !

To verify your email address and activate your account, please click the following link:

Activate Account

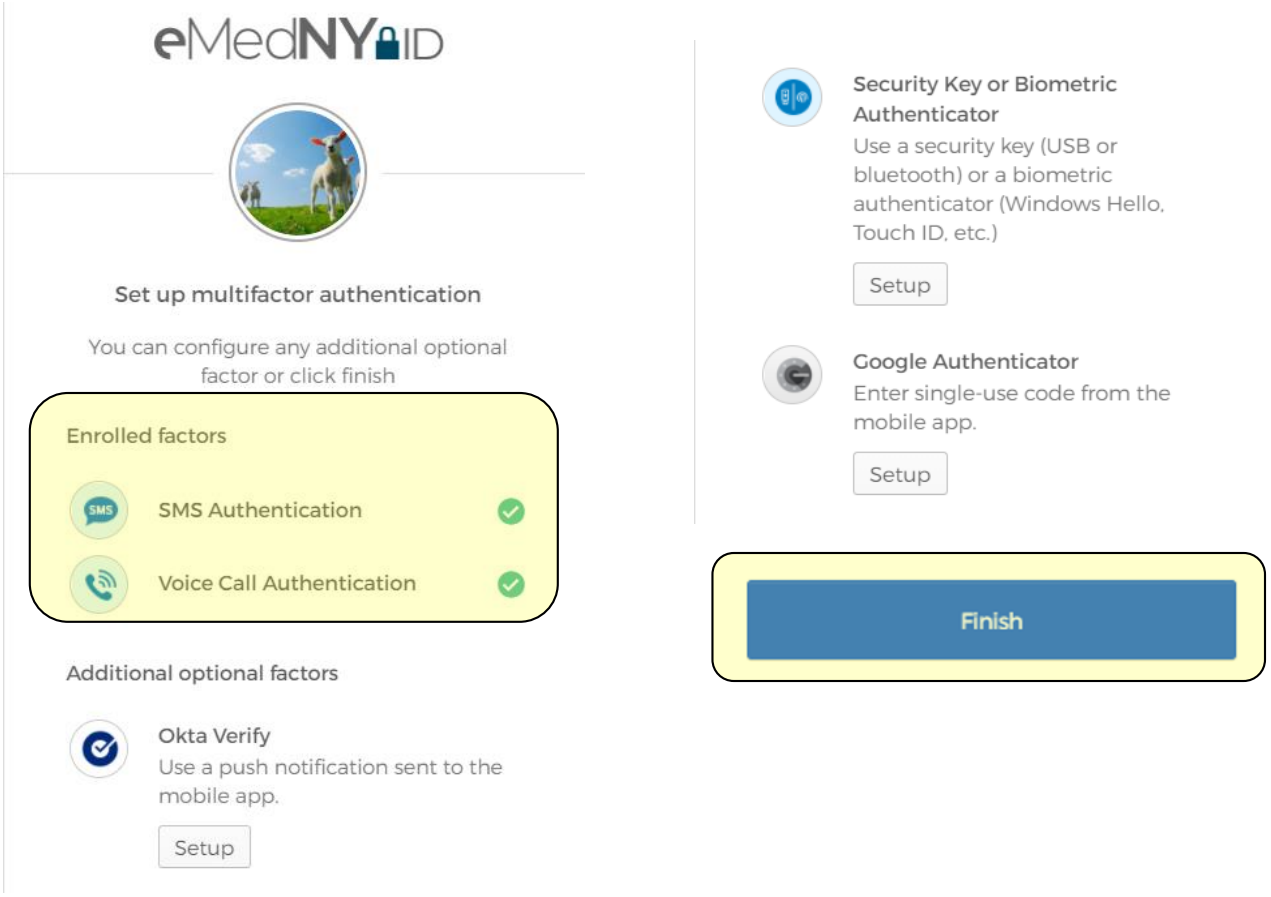
Multi-Factor Authentication

- The Portal **requires at least one form** of Multi-Factor Authentication (MFA)

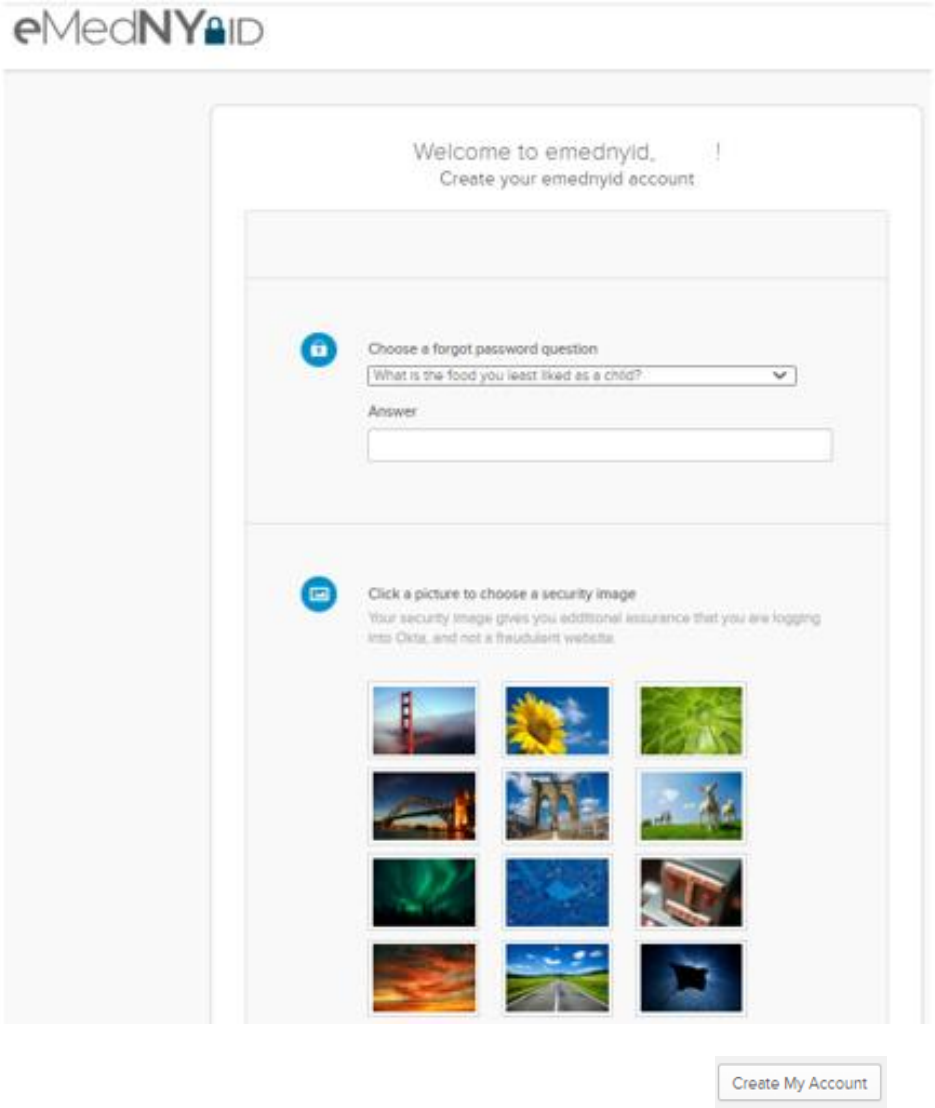


Multi-Factor Authentication

- MFA – SMS & Voice Call Authentication Selected



Create eMedNYID Account – Final Steps



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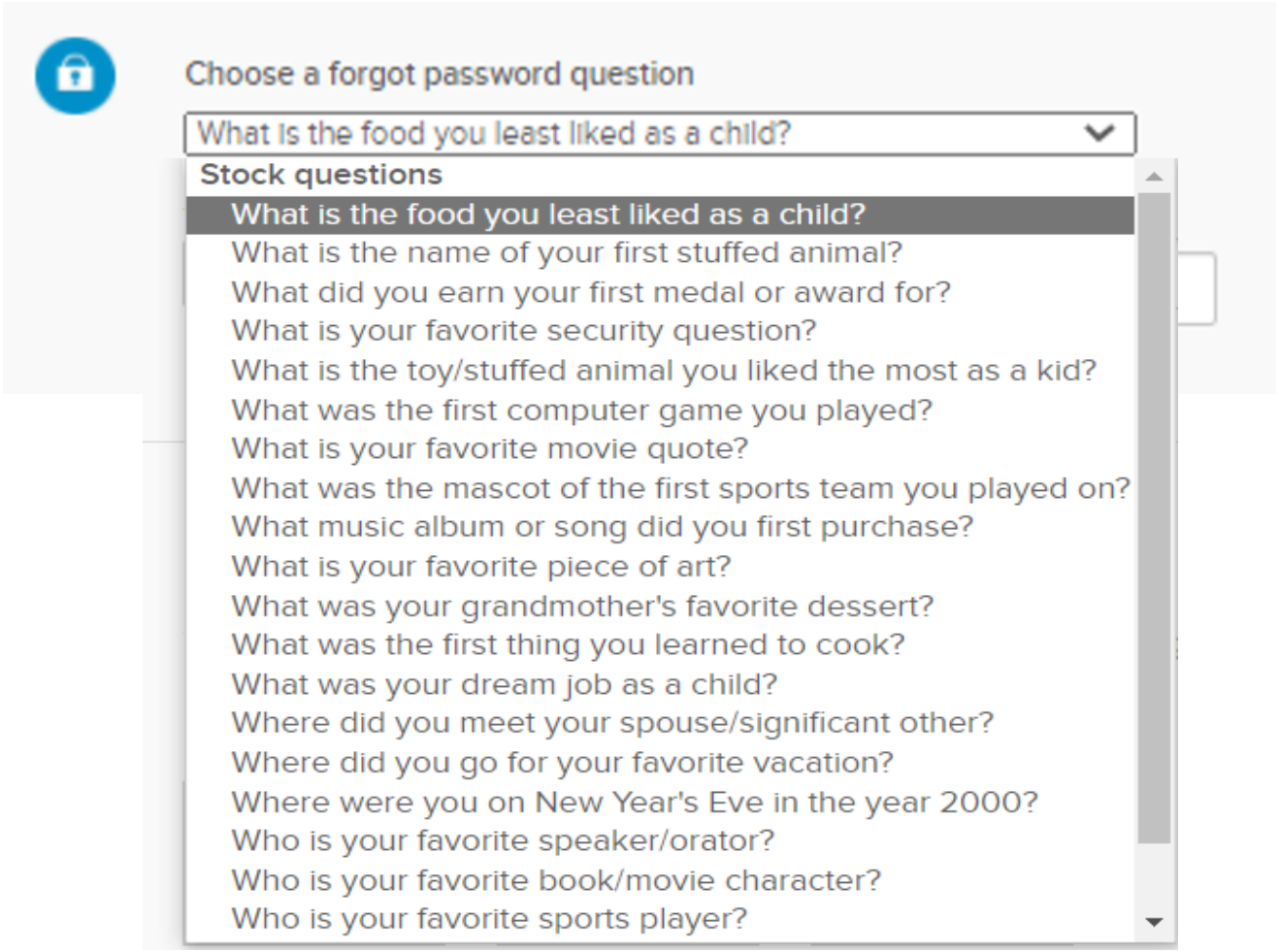
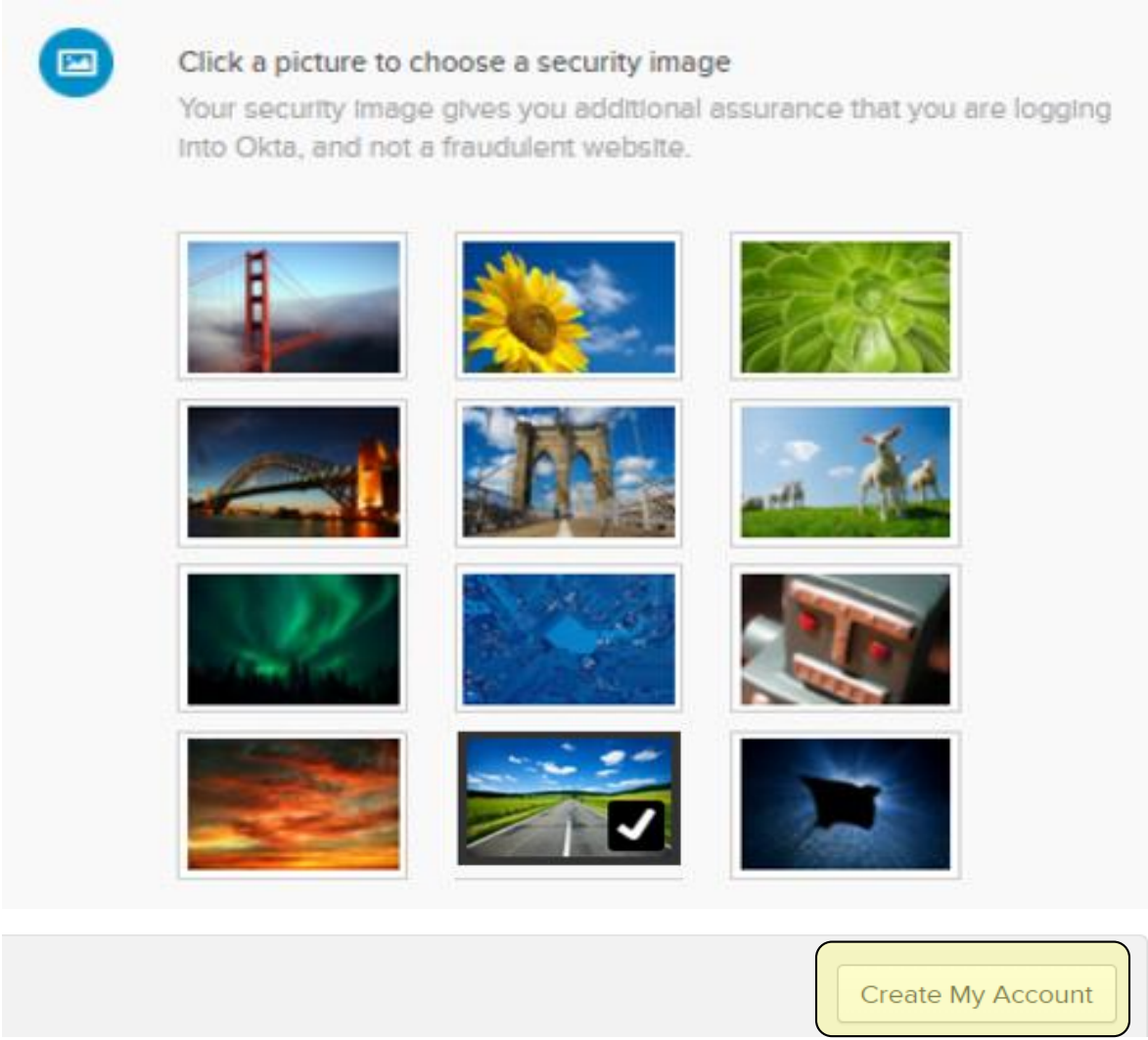
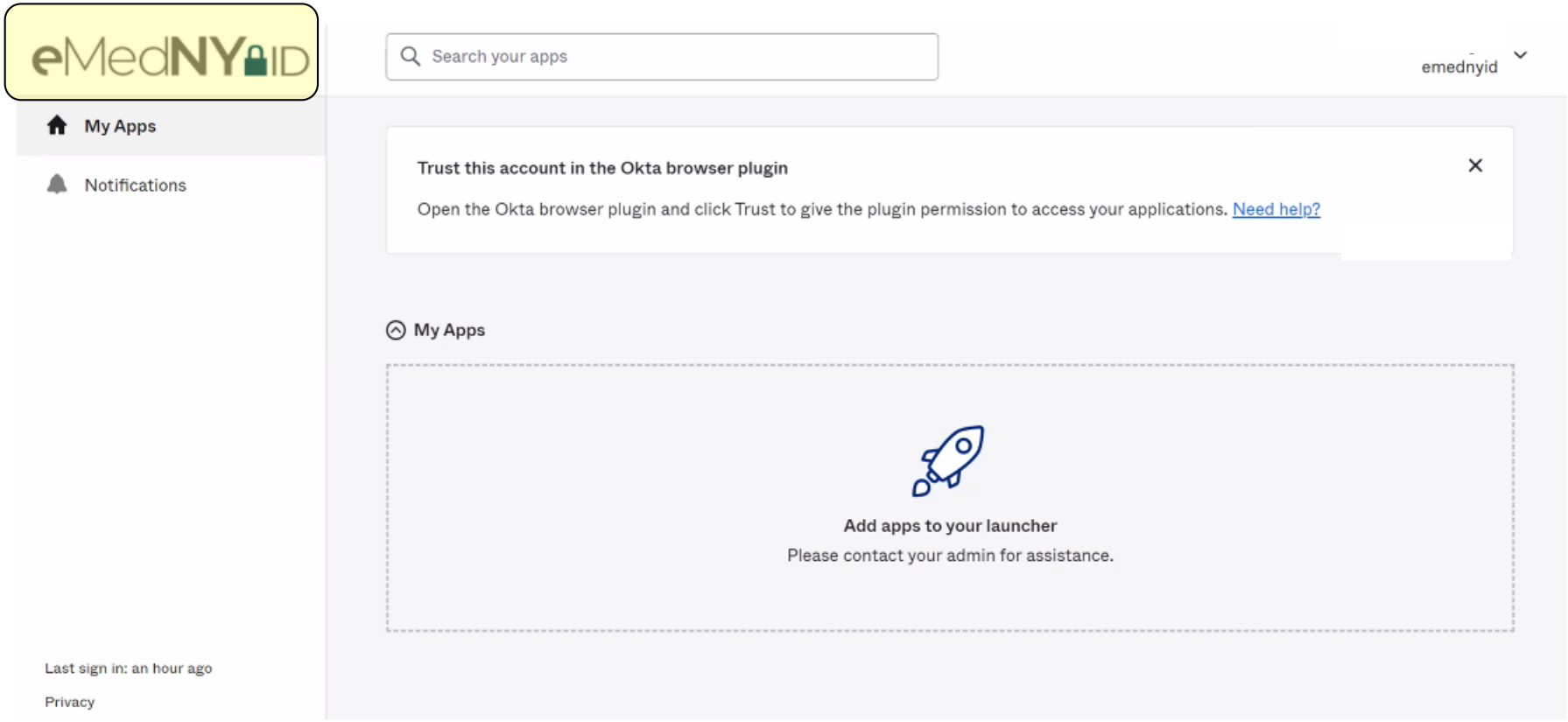


Answer must contain at least 4 characters

Create eMedNYID Account – Final Steps

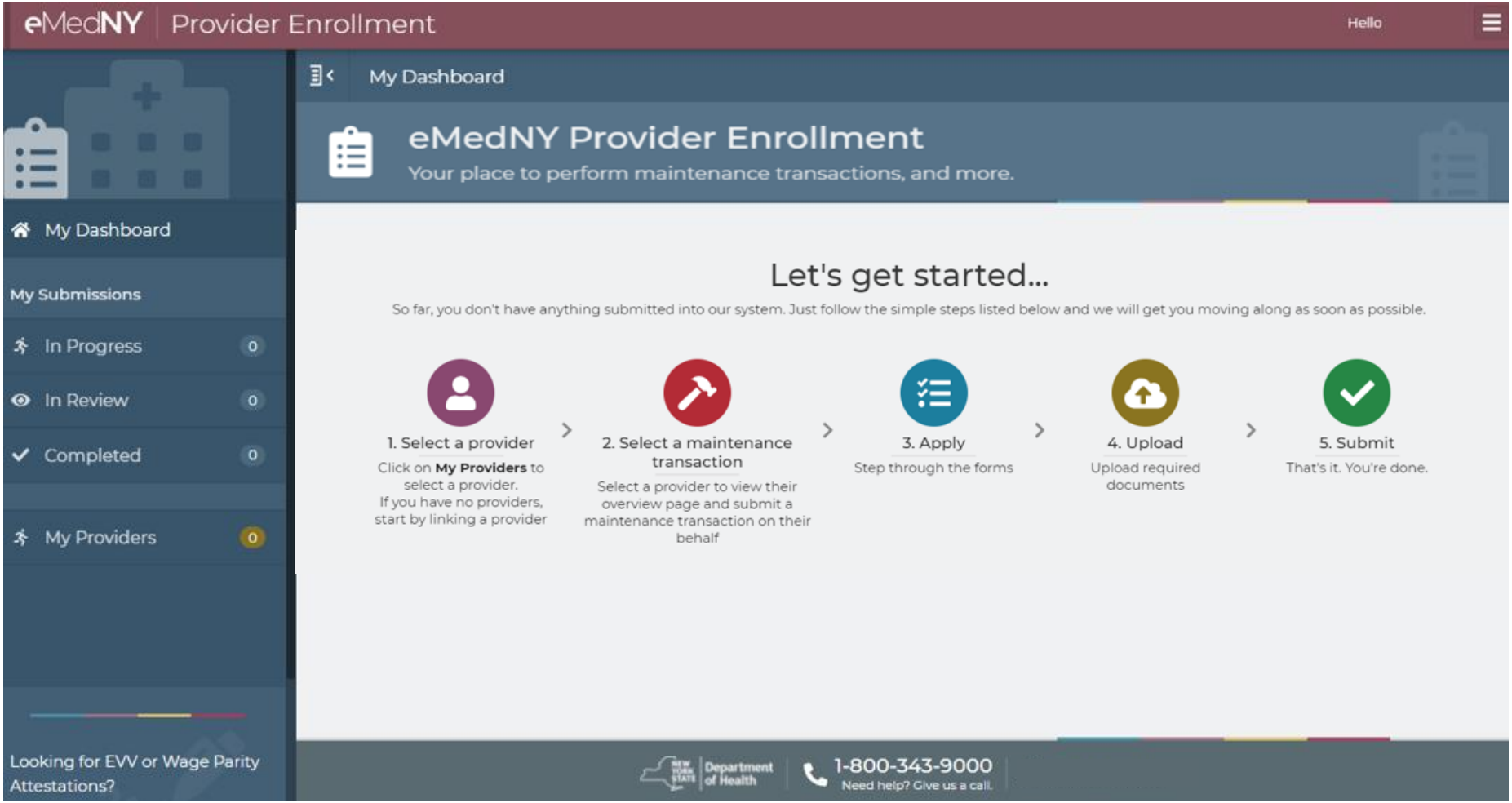


eMedNYID Account



Click on eMedNYID

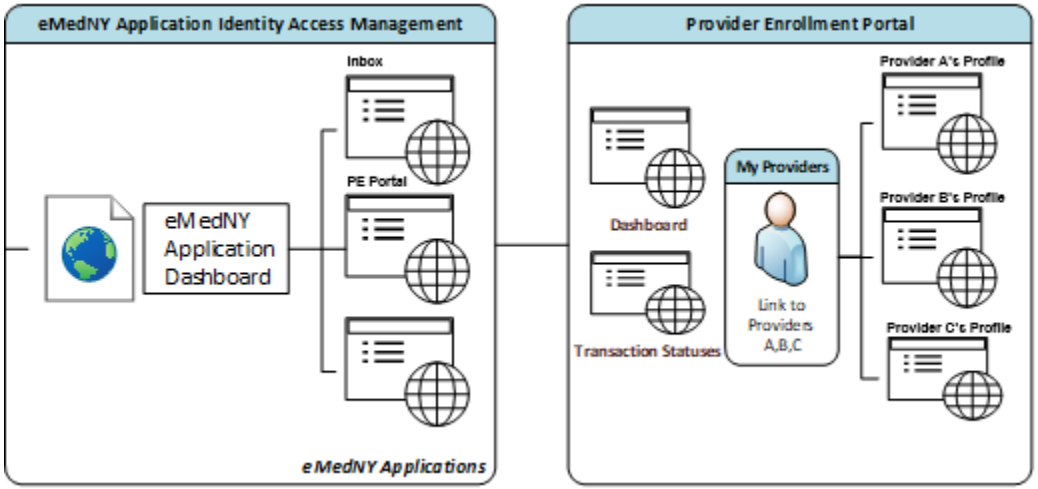
Provider Enrollment Dashboard



Provider Enrollment Portal Log-in Option 2

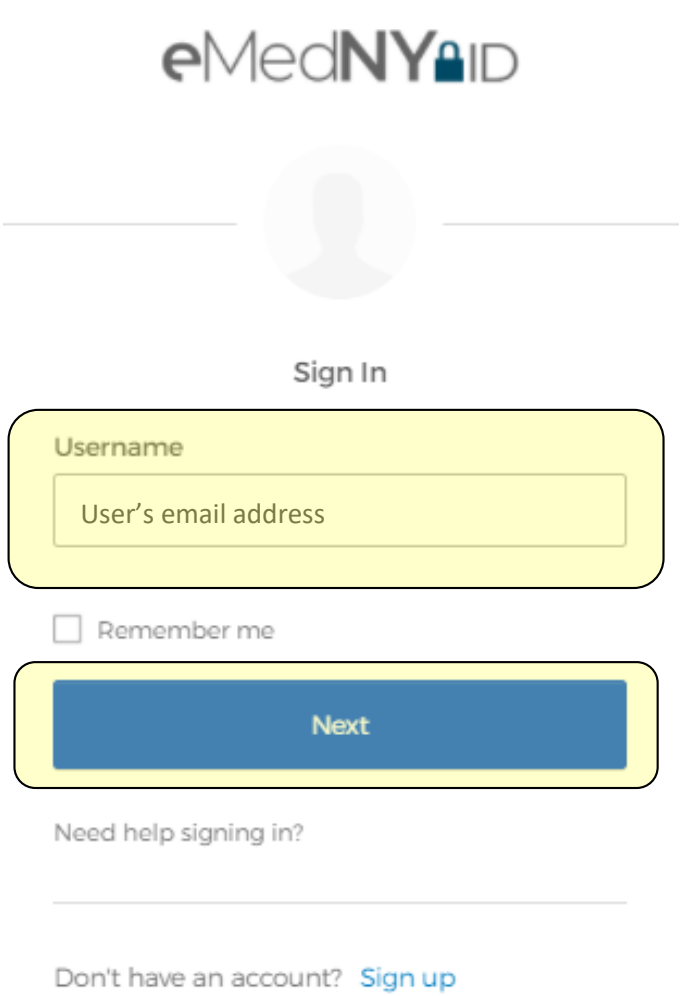
Subsequent Log-ins

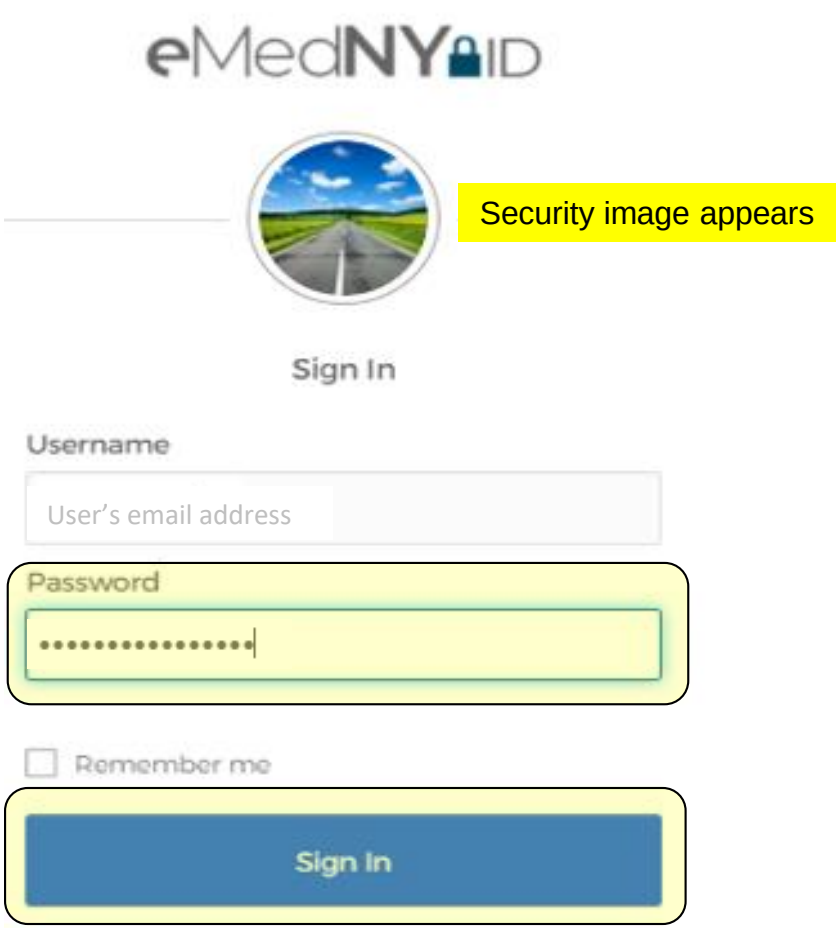
https://iam.emedny.org



NOTE: Bookmark Website

eMedNYID Account – Direct Sign-in
https://iam.emedny.org





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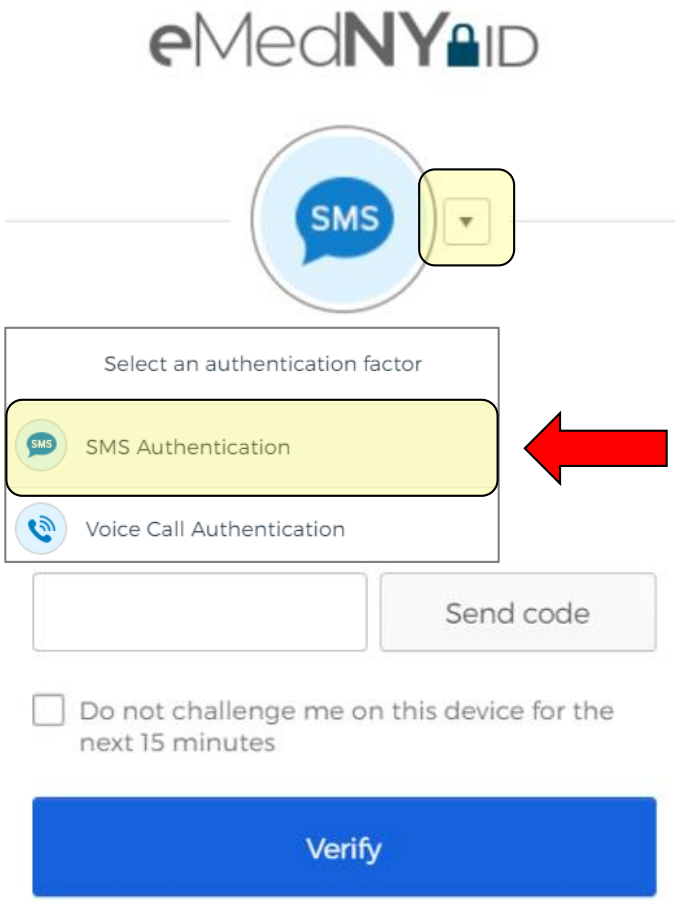
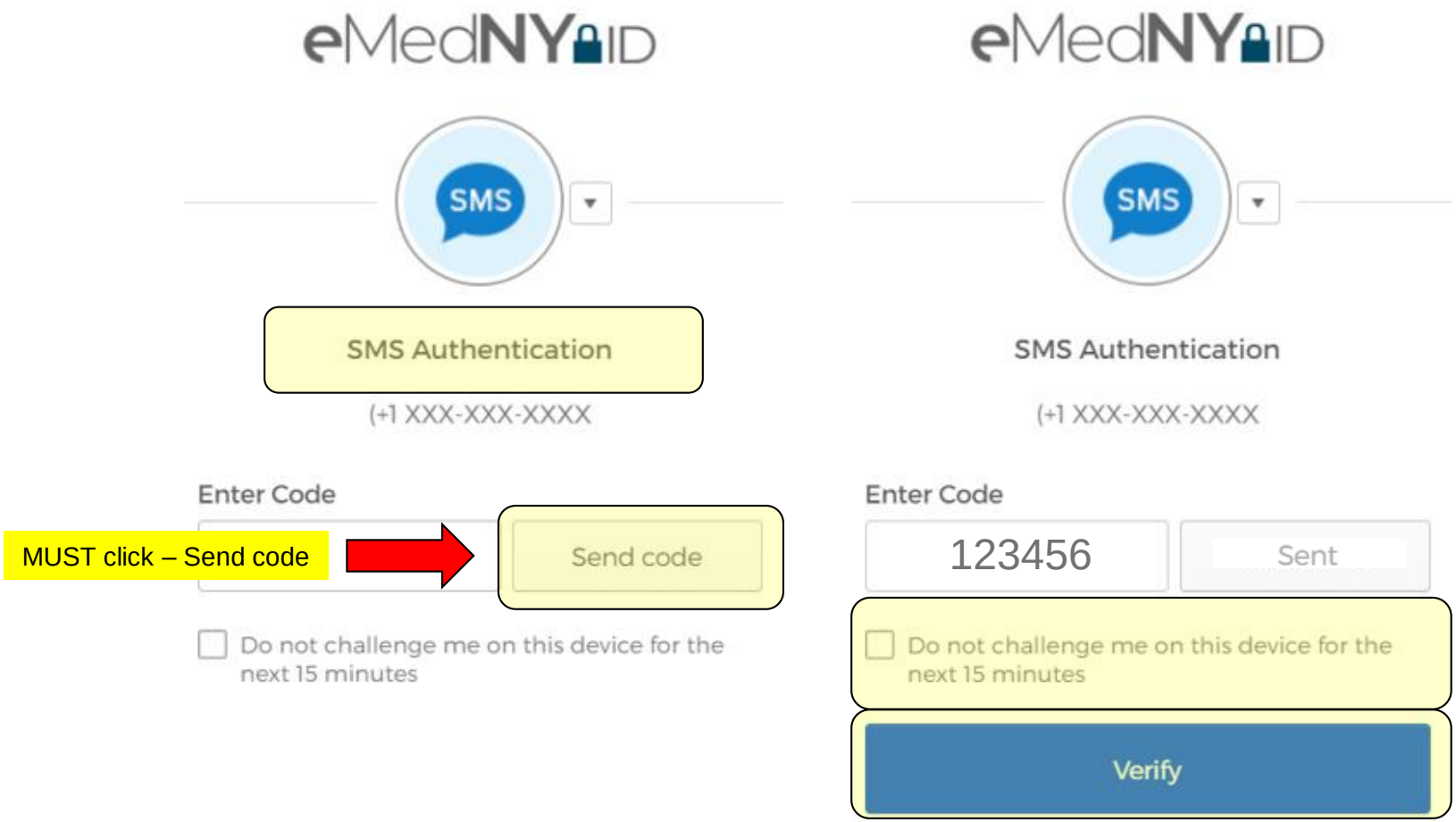
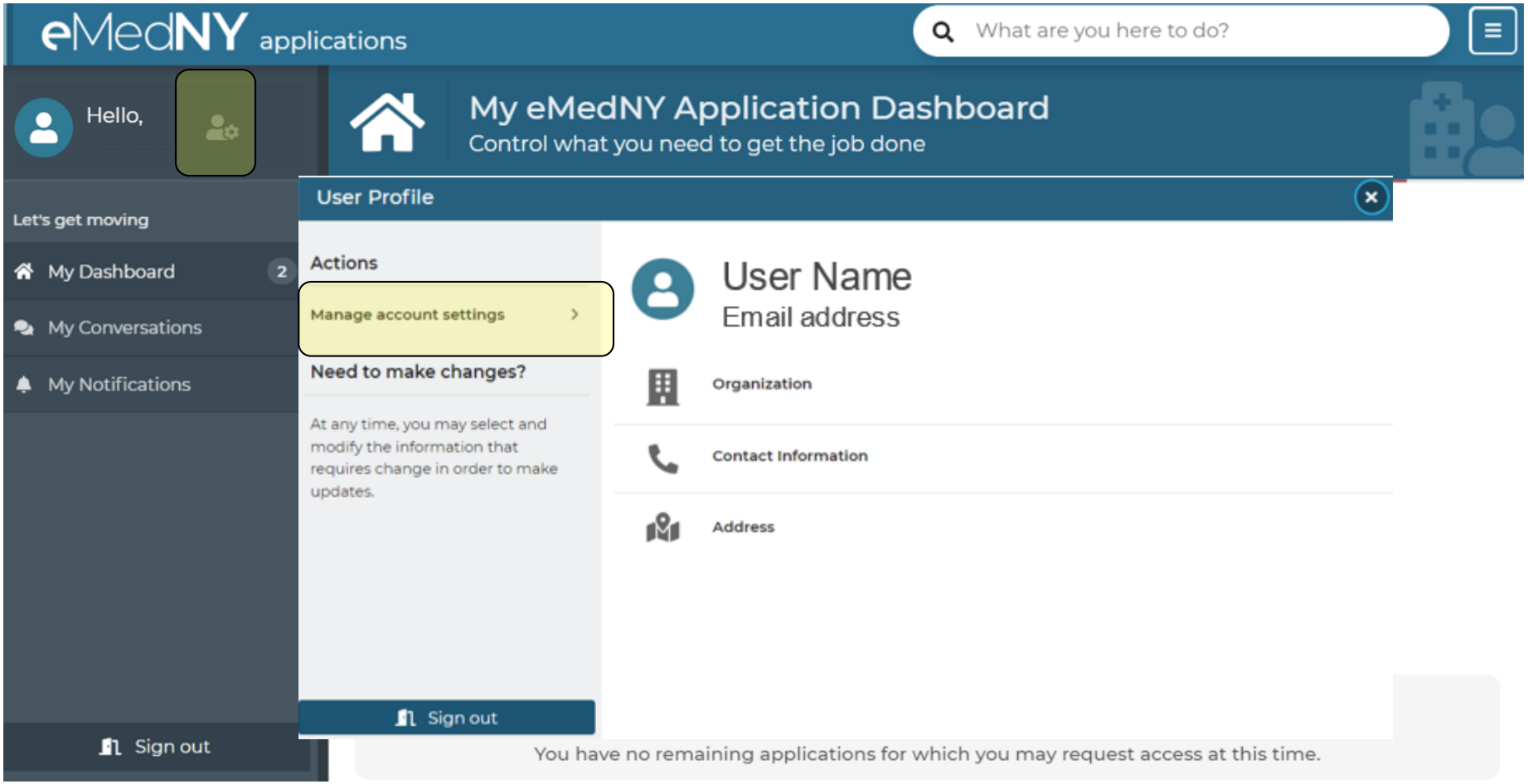


Select an authentication method

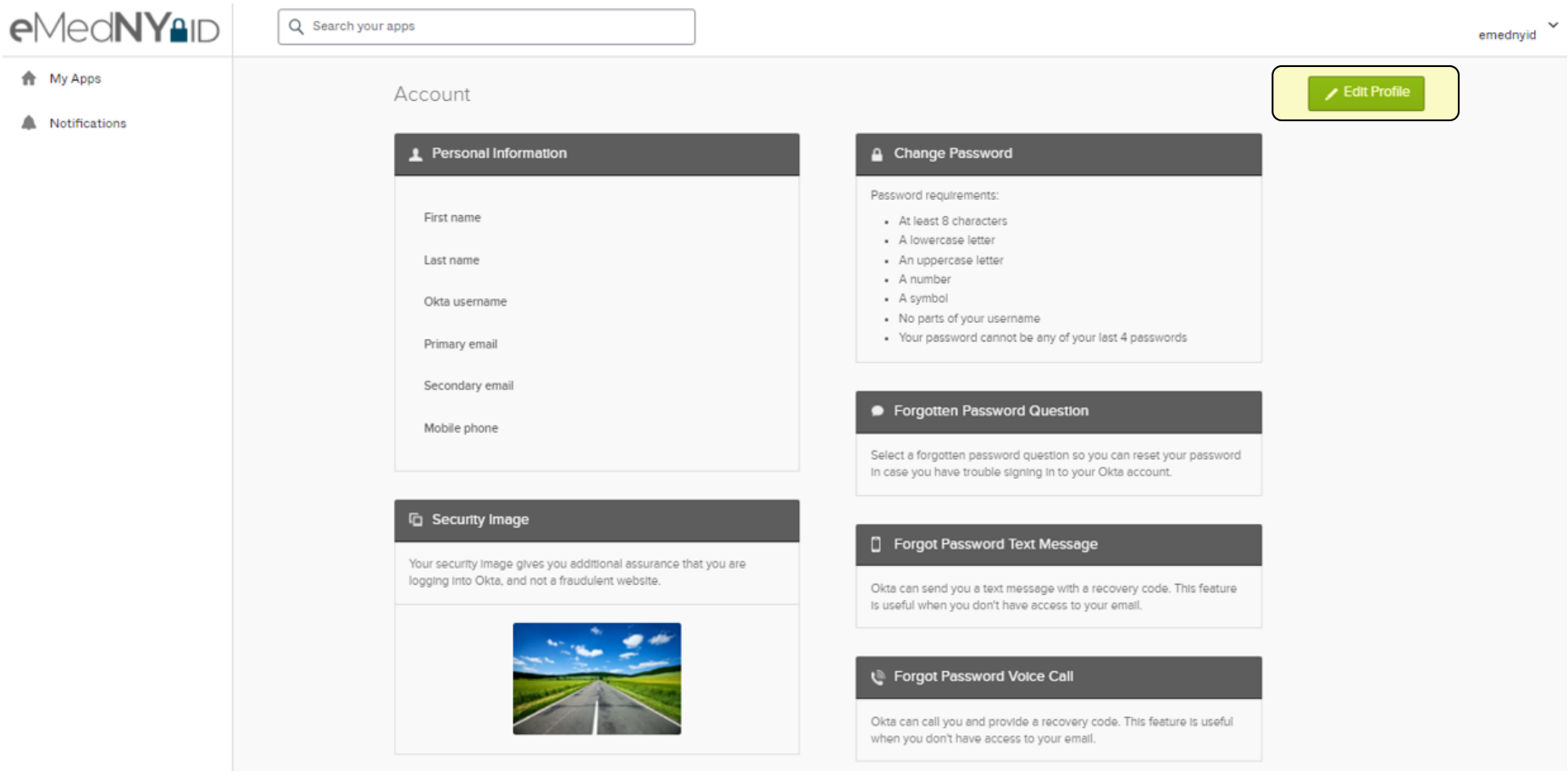
eMedNYID Account – Direct Sign-in
https://iam.emedny.org



eMedNY Application Dashboard
https://iam.emedny.org



Manage Account Settings



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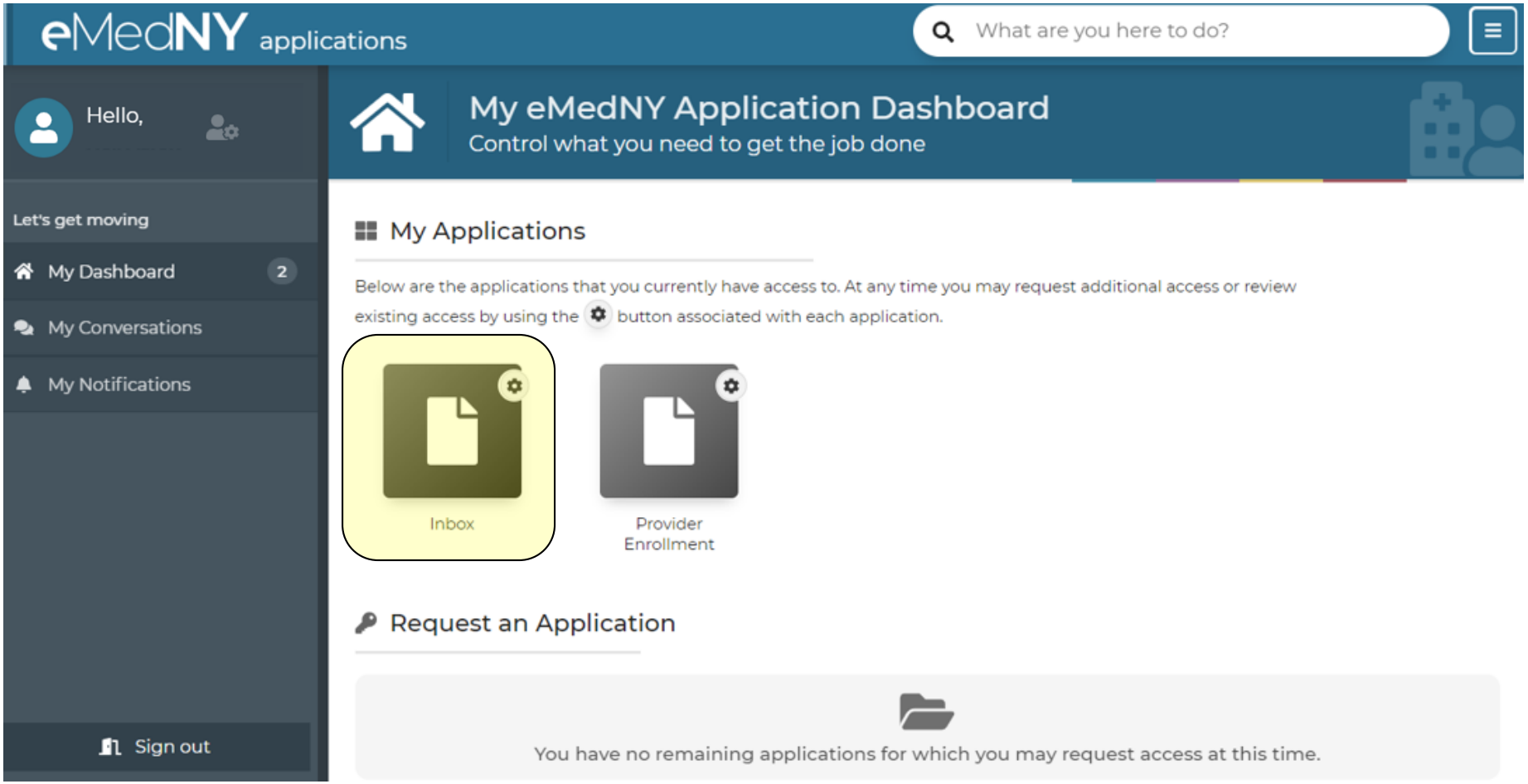

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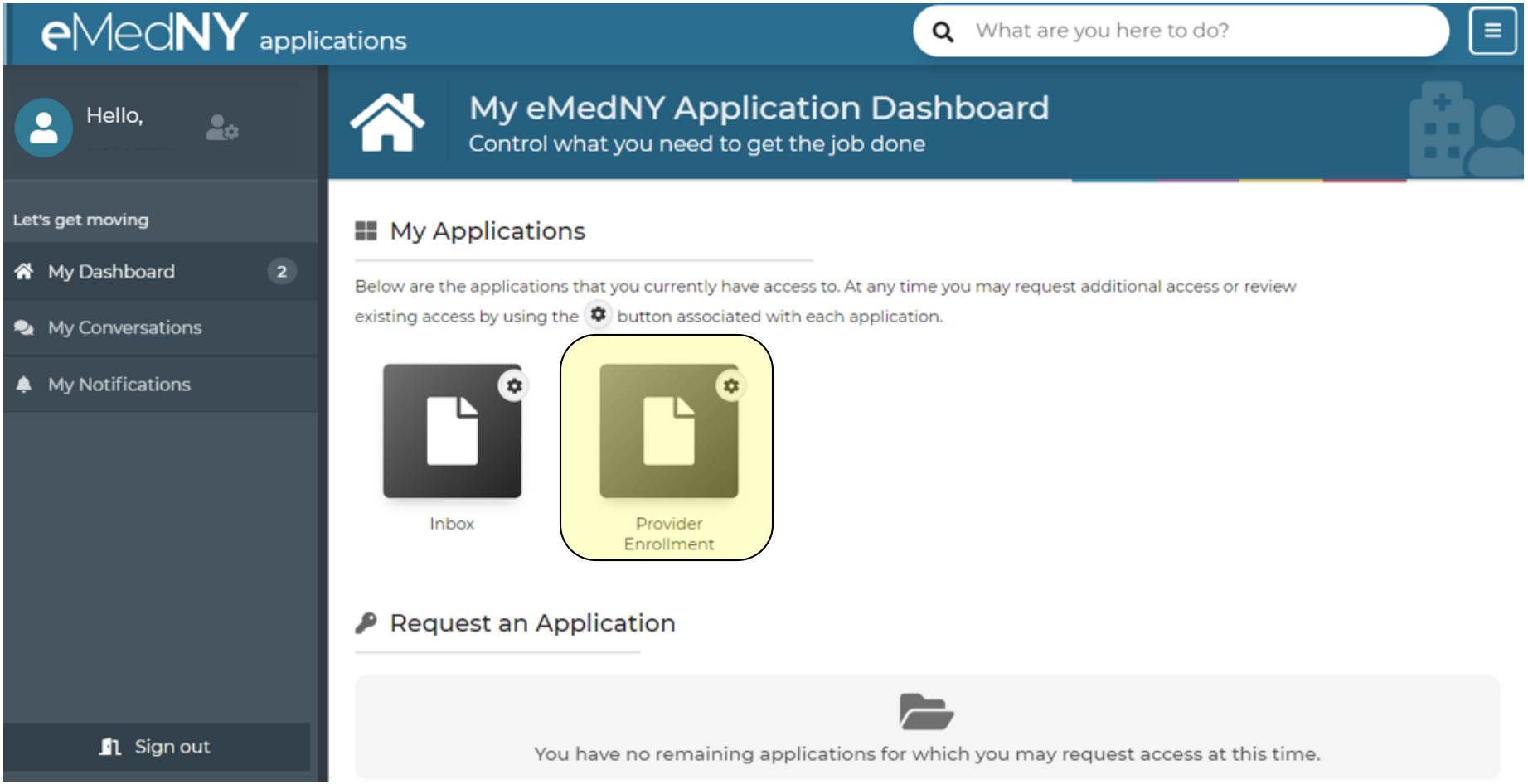

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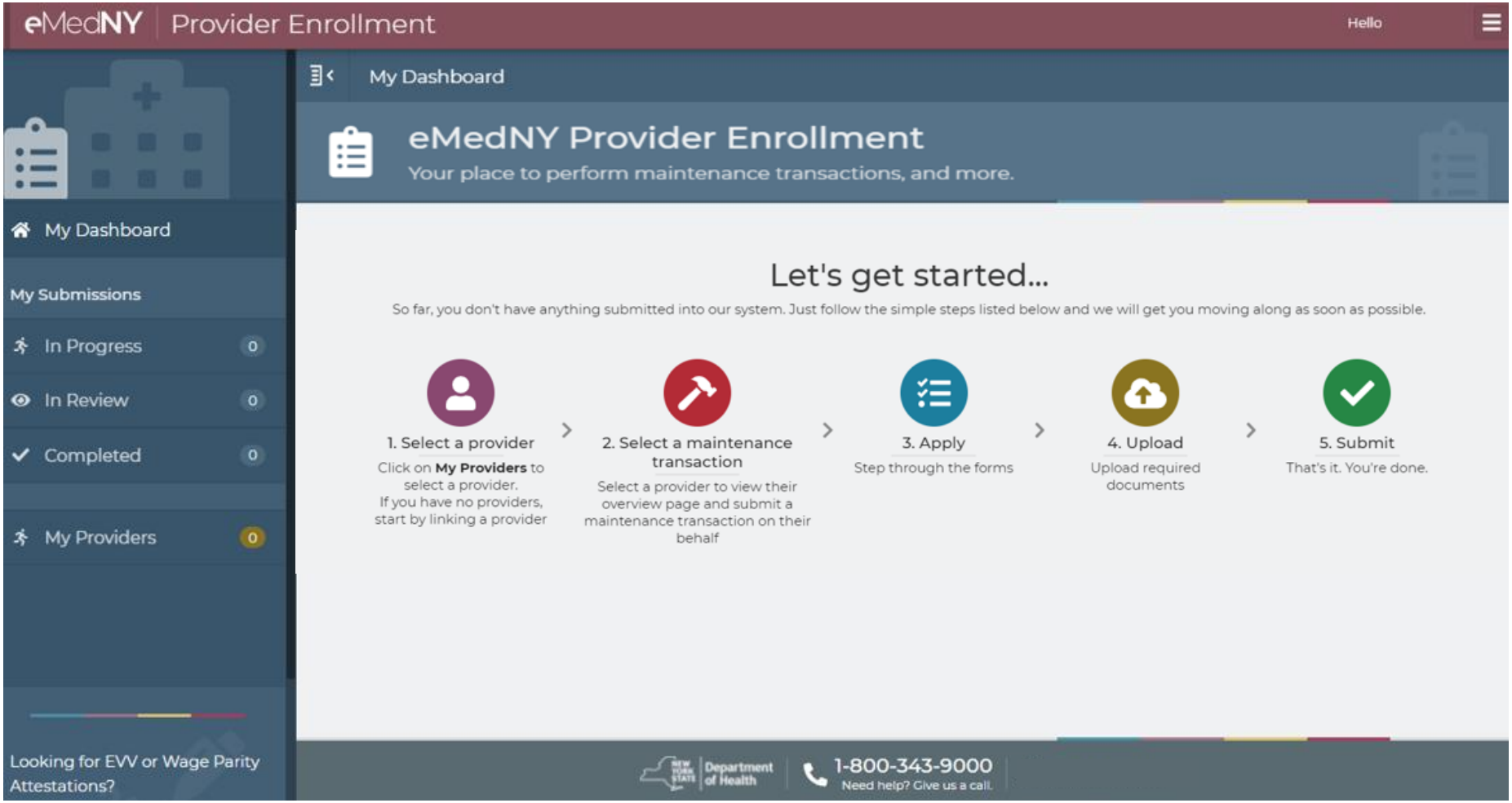
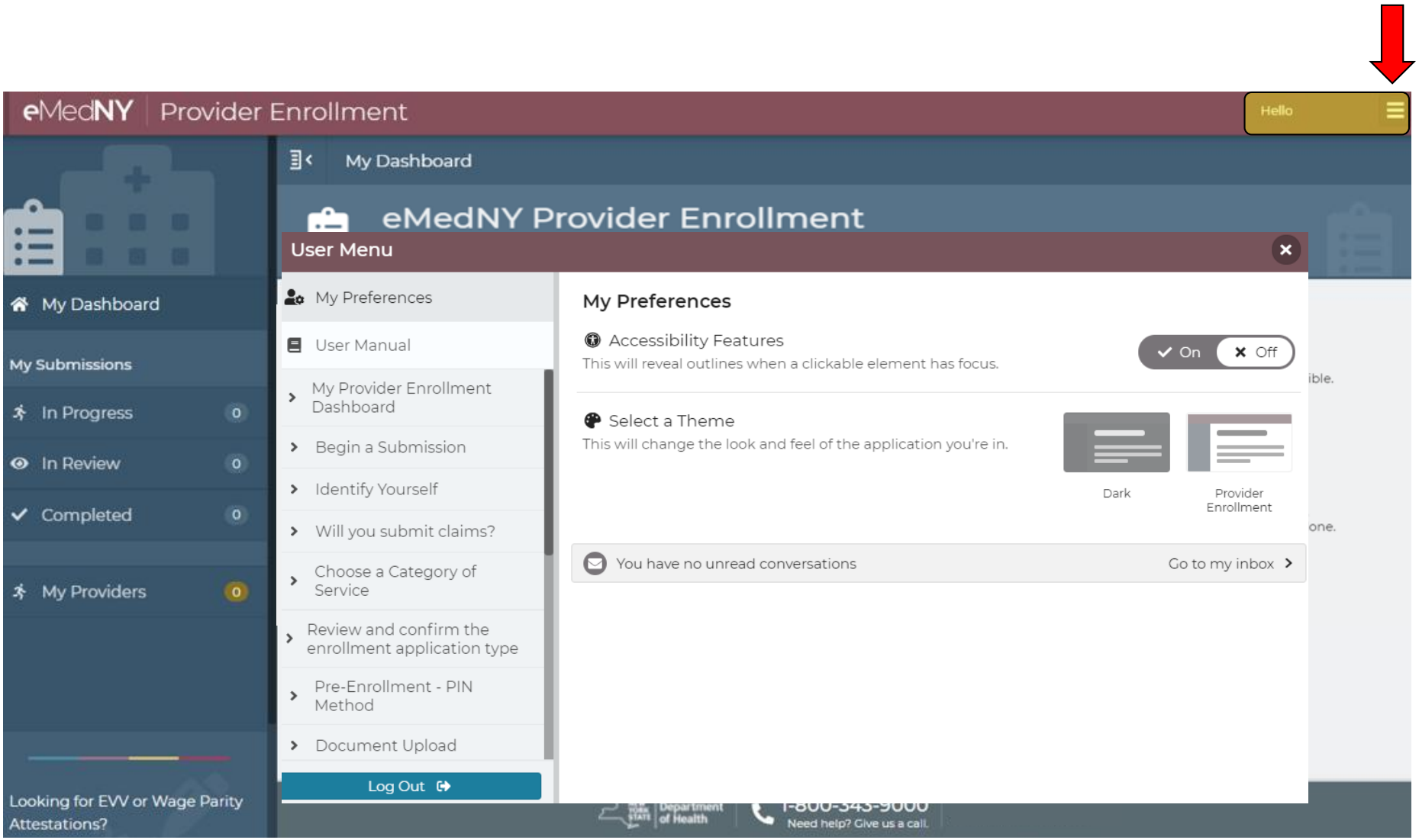
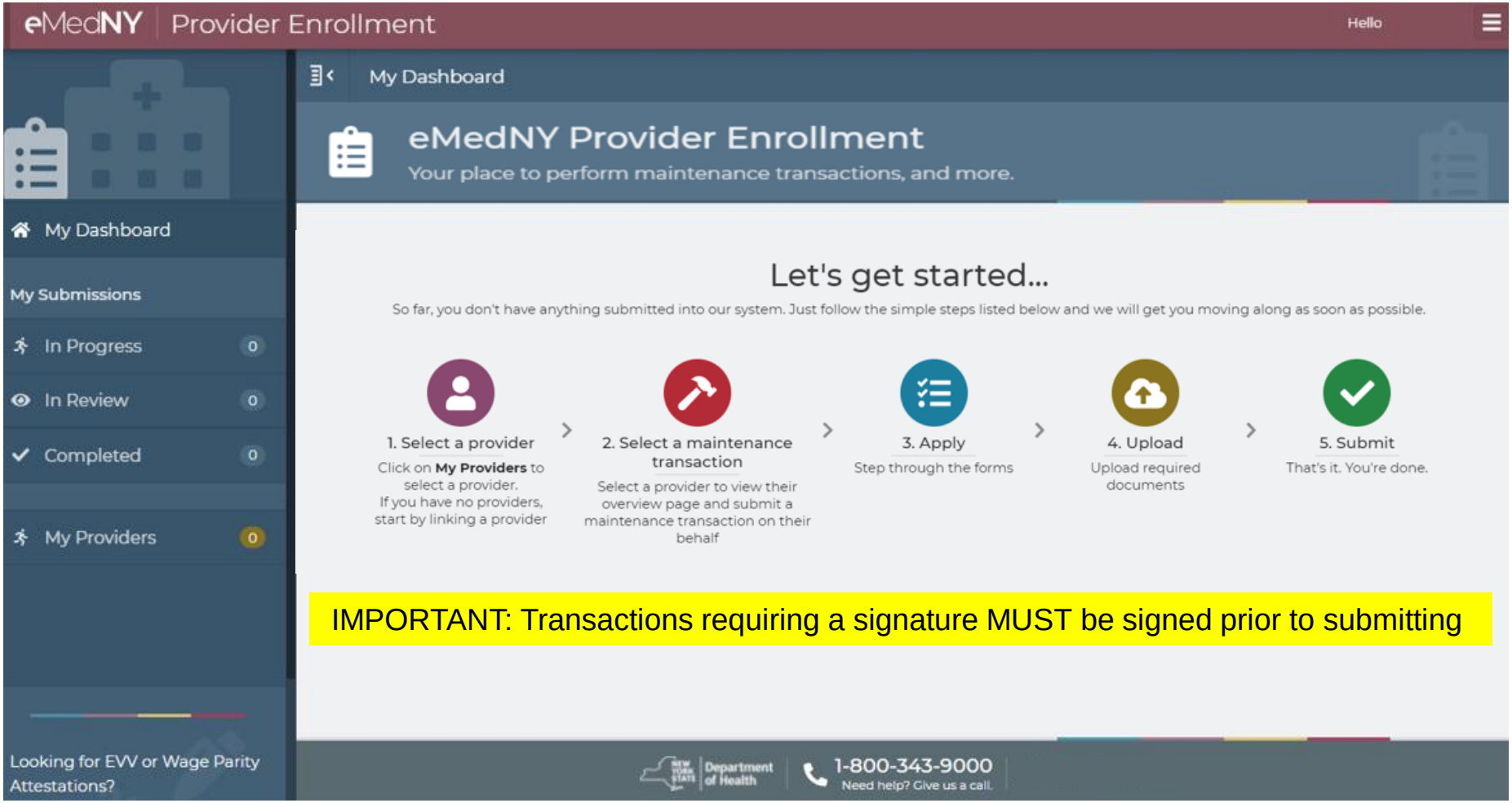


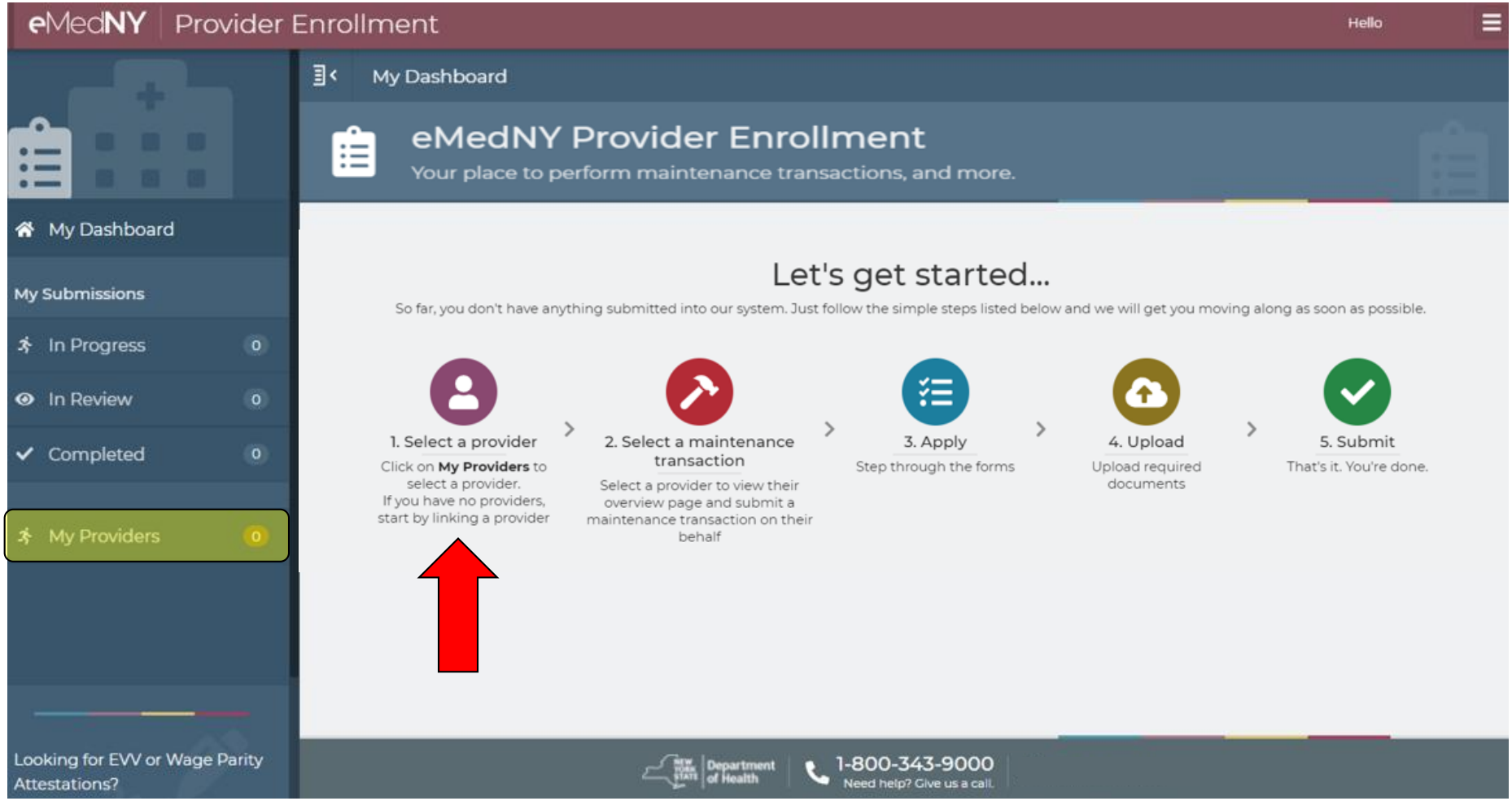
User Menu


eMedNY Provider Enrollment
Hello
My Dashboard
eMedNY Provider Enrollment
User Menu
My Preferences
User Manual
My Provider Enrollment Dashboard
Begin a Submission
Identify Yourself
Will you submit claims?
Choose a Category of Service
Review and confirm the enrollment application type
Pre-Enrollment - PIN Method
Document Upload
Log Out
My Preferences
Accessibility Features
This will reveal outlines when a clickable element has focus.
On
Off
Select a Theme
This will change the look and feel of the application you're in.
Dark
Provider Enrollment
You have no unread conversations
Go to my inbox
My Dashboard
My Submissions
In Progress 0
In Review 0
Completed 0
My Providers 0
Looking for EVV or Wage Parity Attestations?
Need help? Give us a call.

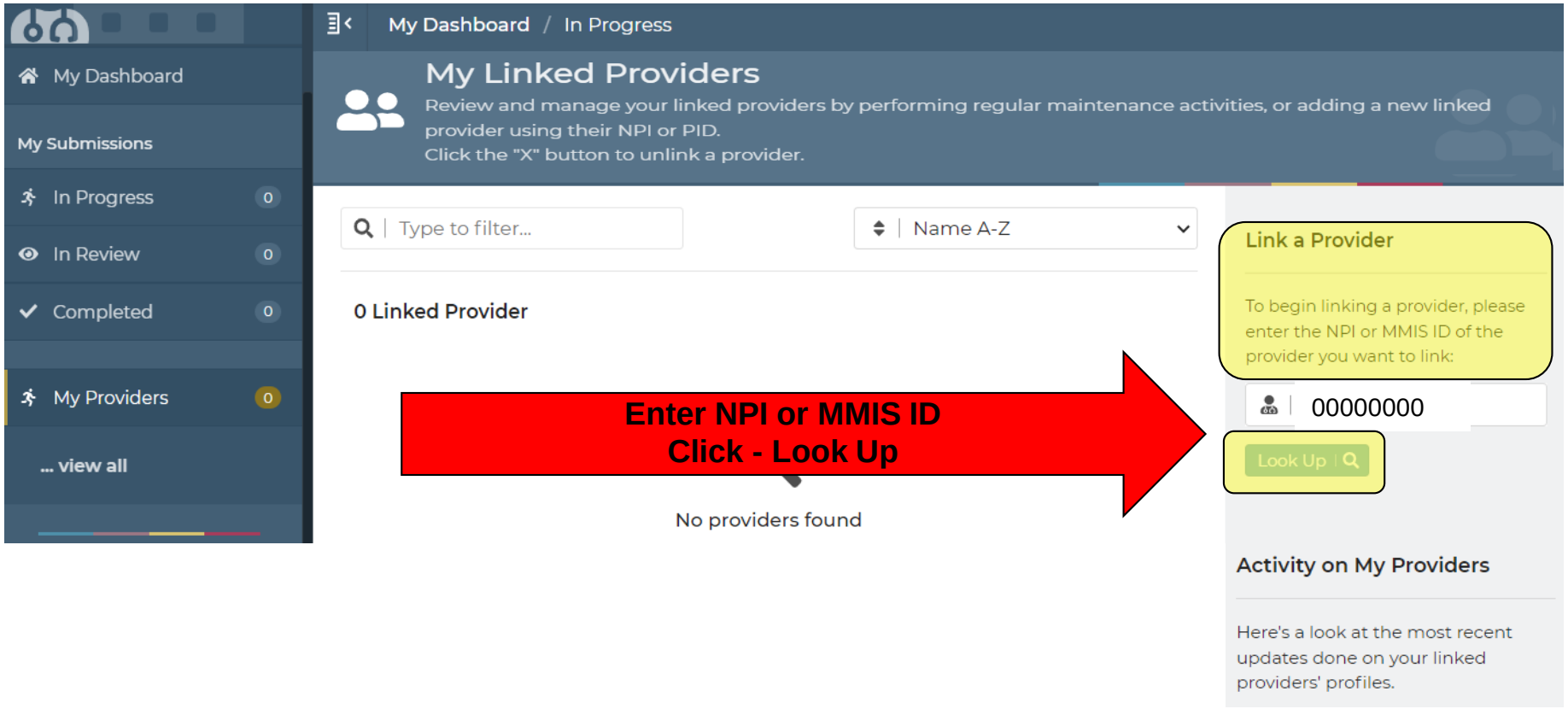
Provider Enrollment Dashboard



My Providers

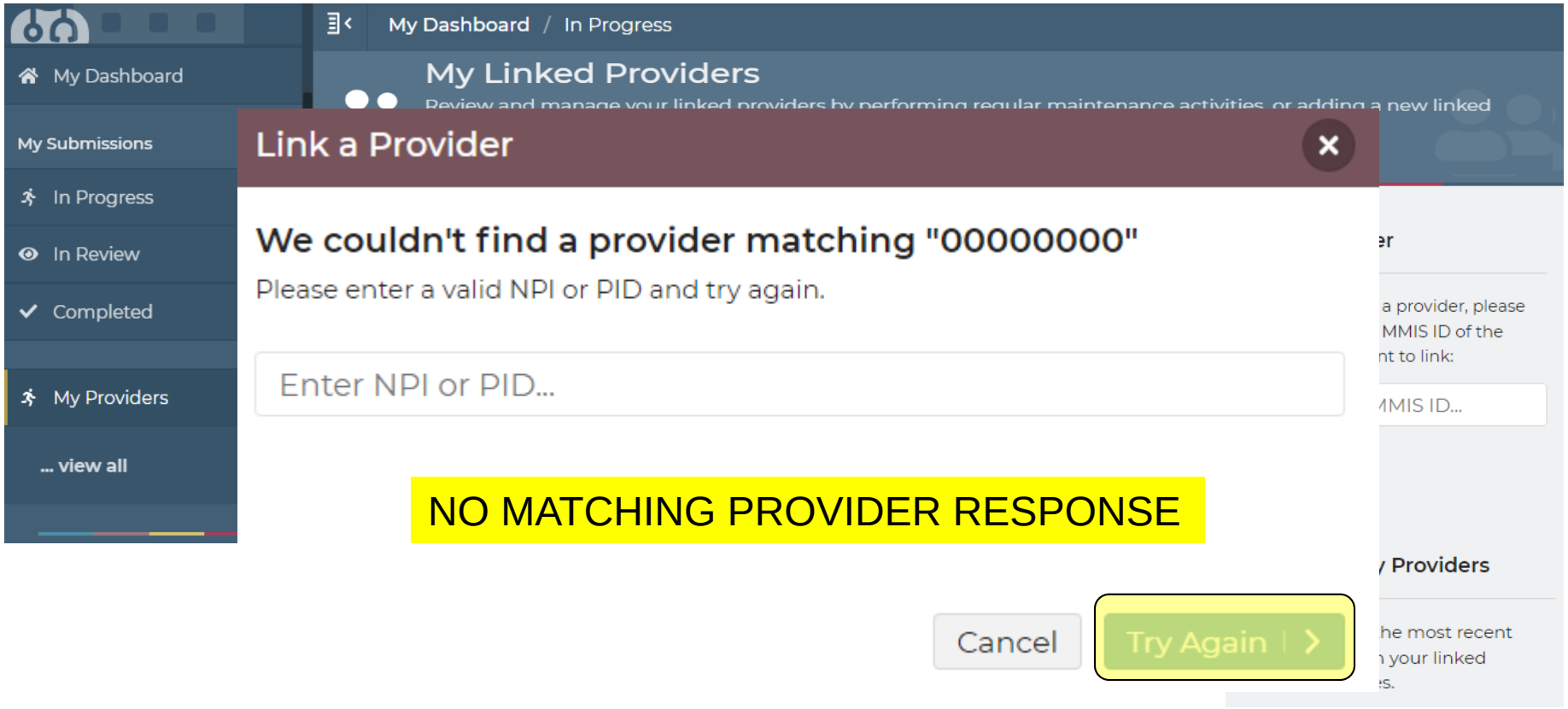


My Providers – Link a Provider



Providers or users acting on behalf of a provider must initially link to specific providers' NPI or MMIS ID

My Providers – Link a Provider



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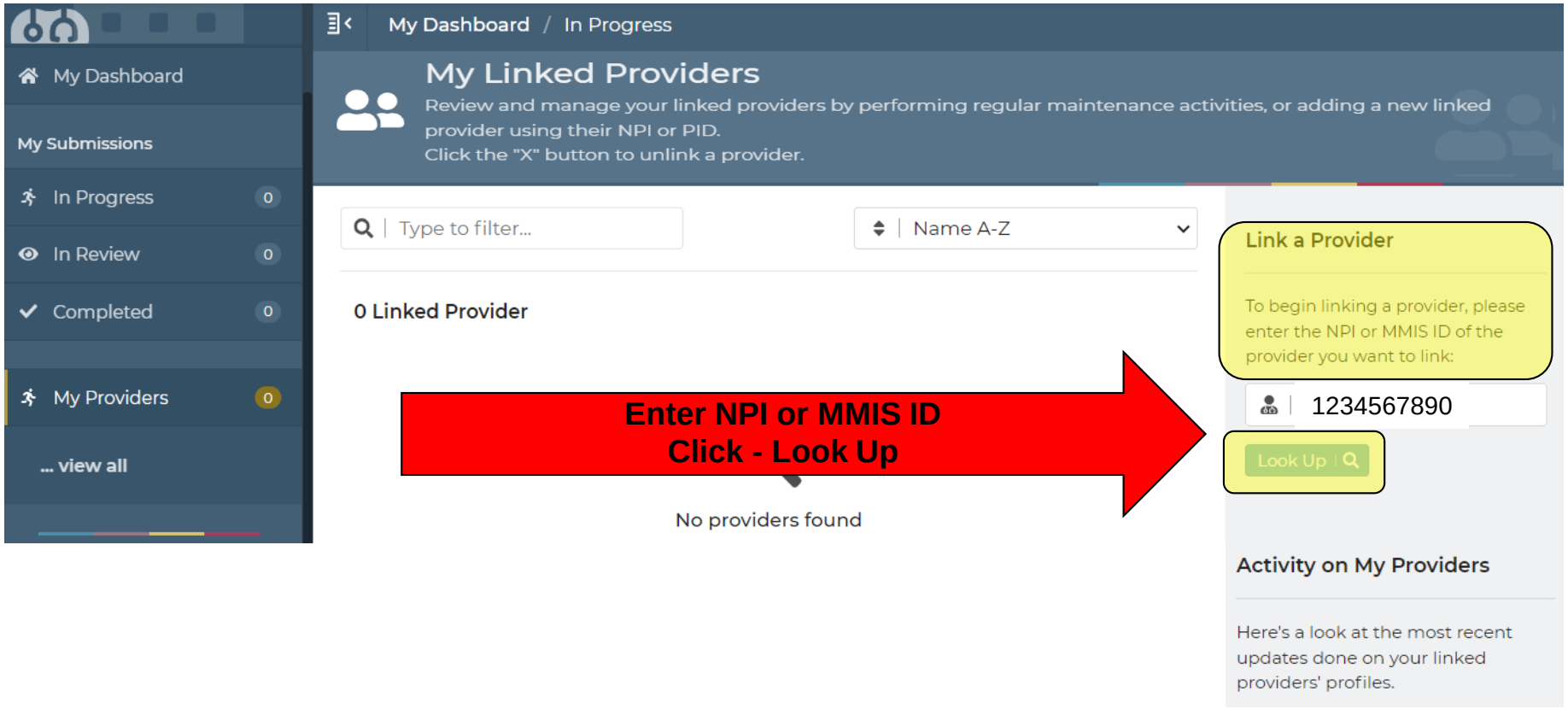

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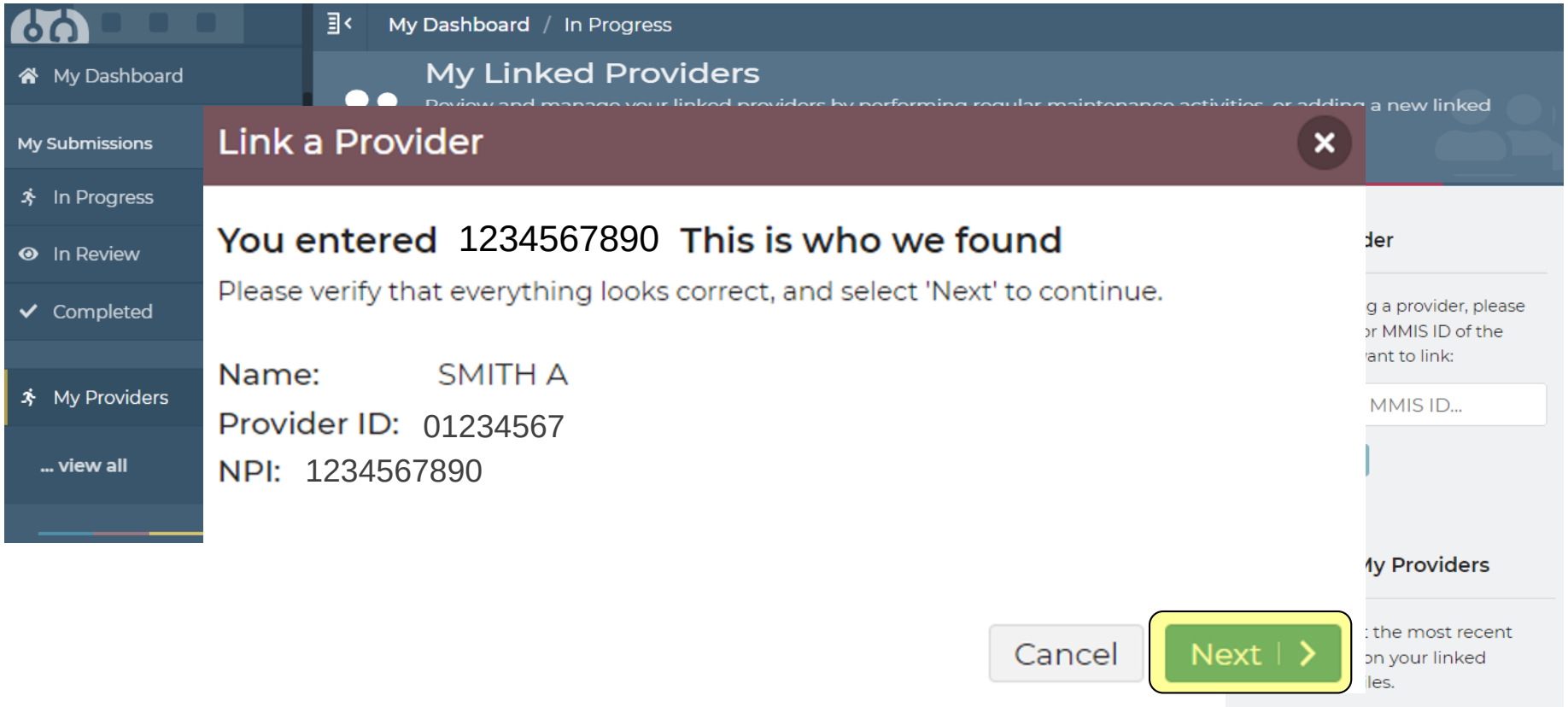

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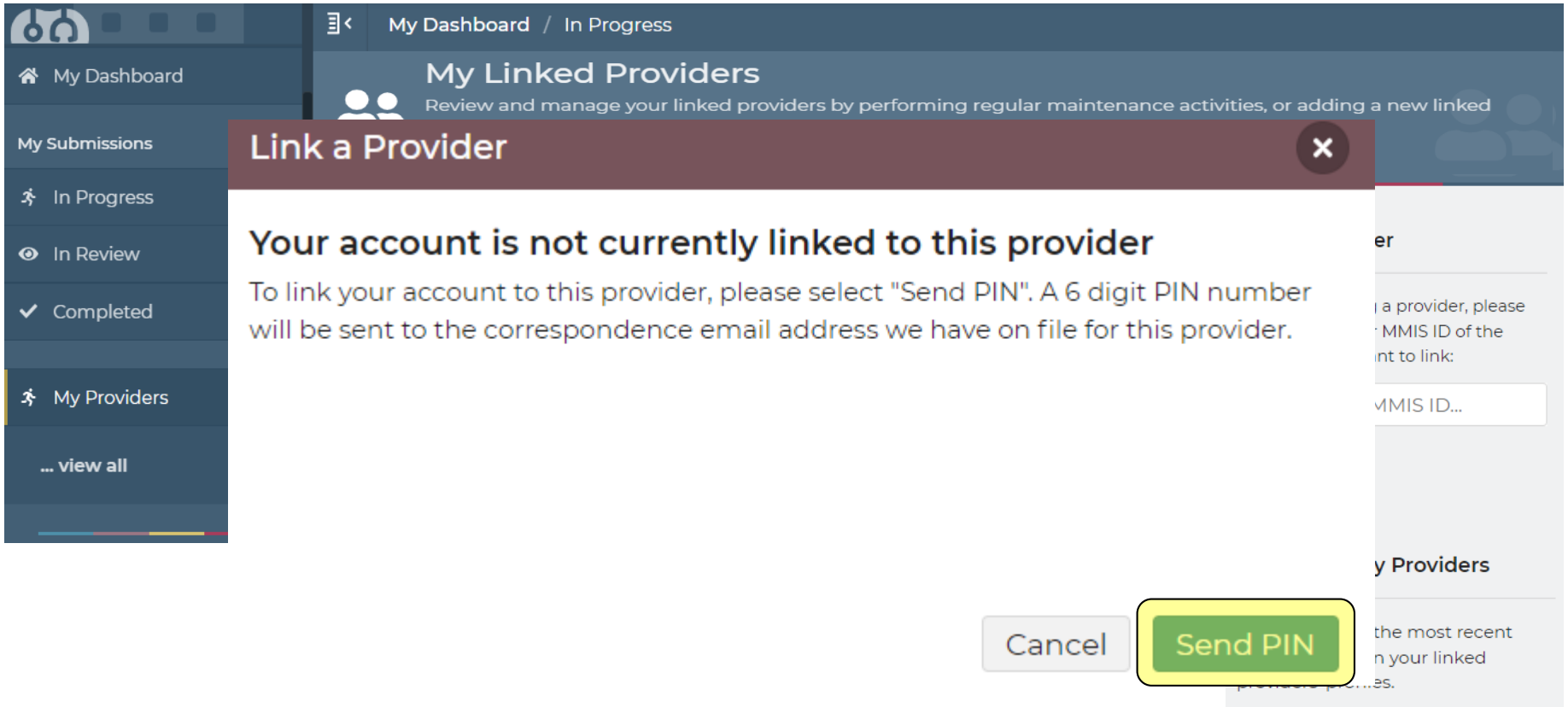
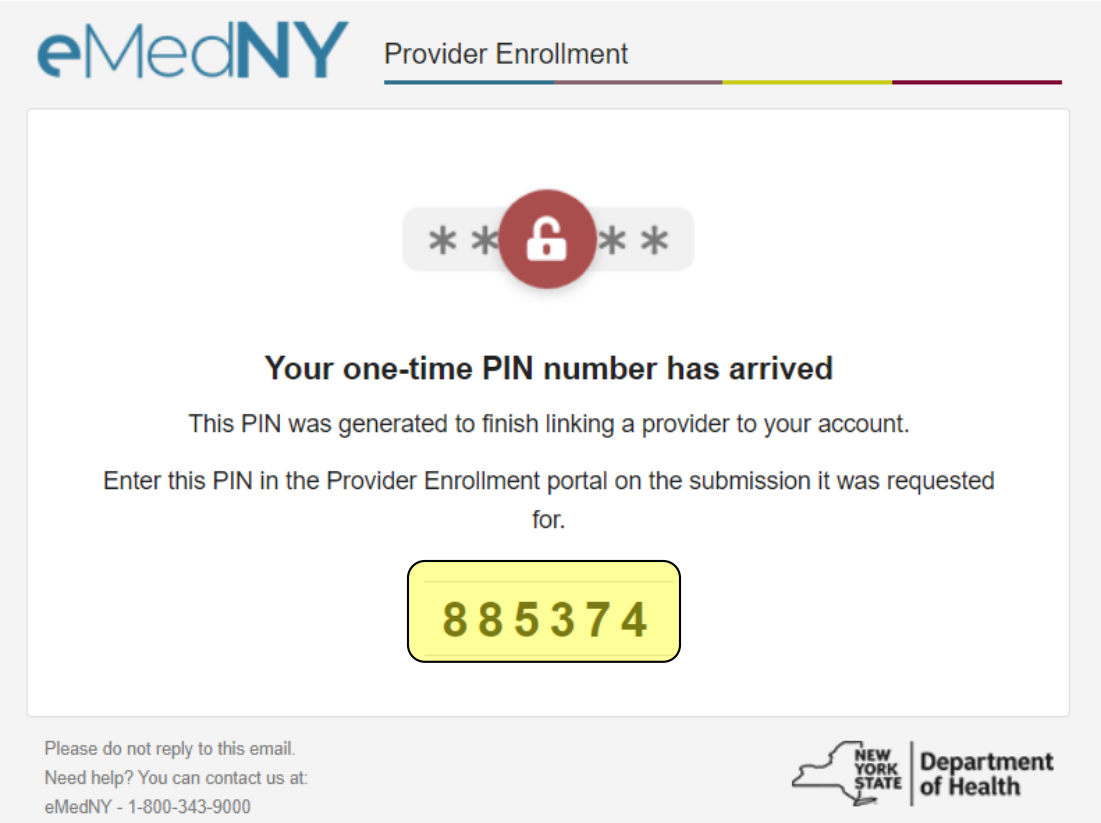
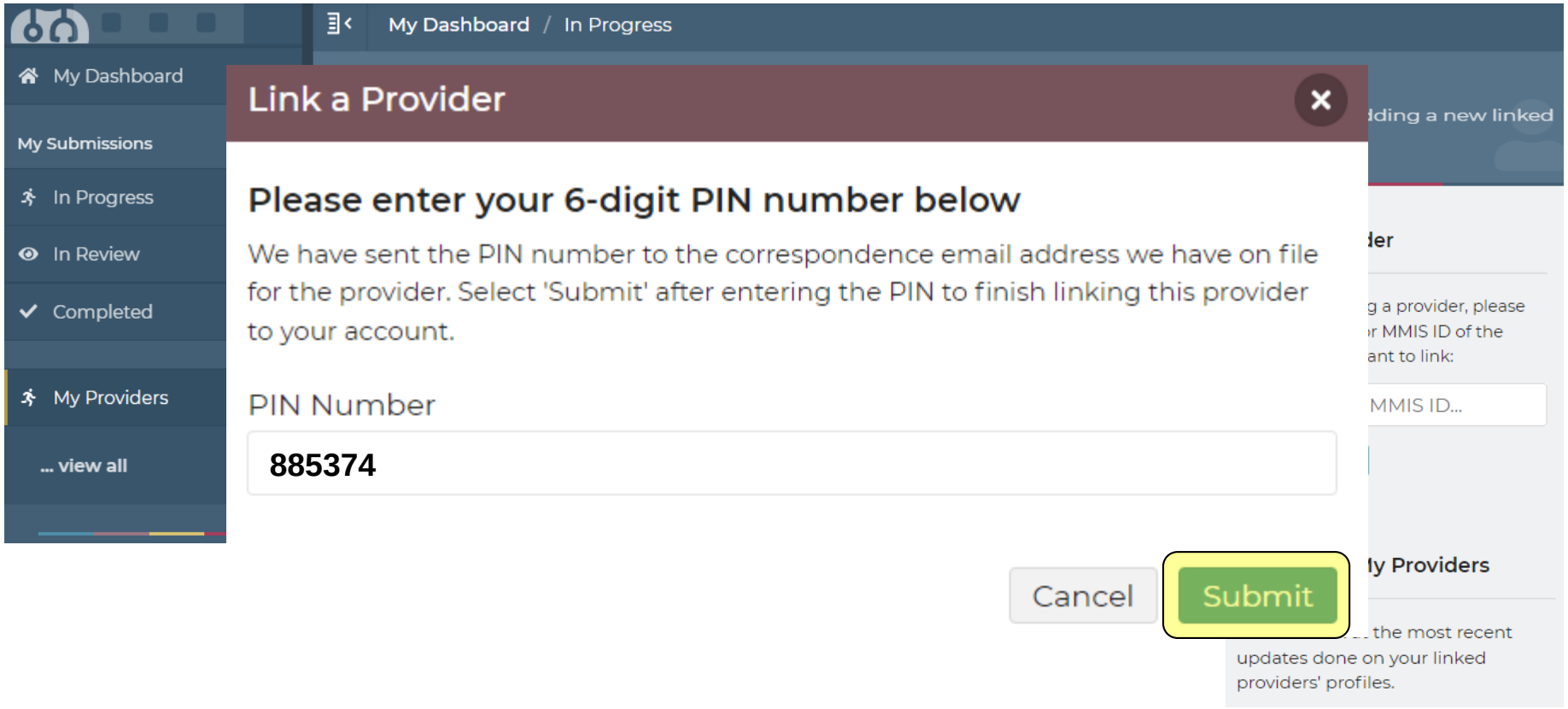


My Providers – Link a Provider

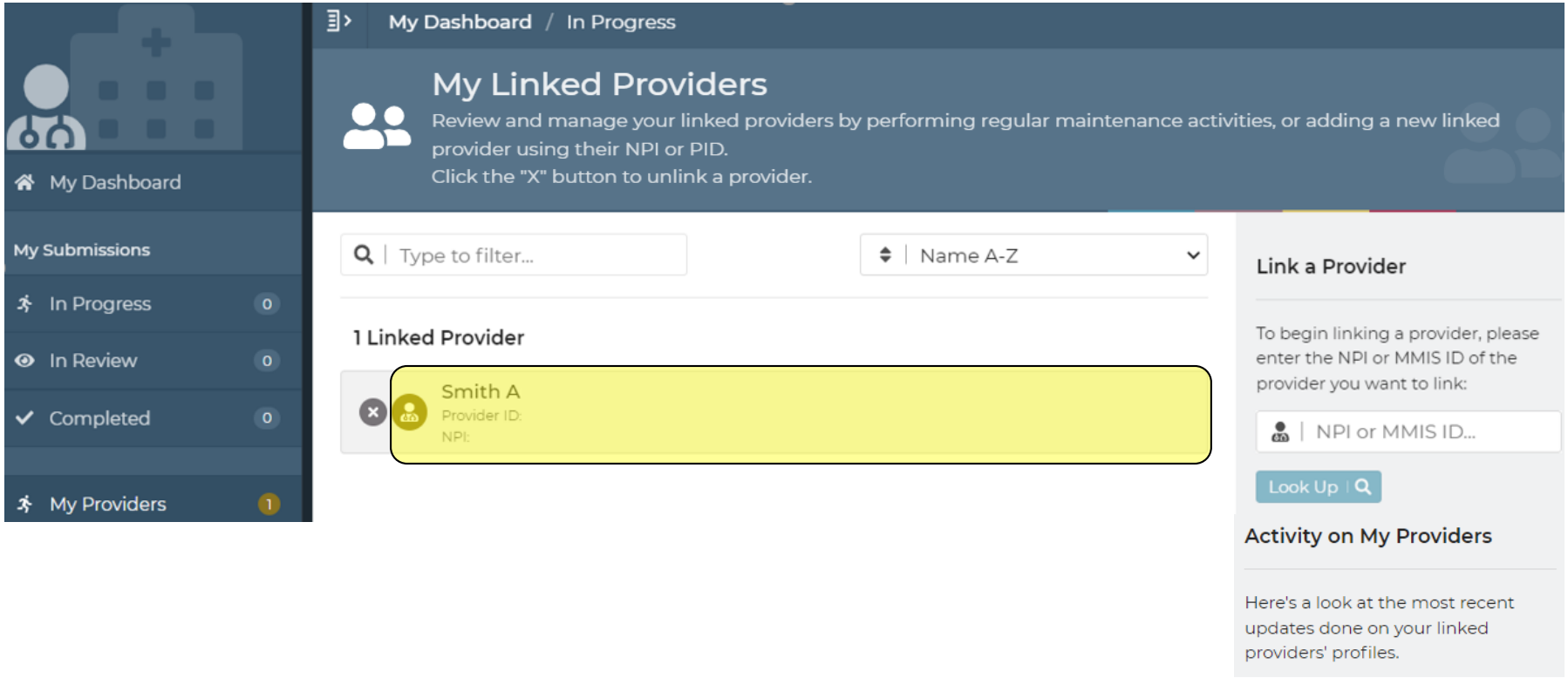
PIN sent to Provider's Correspondence email address



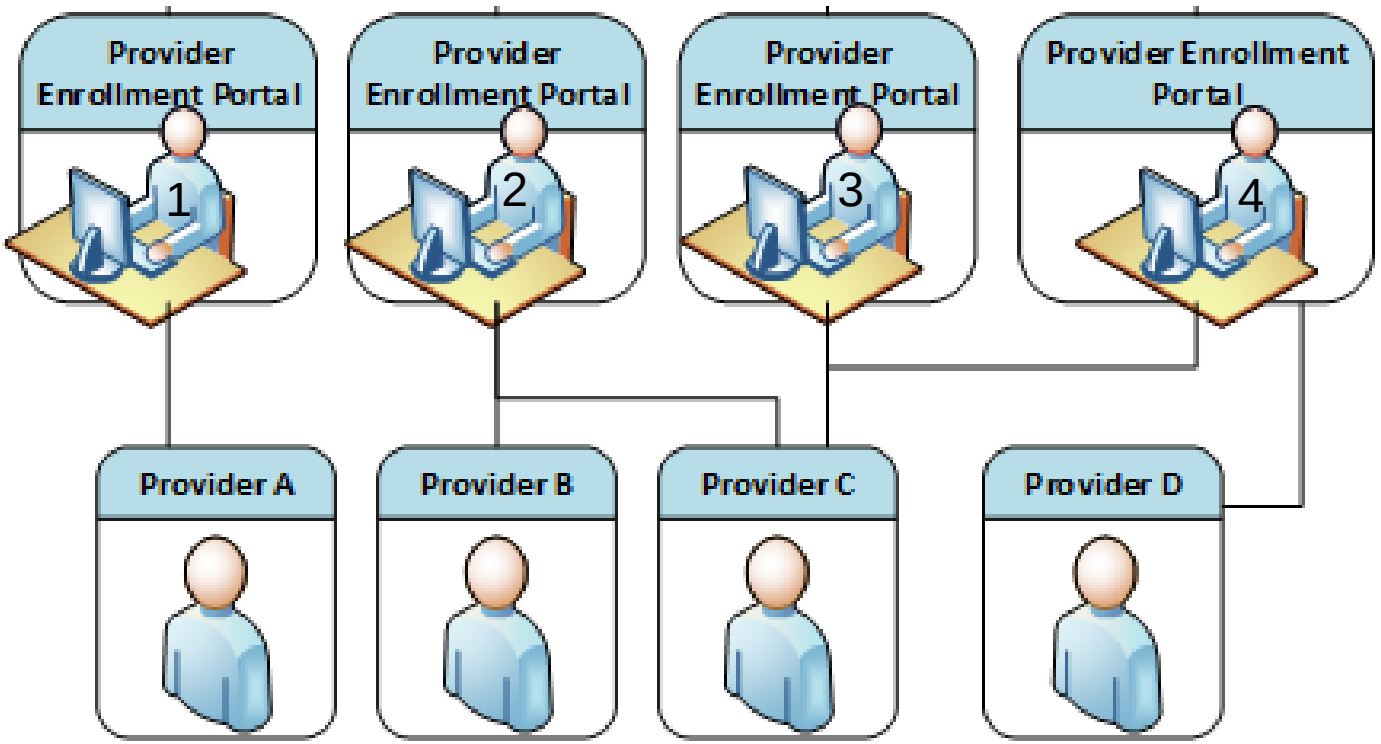
My Providers – Link a Provider



My Linked Providers

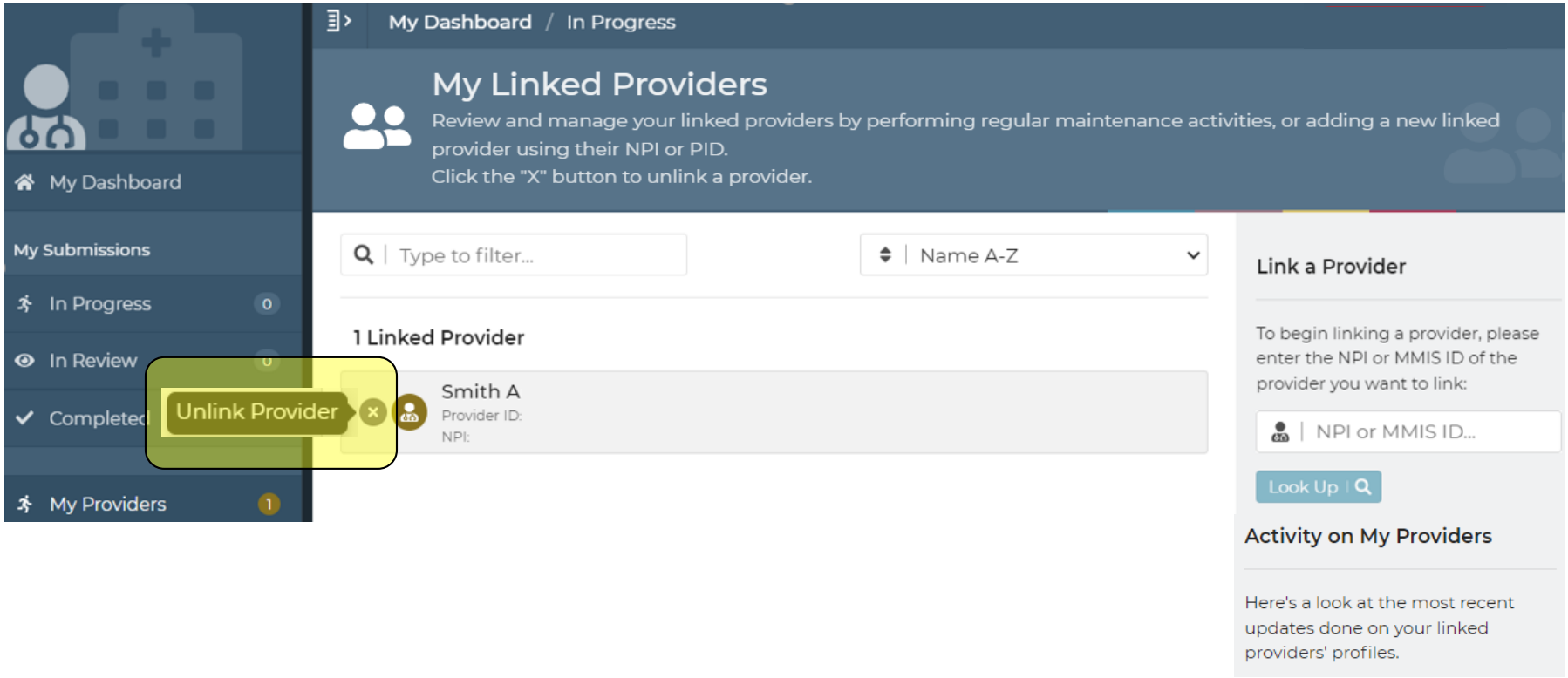


Linking Users with Providers

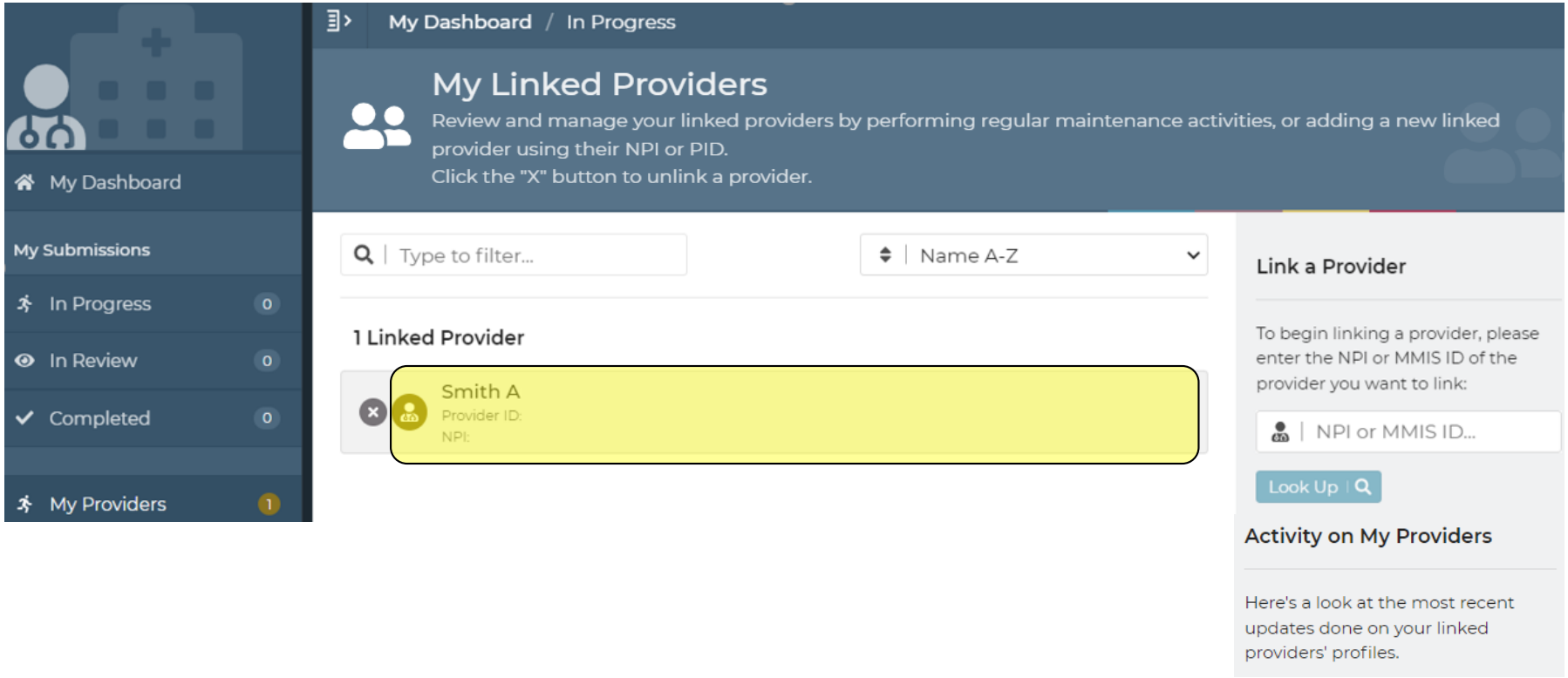


- User 1 – Linked to Provider A
- User 2 – Linked to Providers B & C
- User 3 – Linked to Provider C
- Users 3 & 4 – Collaborating on Provider C
- User 4 – Linked to Provider D

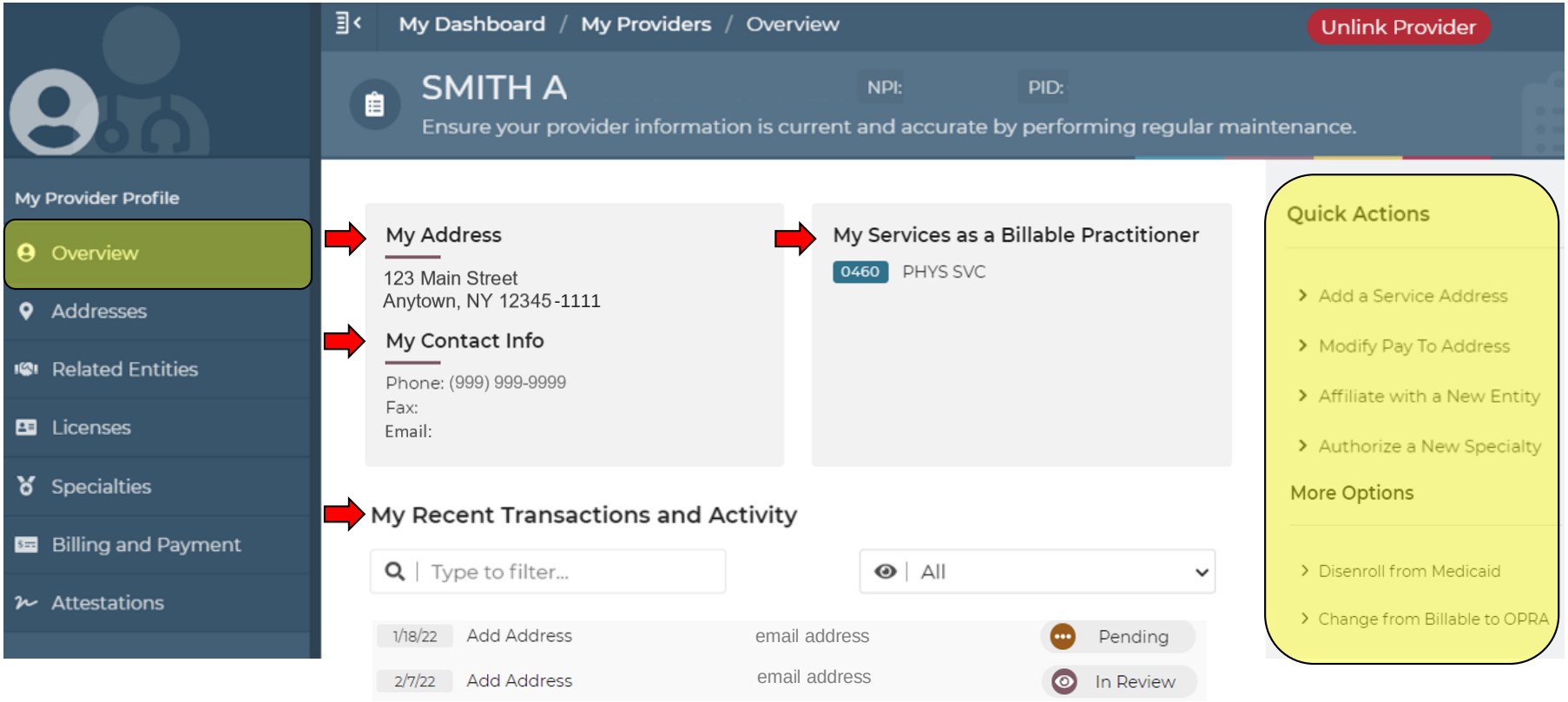
My Linked Providers
Unlink a Provider



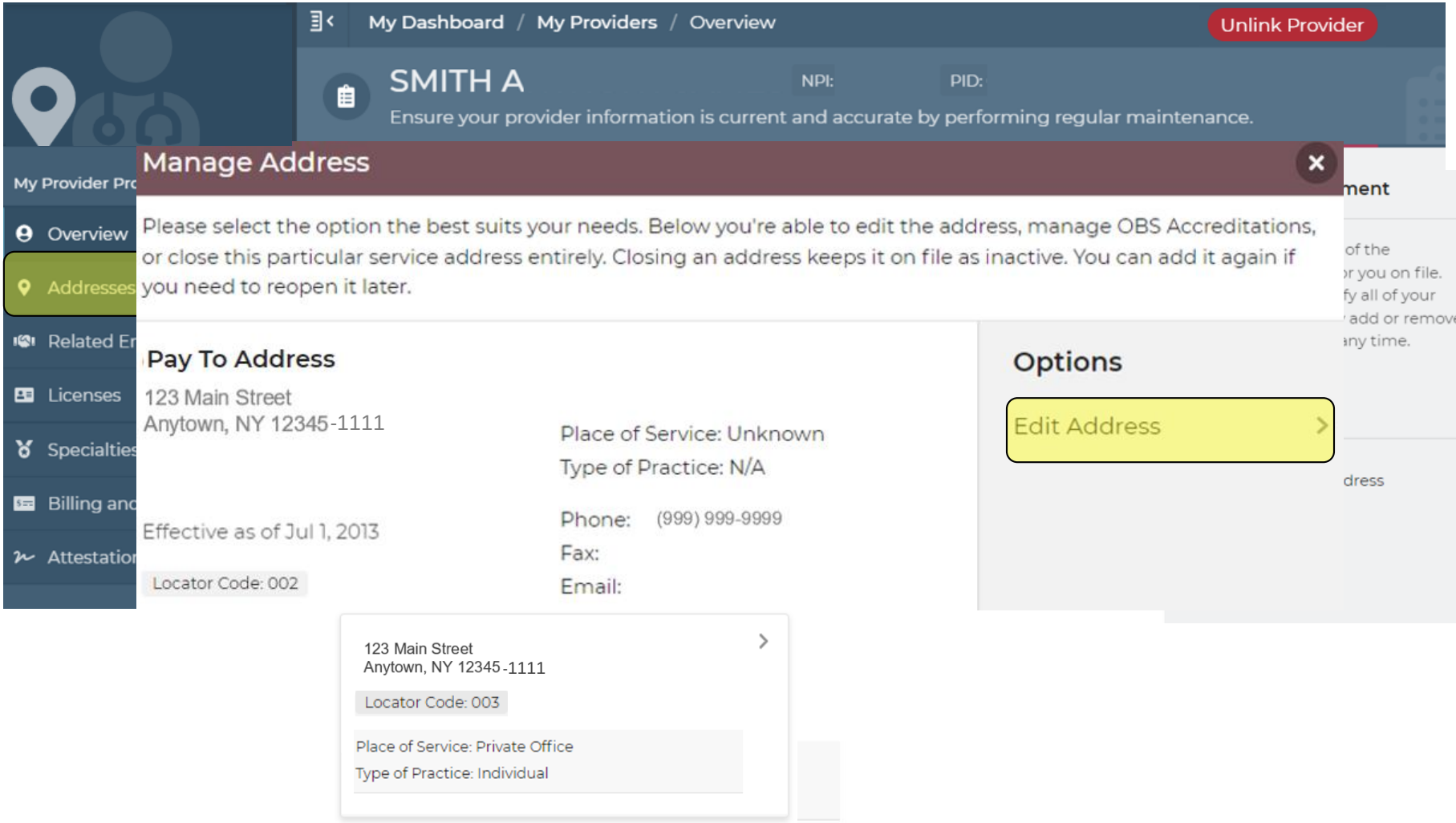
My Provider Profile



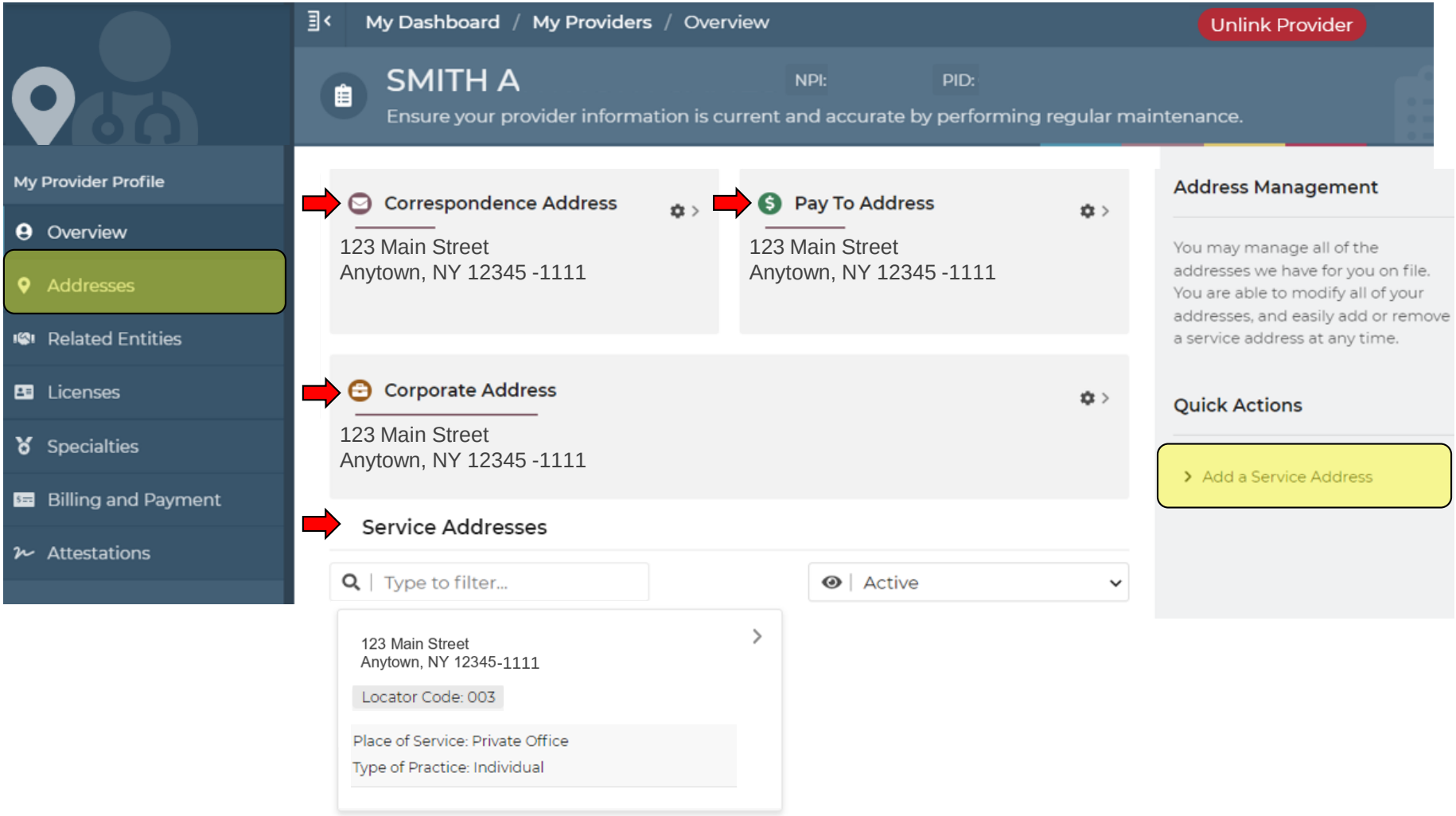
My Provider Profile – Overview



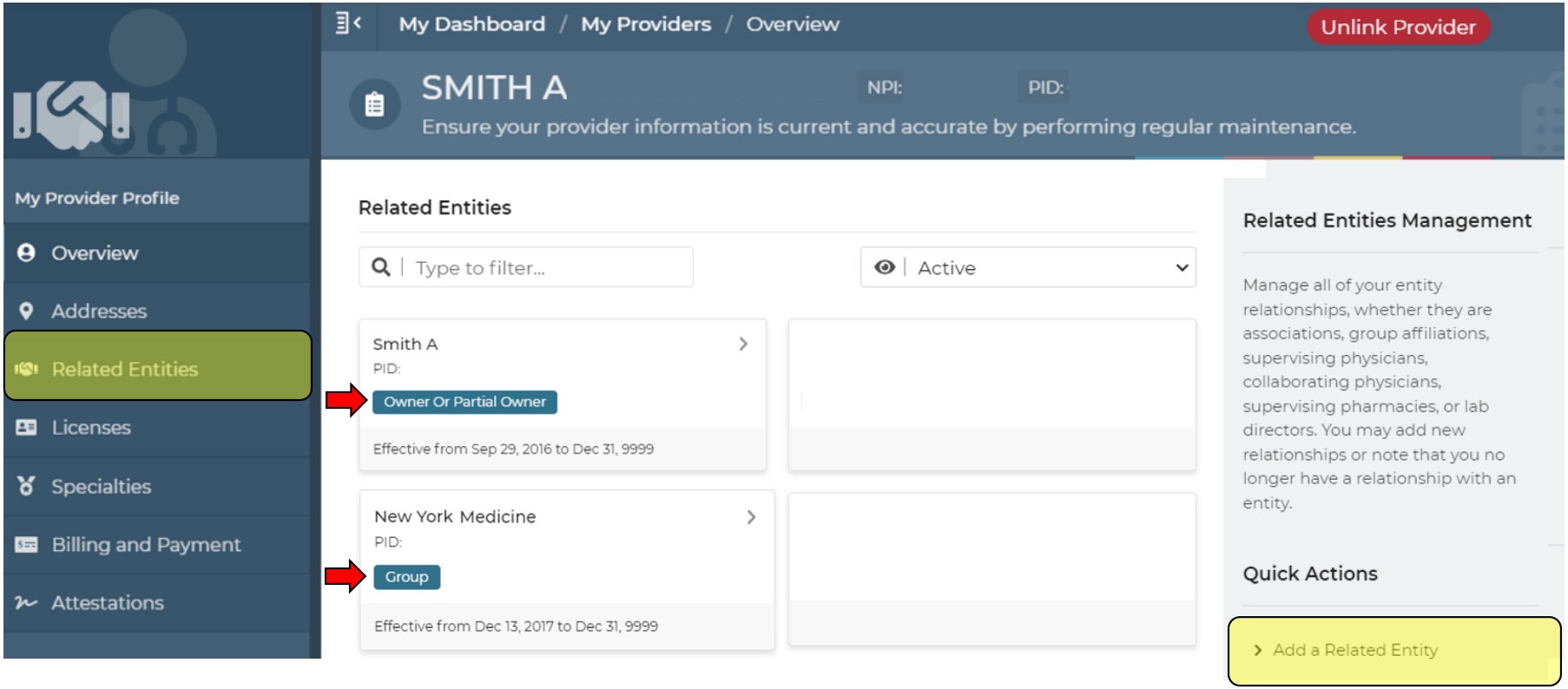
My Provider Profile – Addresses



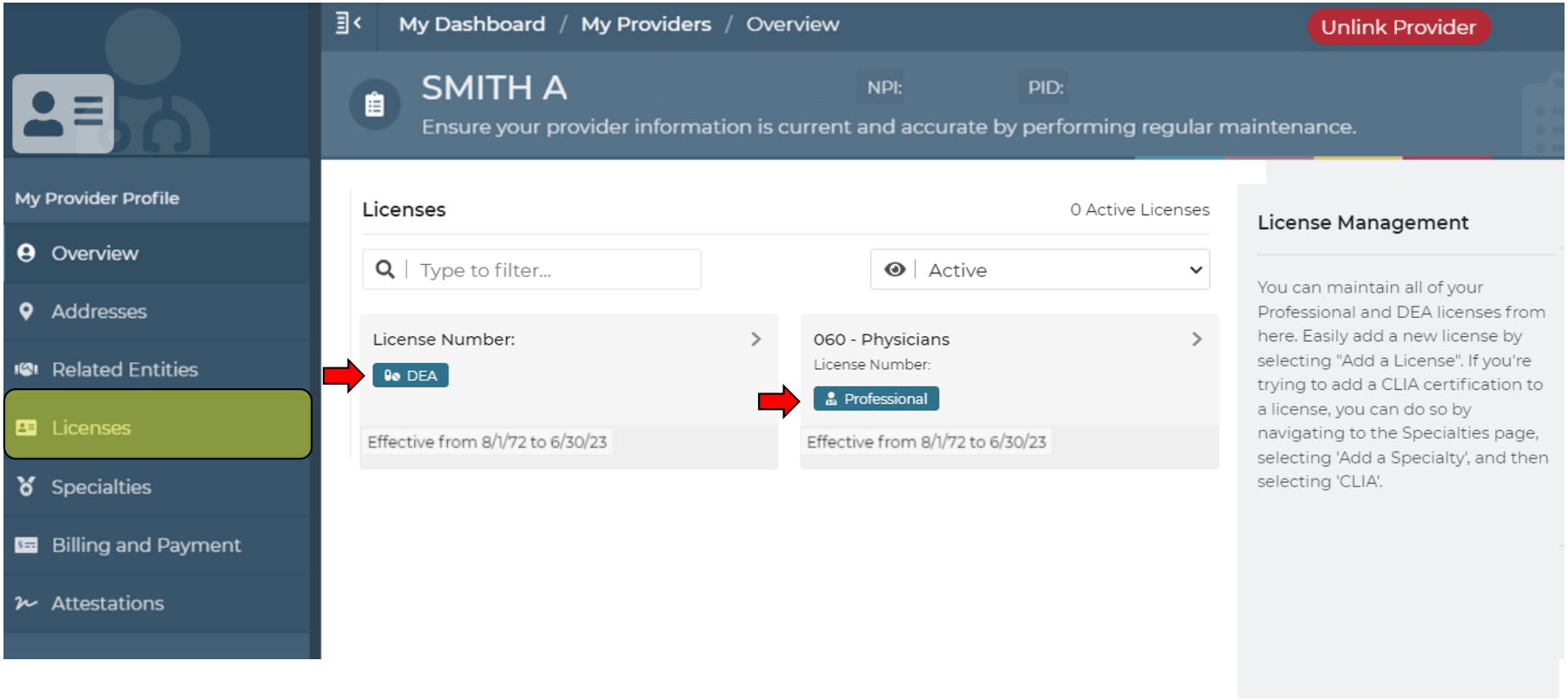
My Provider Profile – Addresses



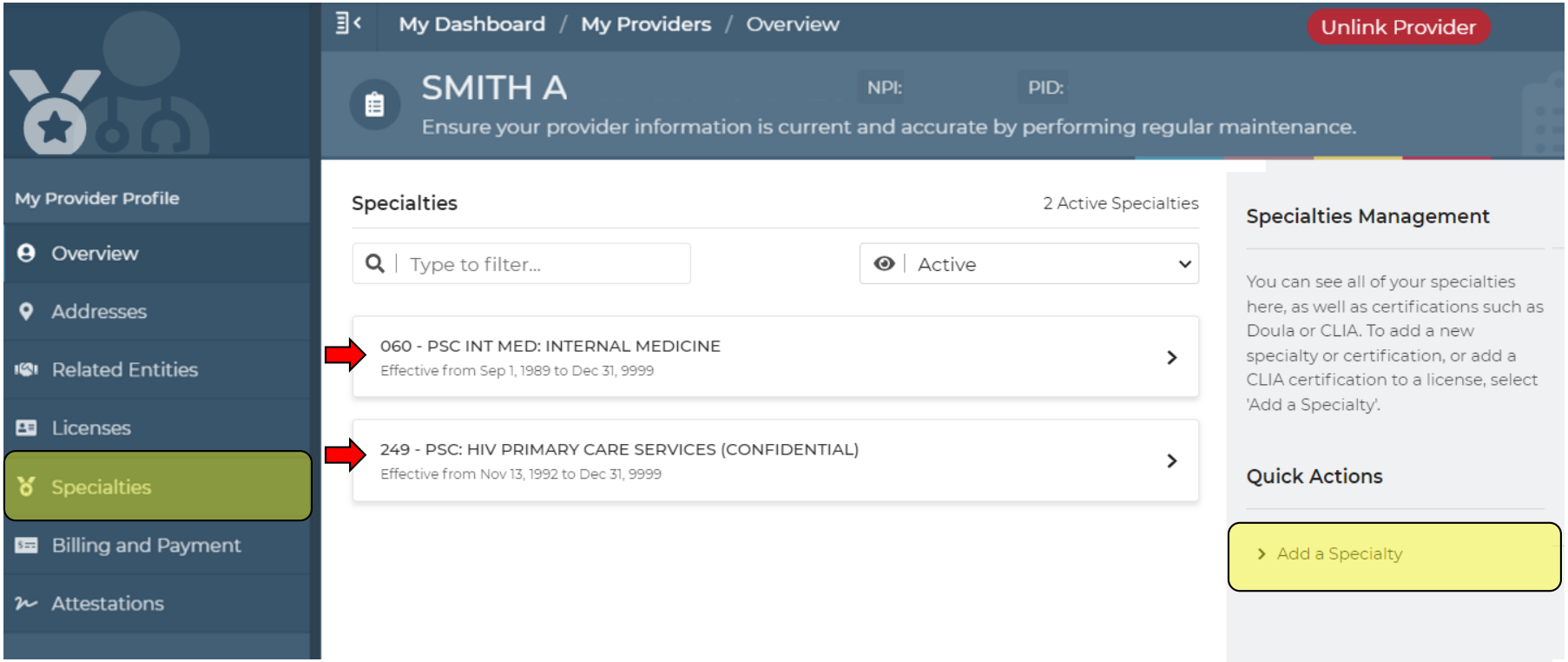
My Provider Profile – Related Entities



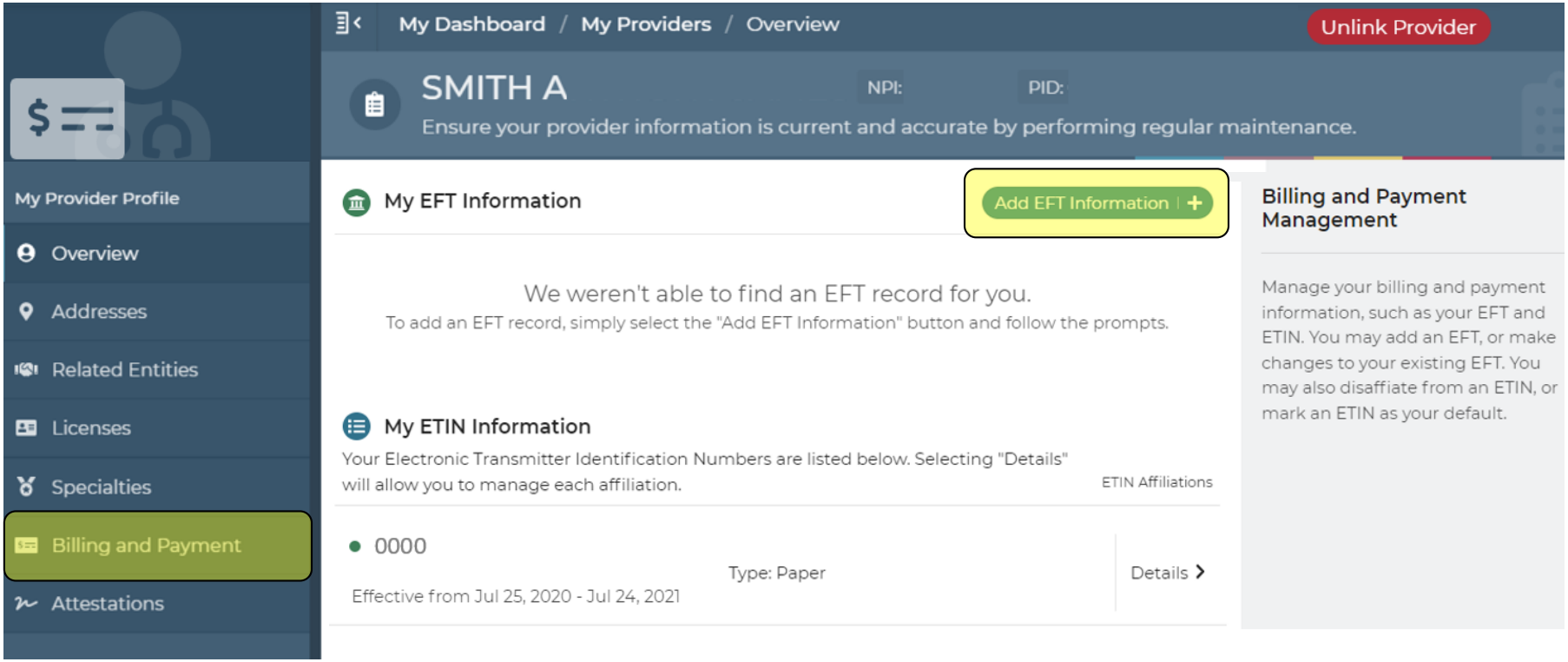
My Provider Profile – Licenses



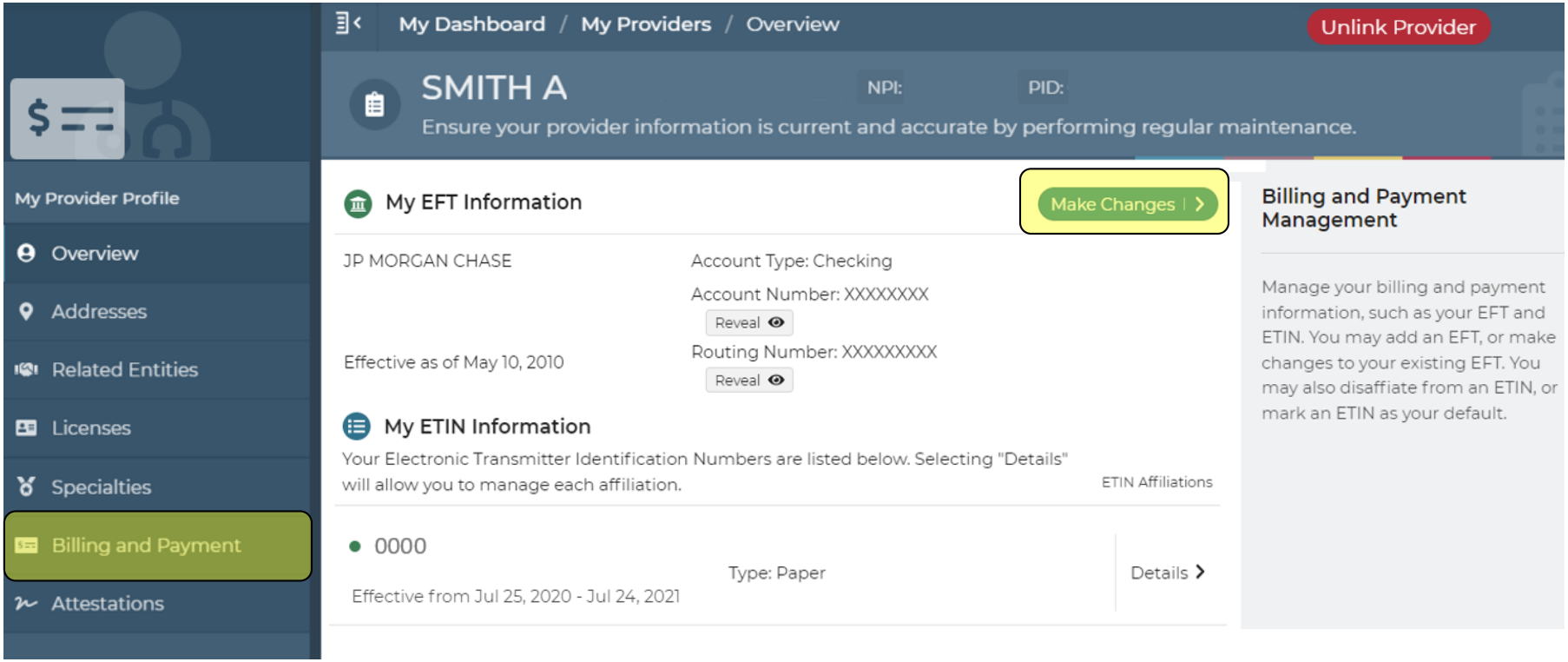
My Provider Profile – Specialties



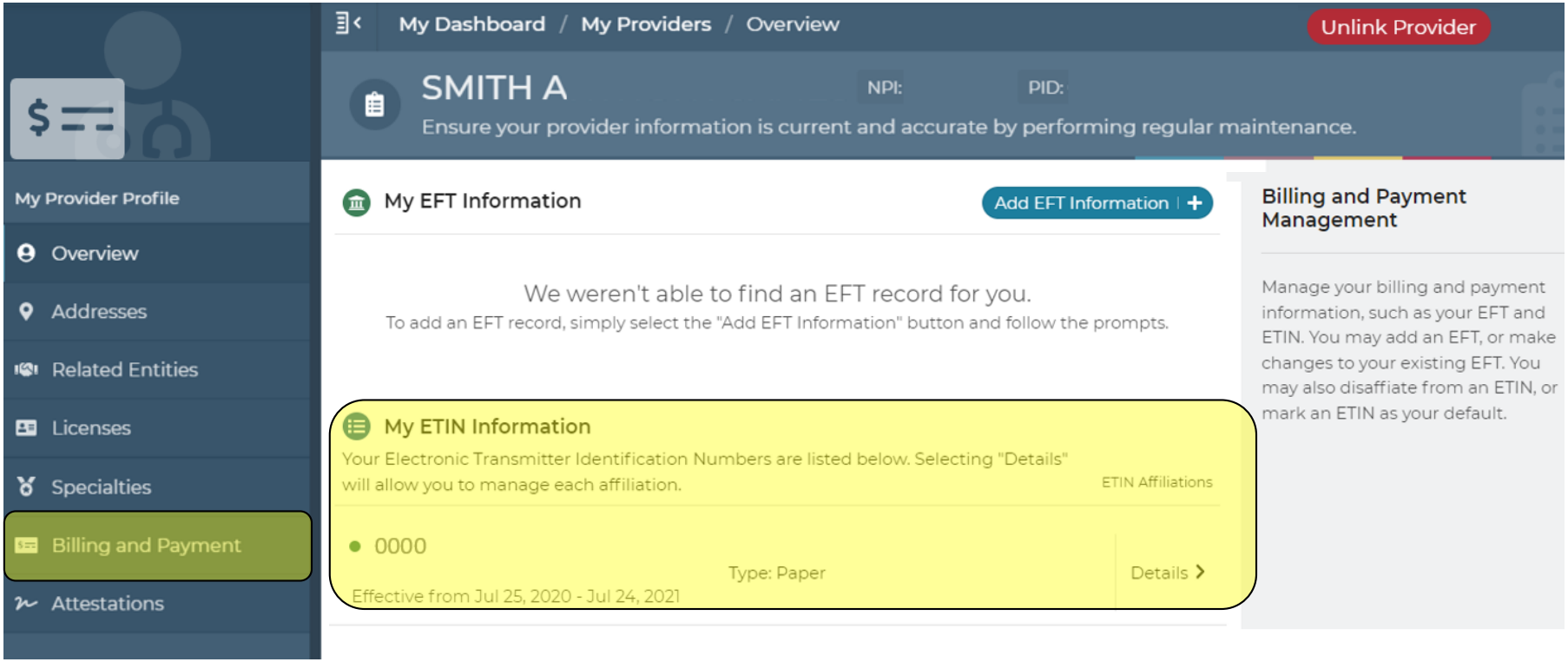
My Provider Profile – Billing and Payment
My EFT Information – Add EFT



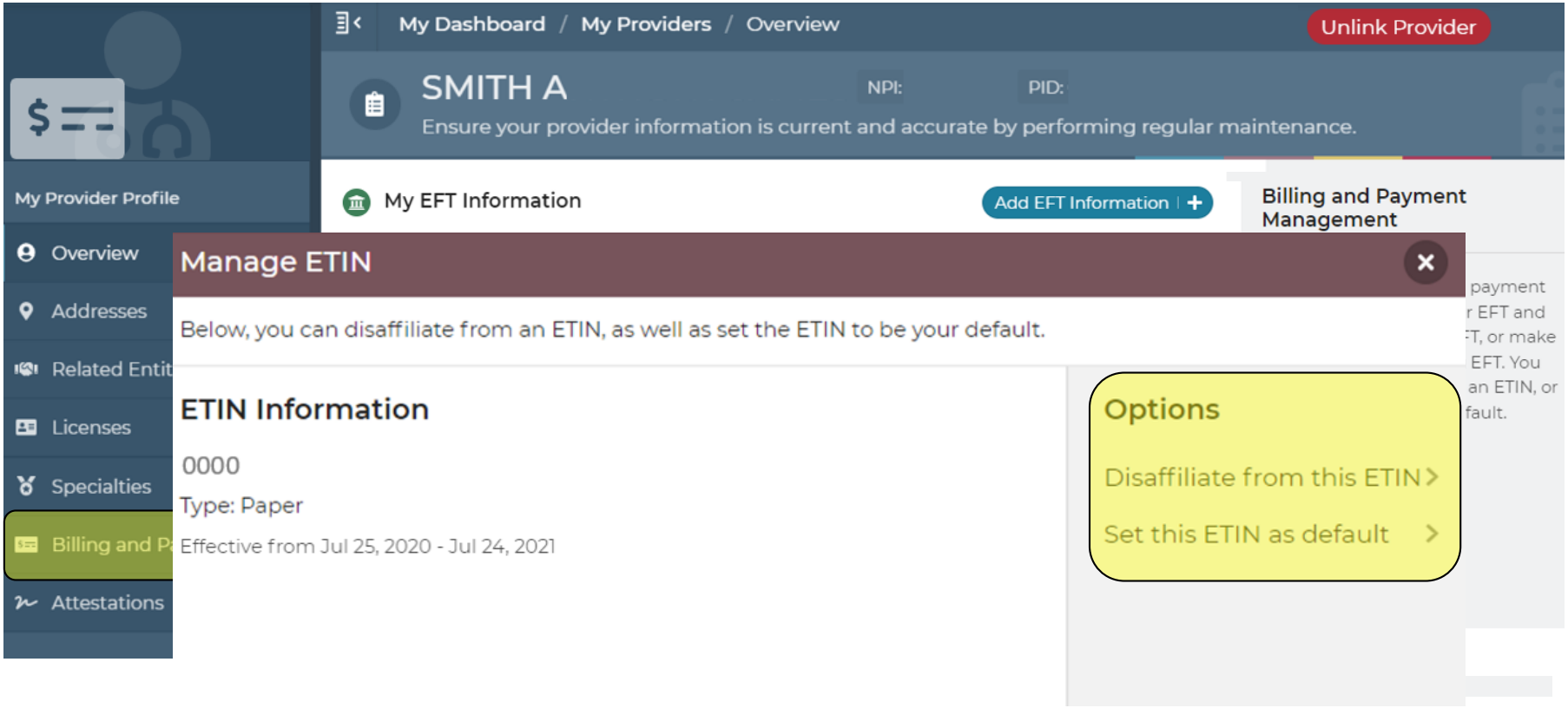
My Provider Profile – Billing and Payment
My EFT Information – Change EFT



My Provider Profile – Billing and Payment
My ETIN Information

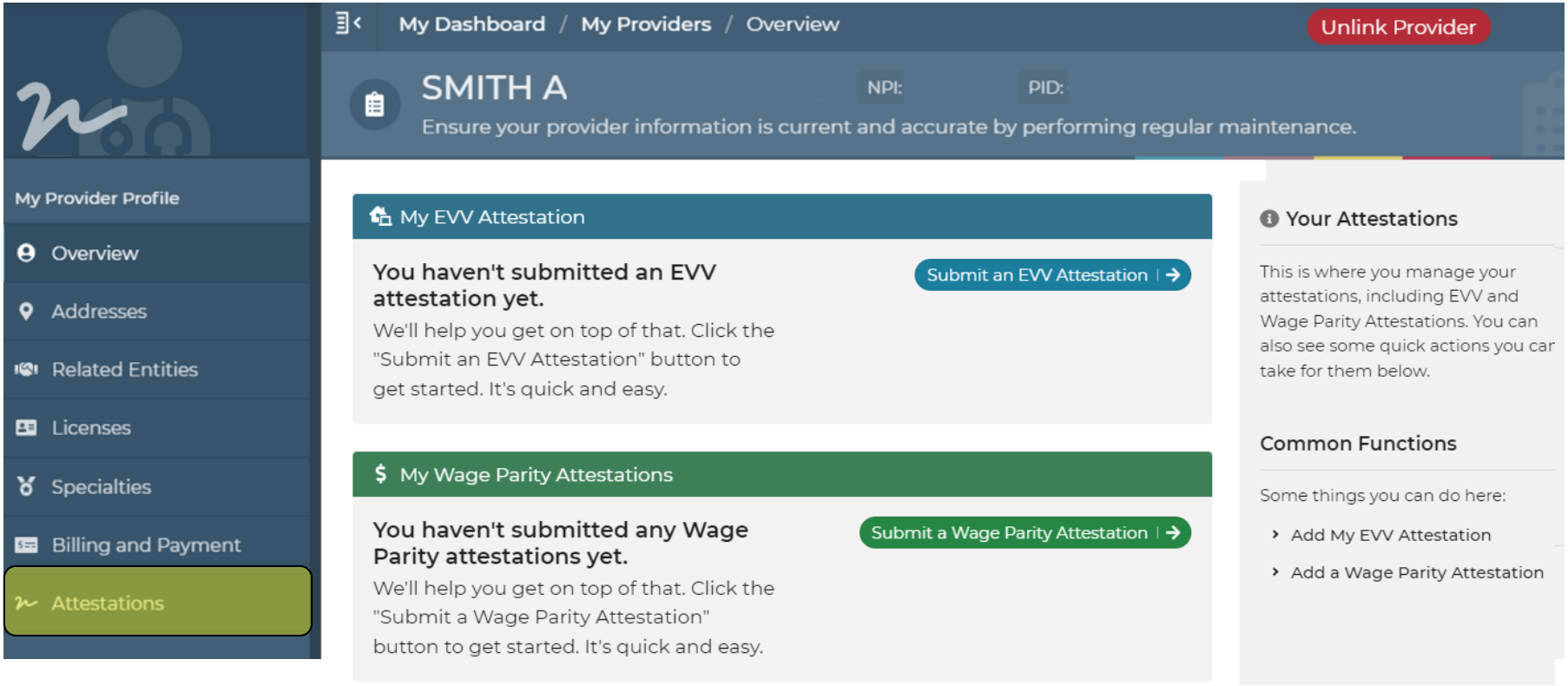


My Provider Profile – Billing and Payment Manage ETIN Options

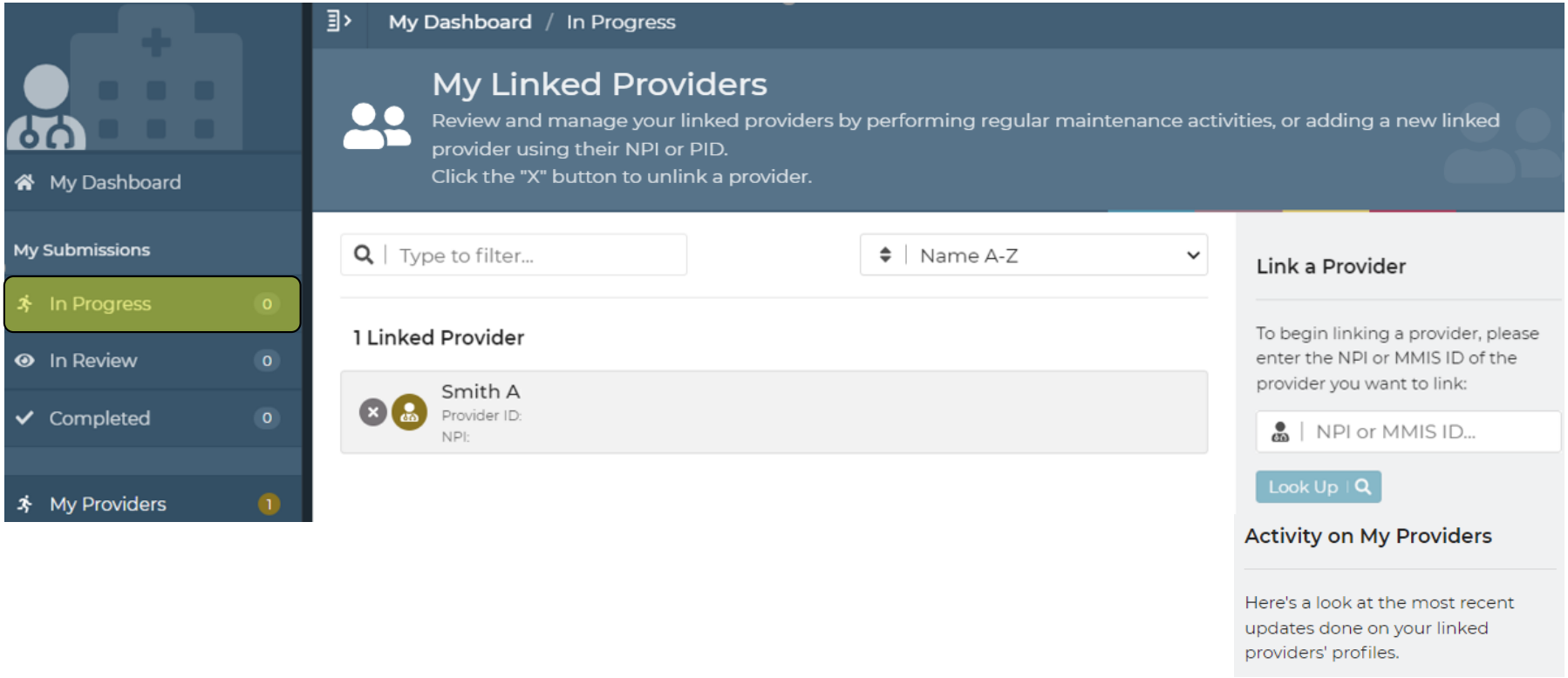


ETIN Certification Statements cannot be submitted through the Portal.
The original signed and notarized documents MUST be mailed per current process.

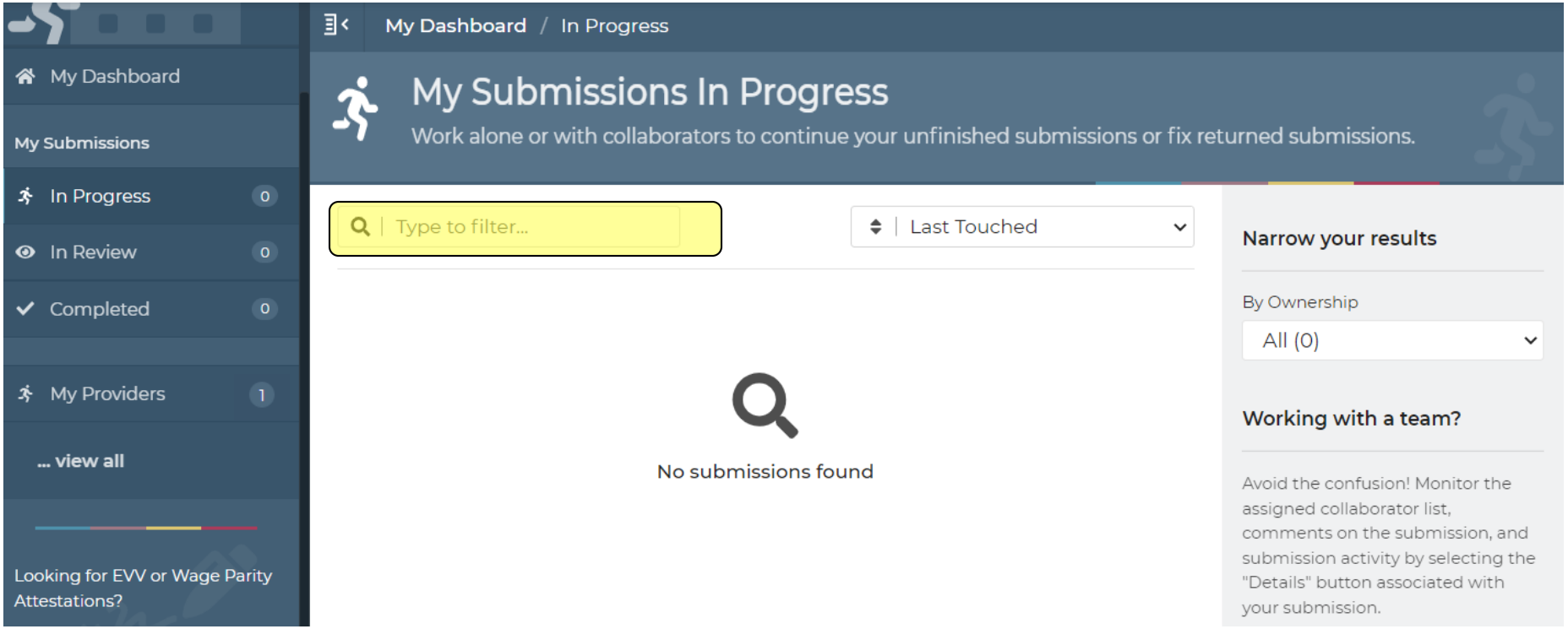
My Provider Profile – Attestations



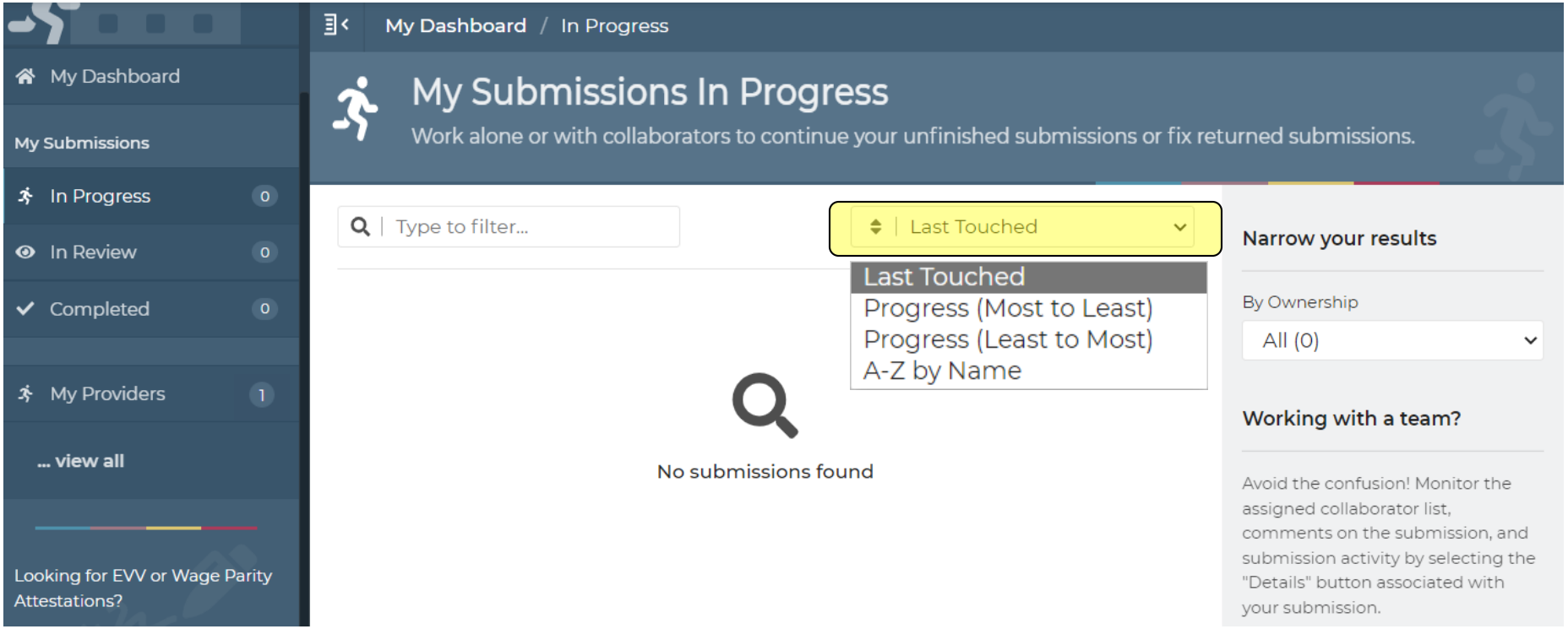
My Submissions – In Progress



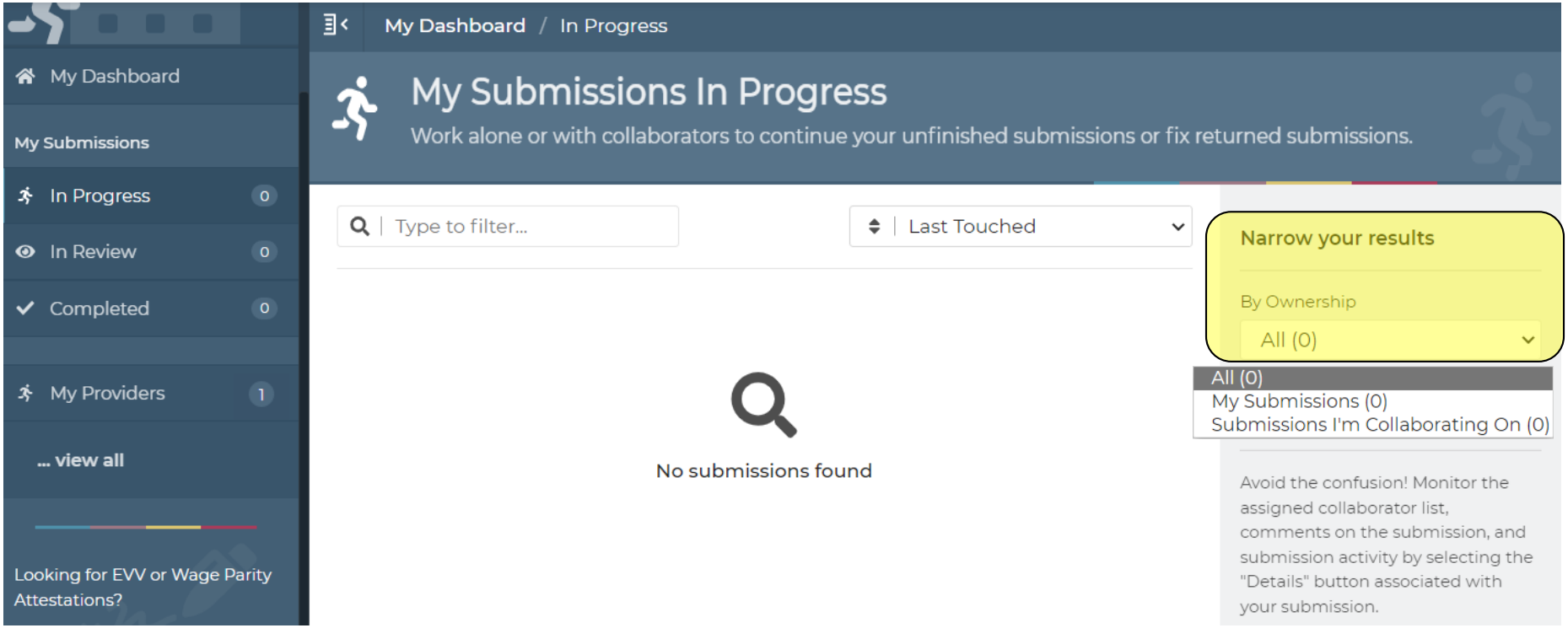
My Submissions – In Progress



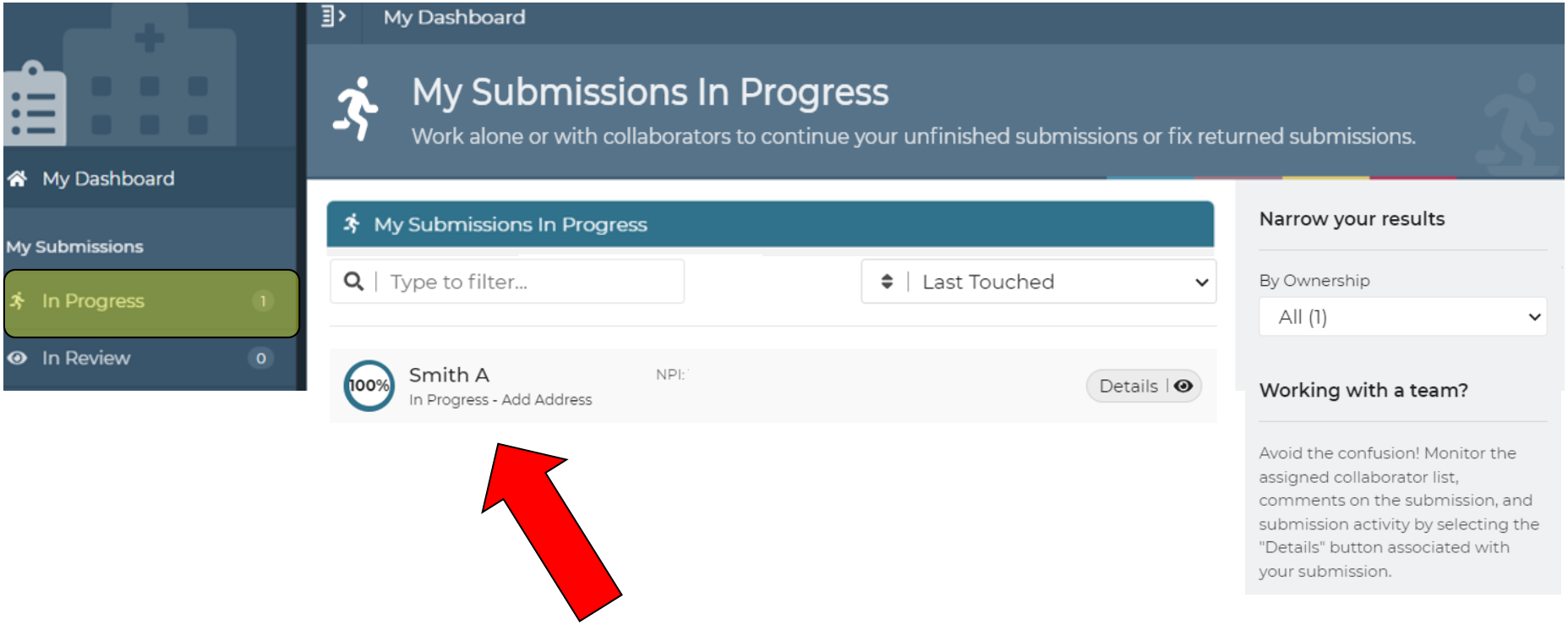
My Submissions – In Progress



My Submissions – In Progress

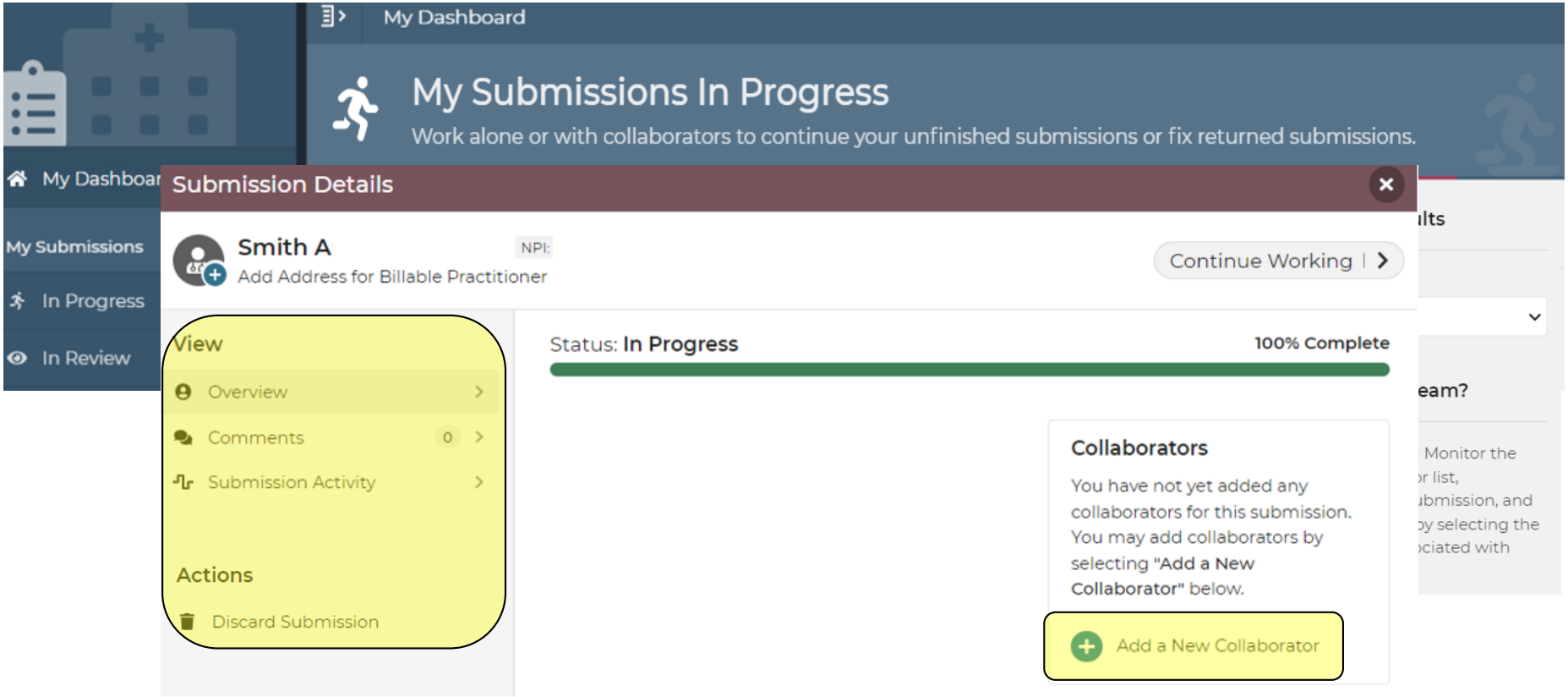


My Submissions – In Progress

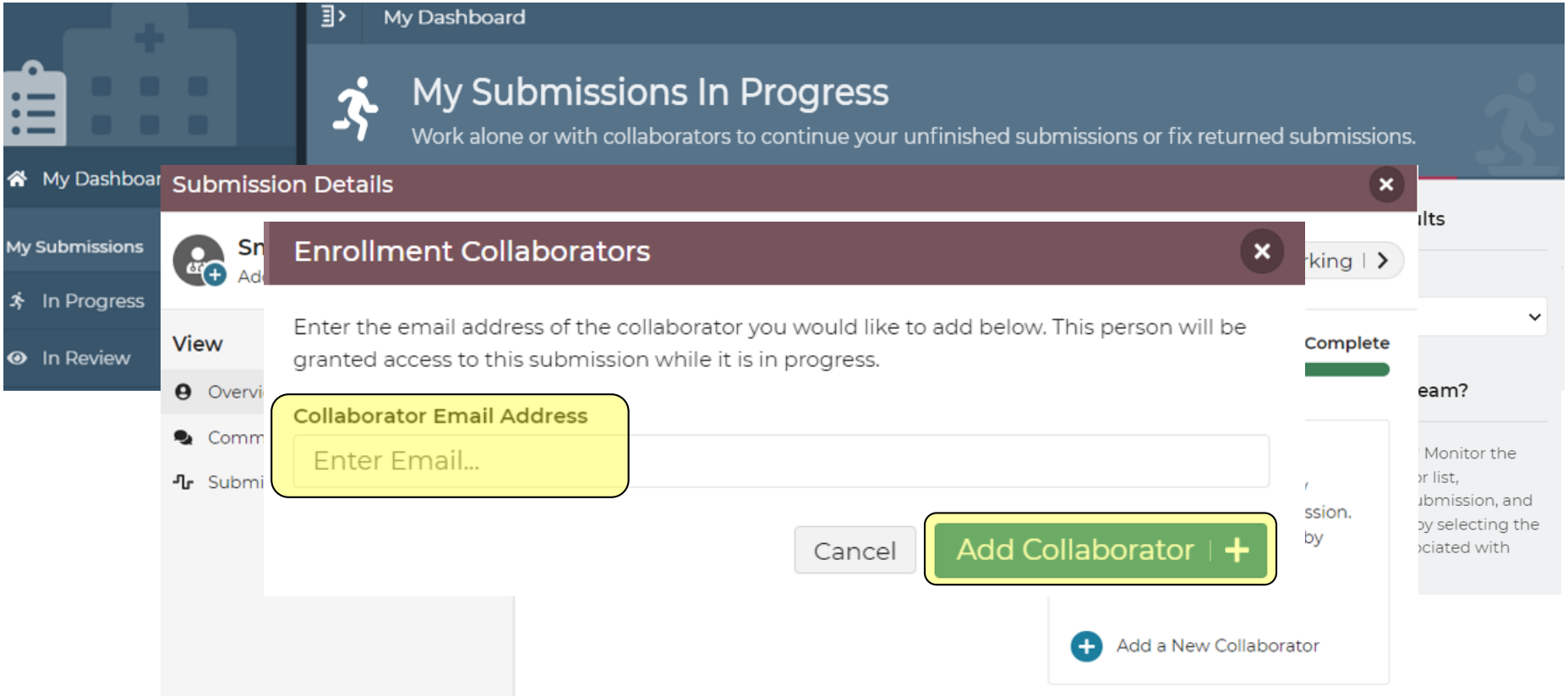


ADD ADDRESS – IN PROGRESS

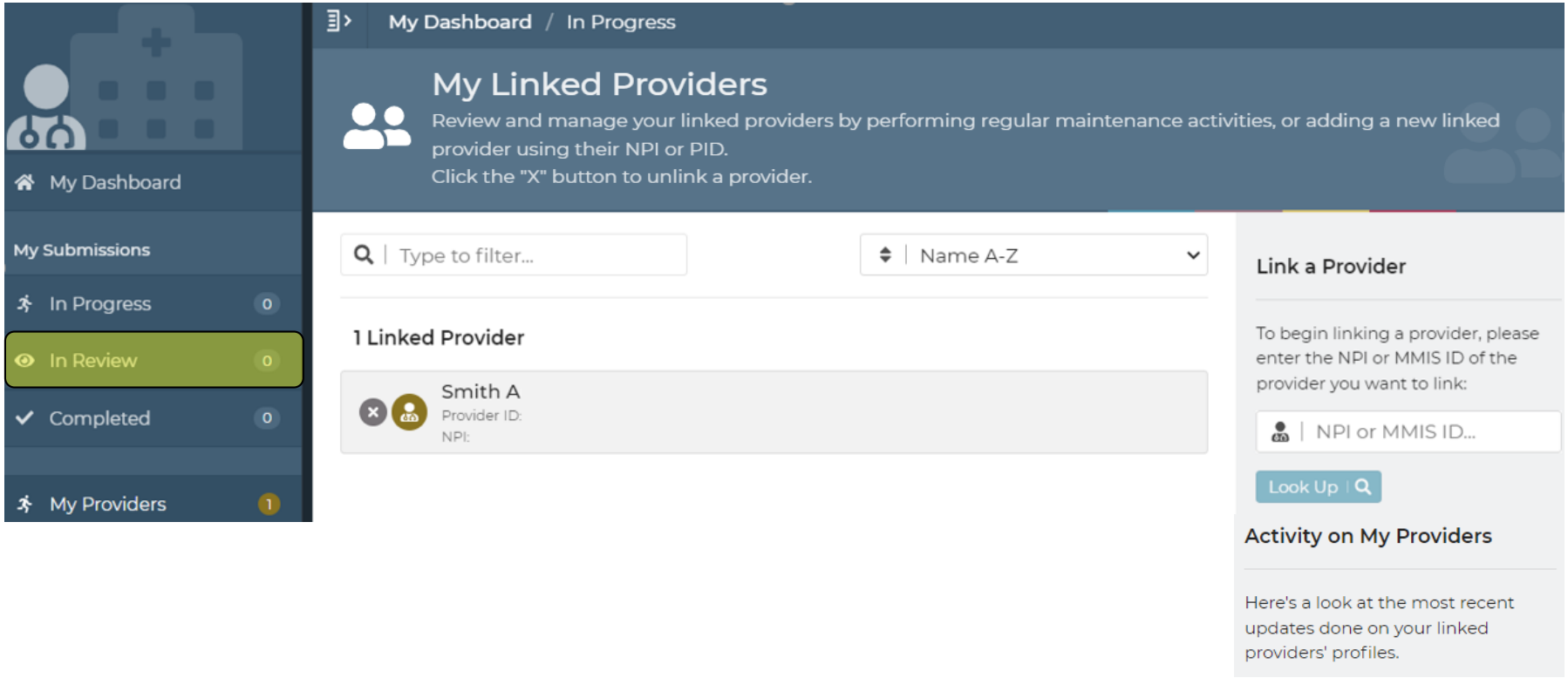
My Submissions – In Progress



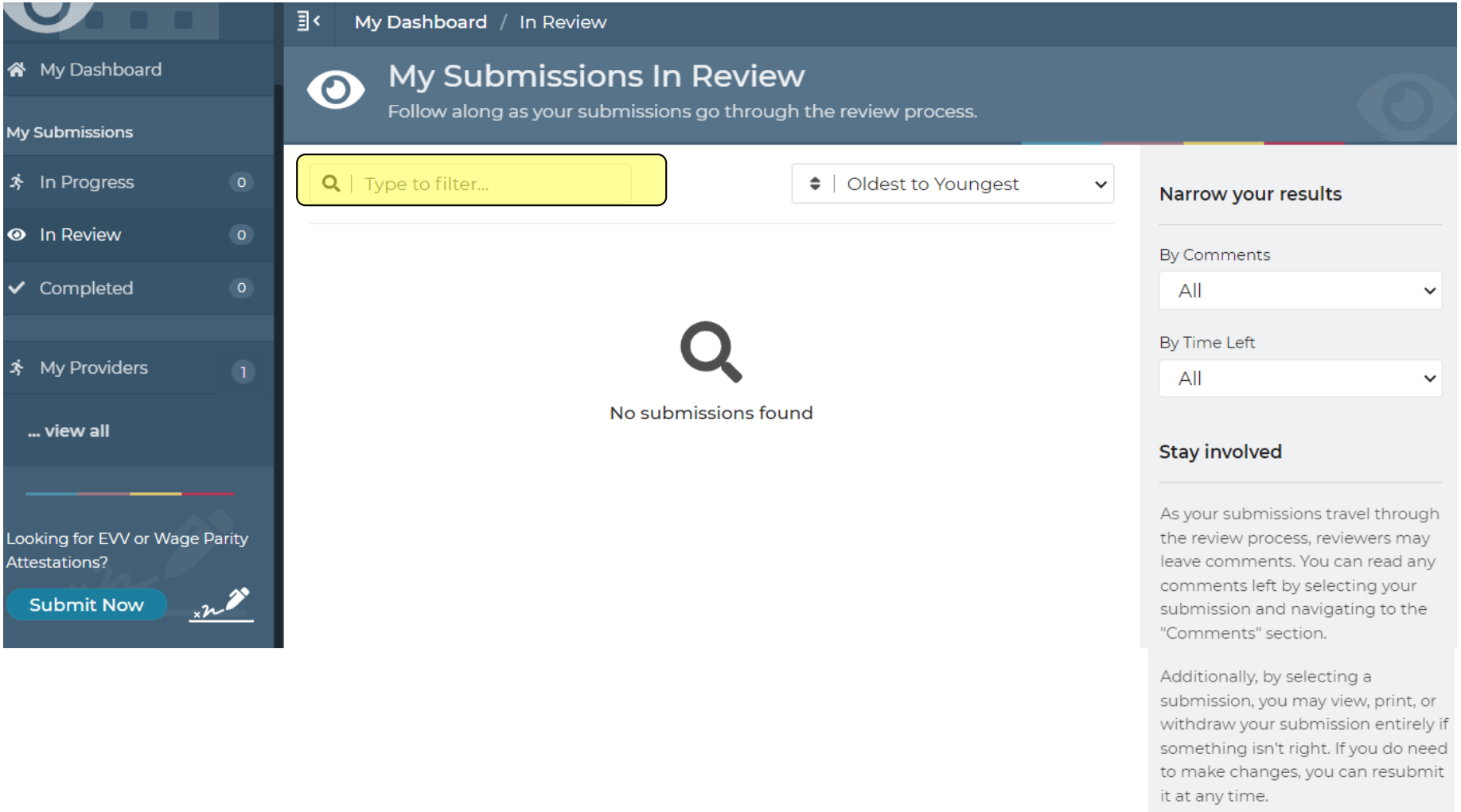
My Submissions – In Progress



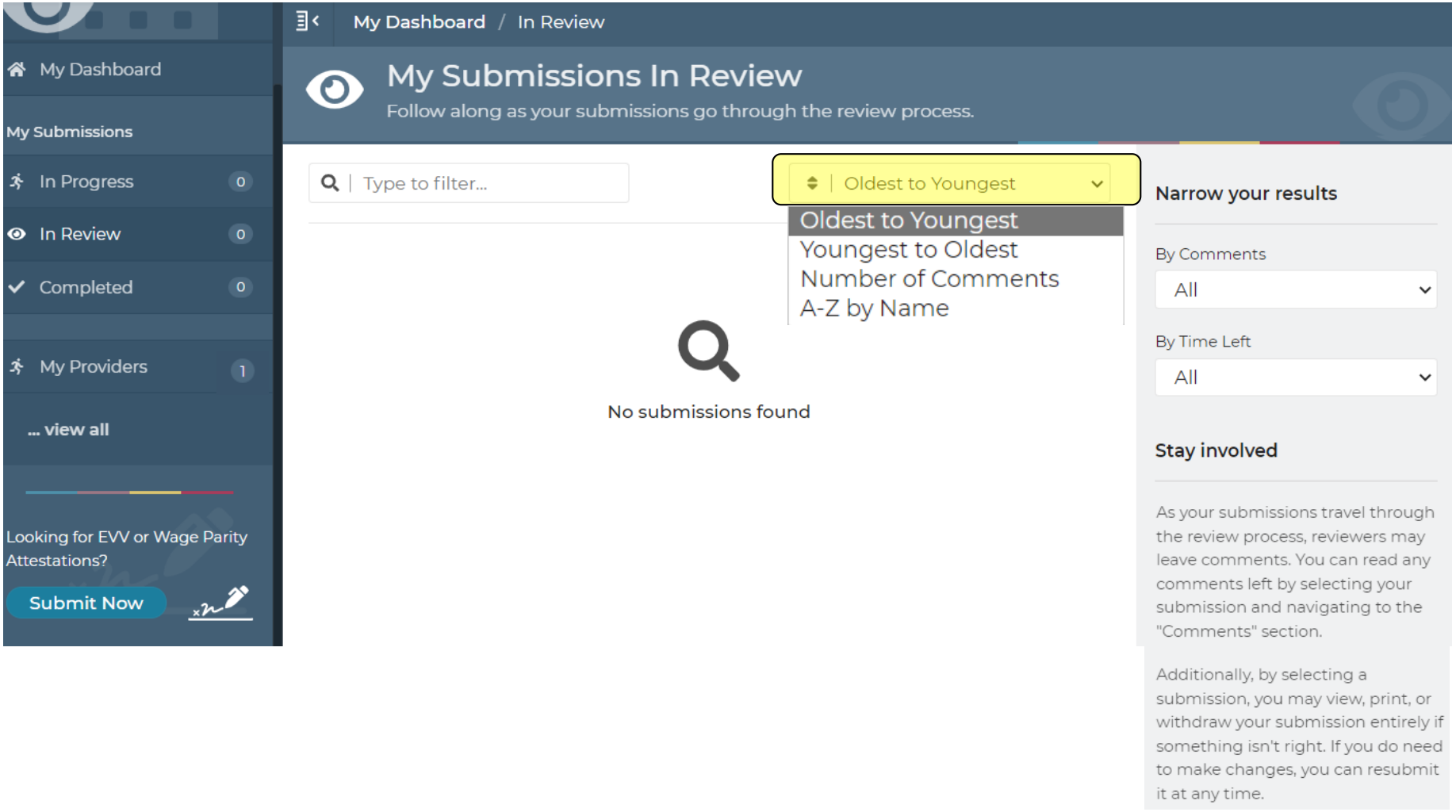
My Submissions – In Review



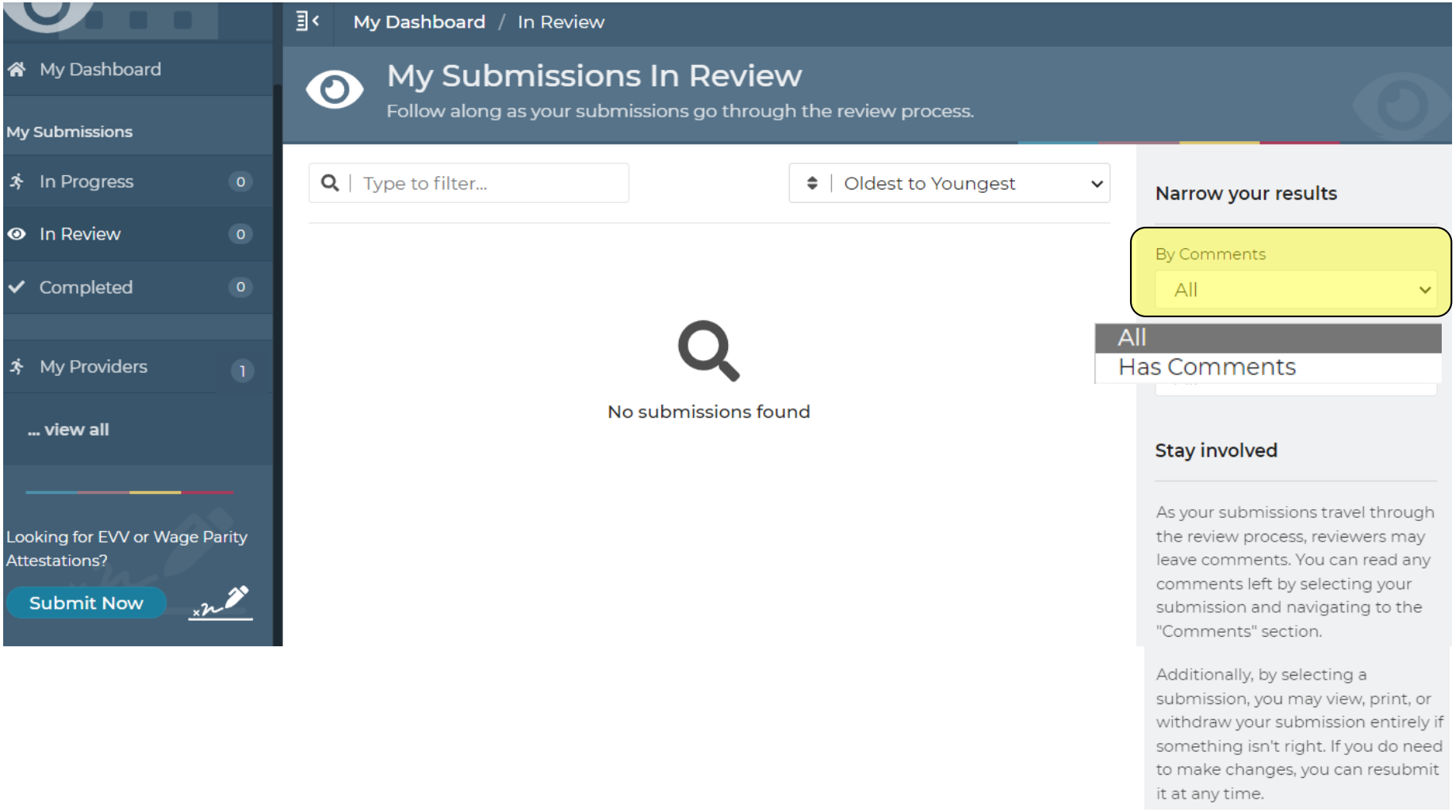
My Submissions – In Review



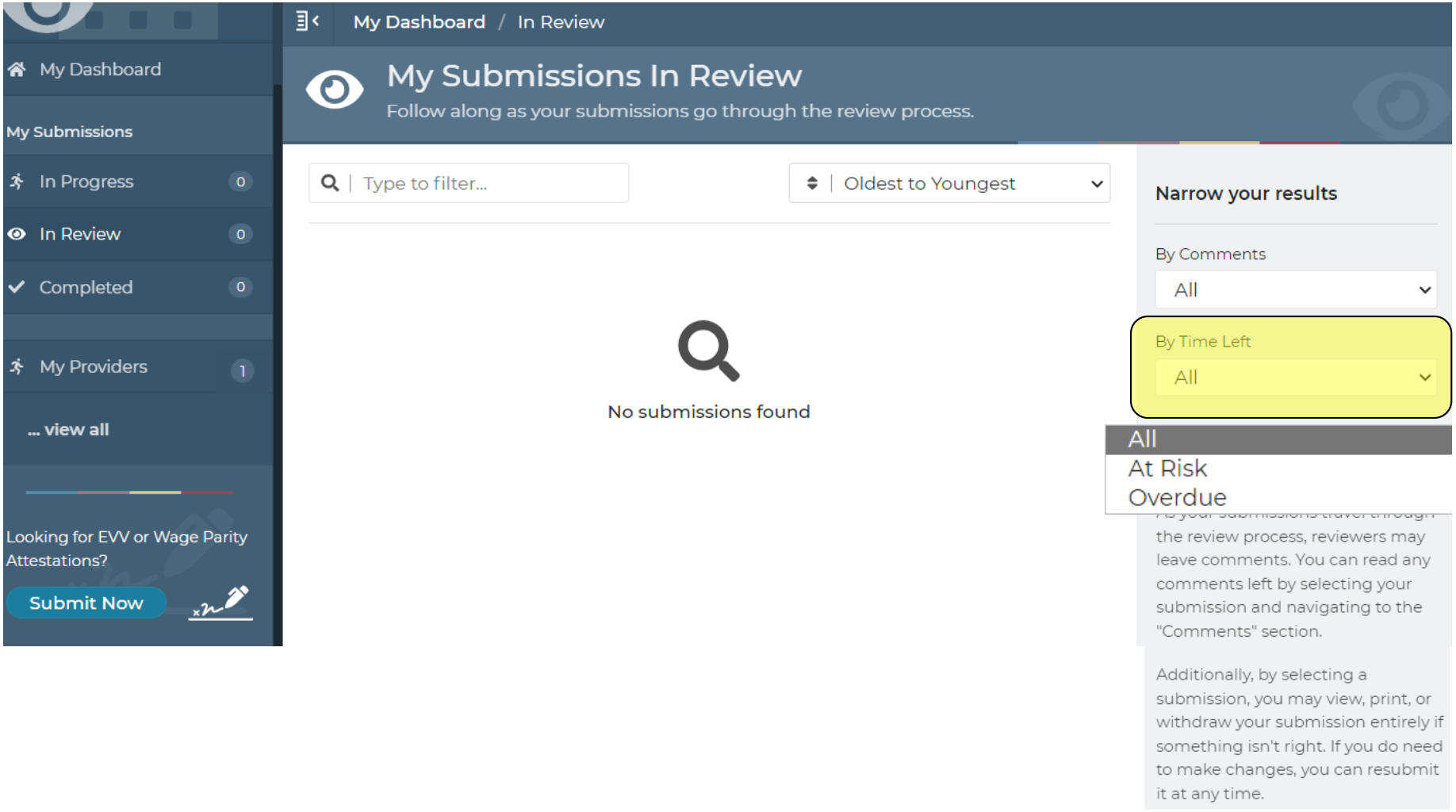
My Submissions – In Review



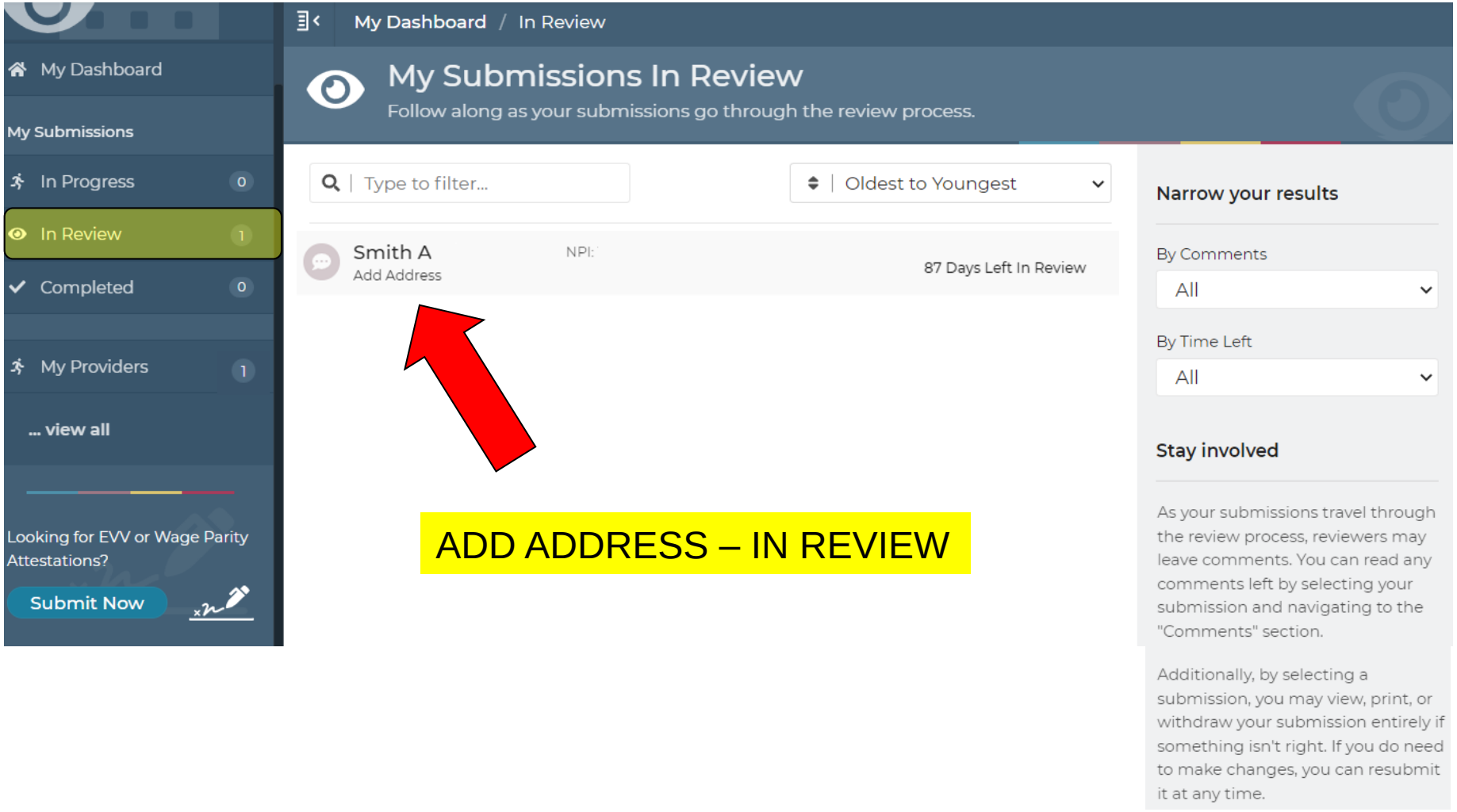
My Submissions – In Review



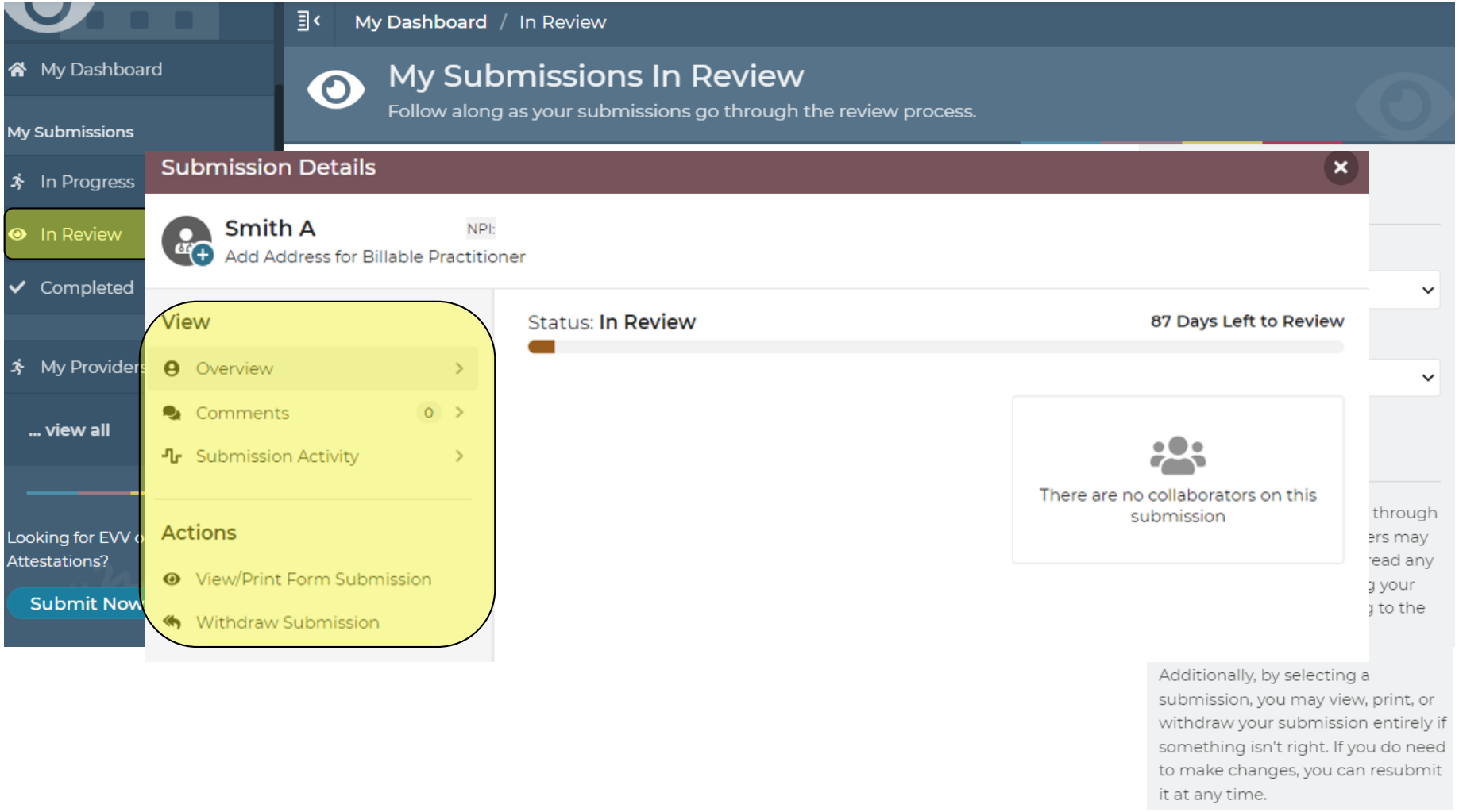
My Submissions – In Review



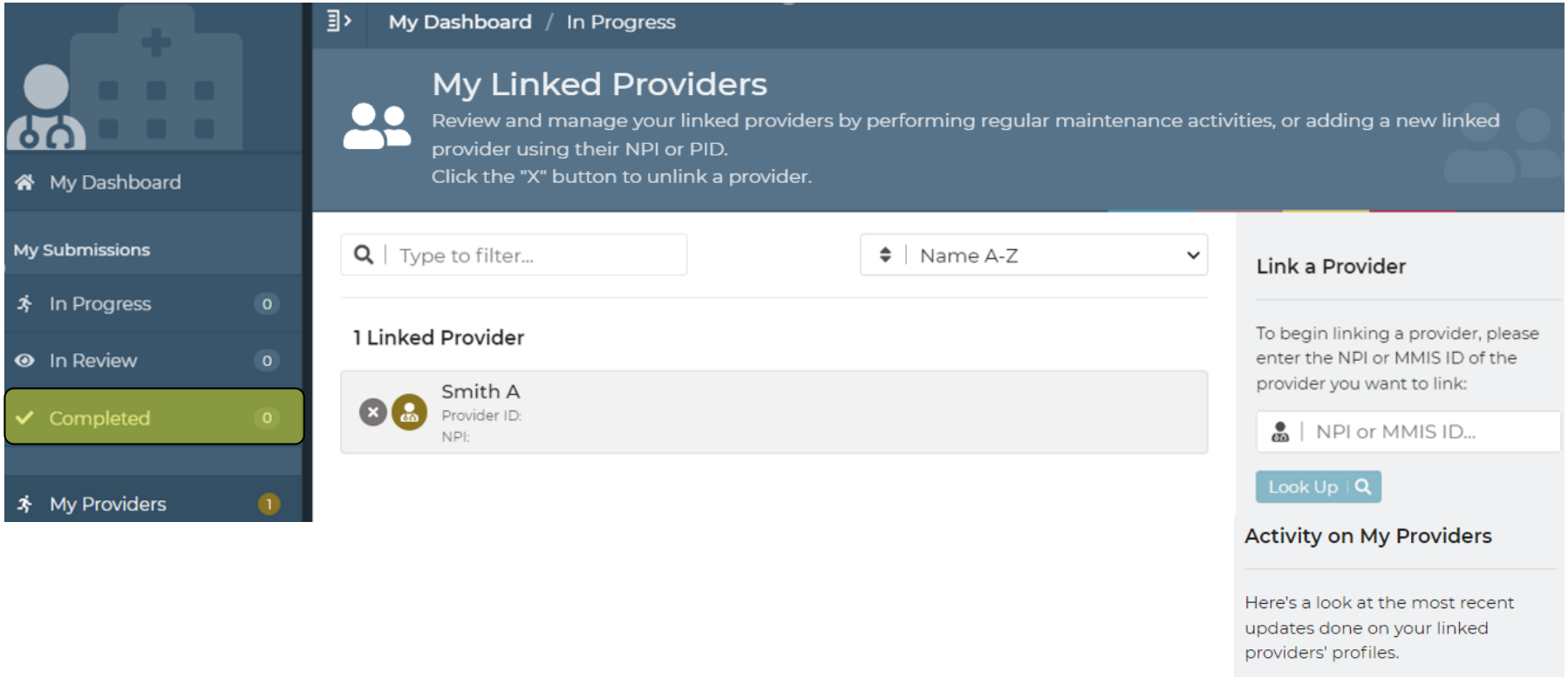
My Submissions – In Review



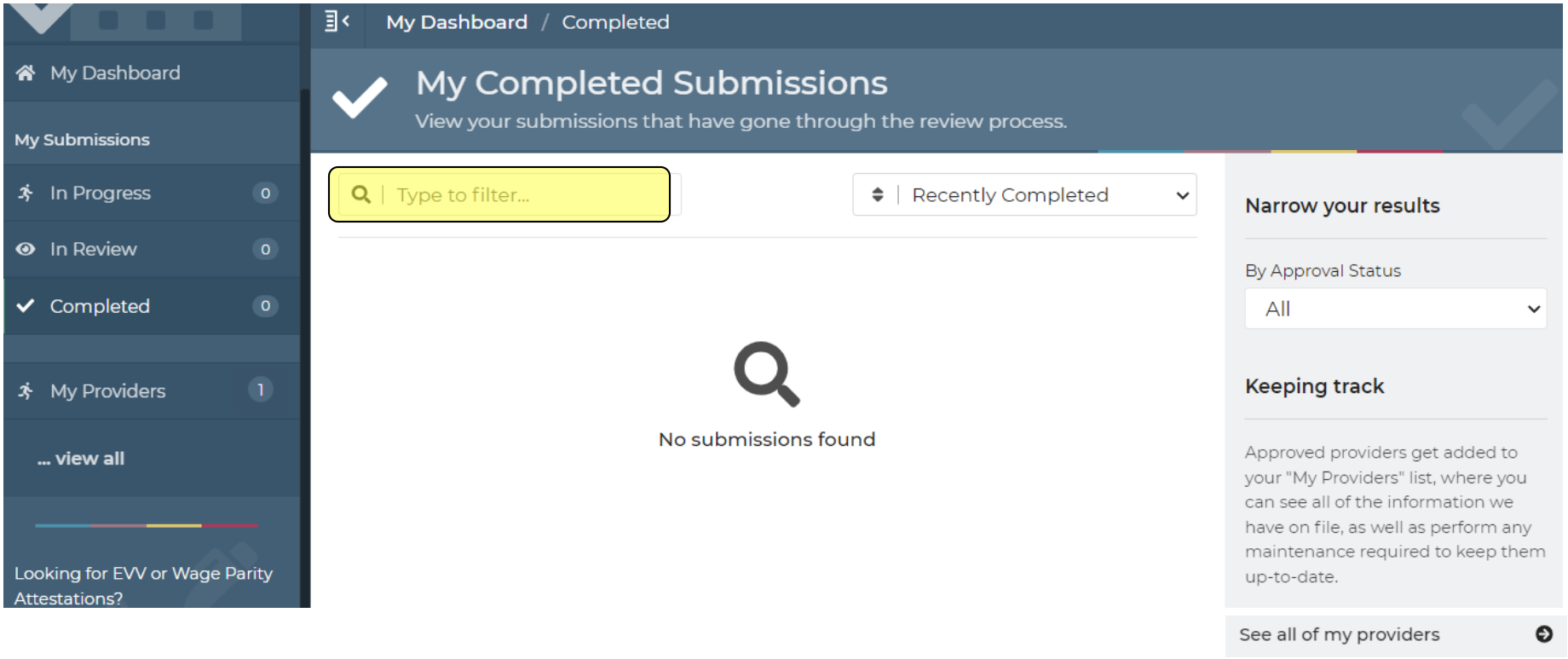
My Submissions – In Review



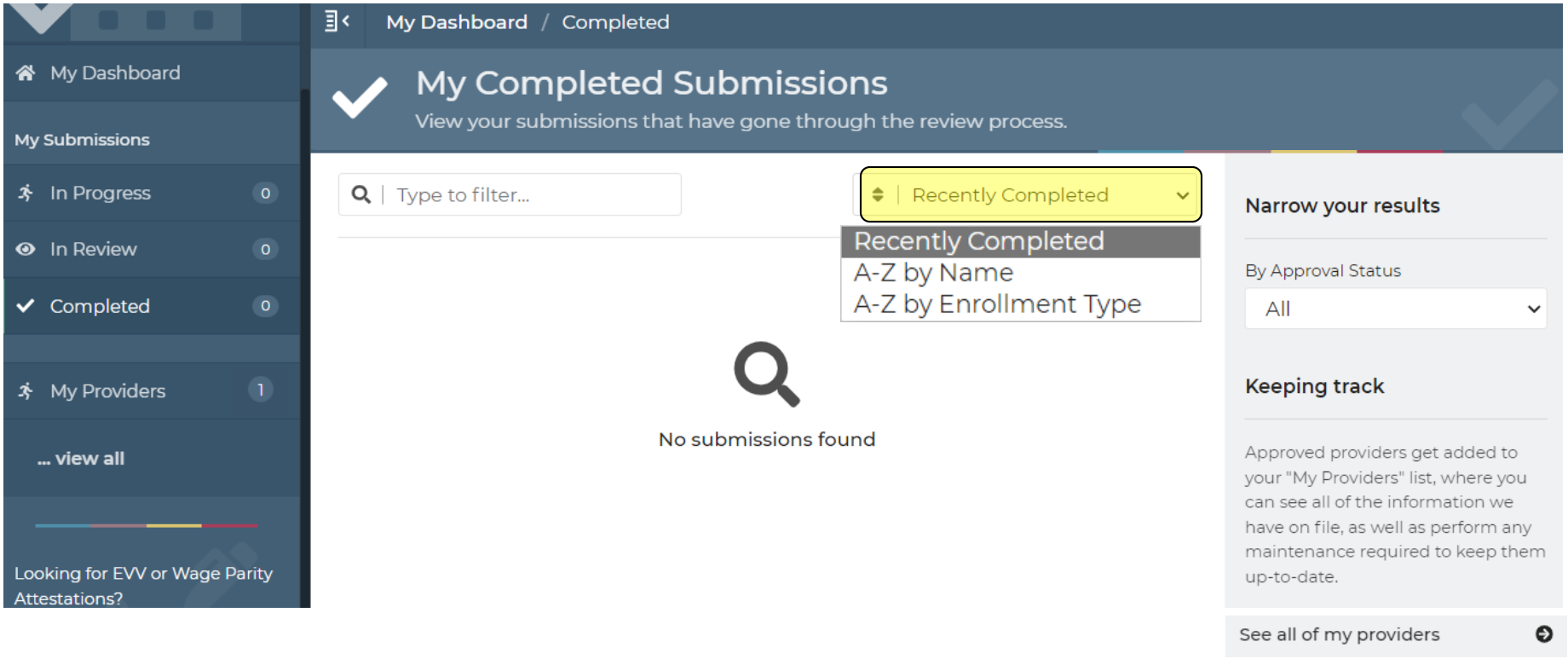
My Submissions – Completed



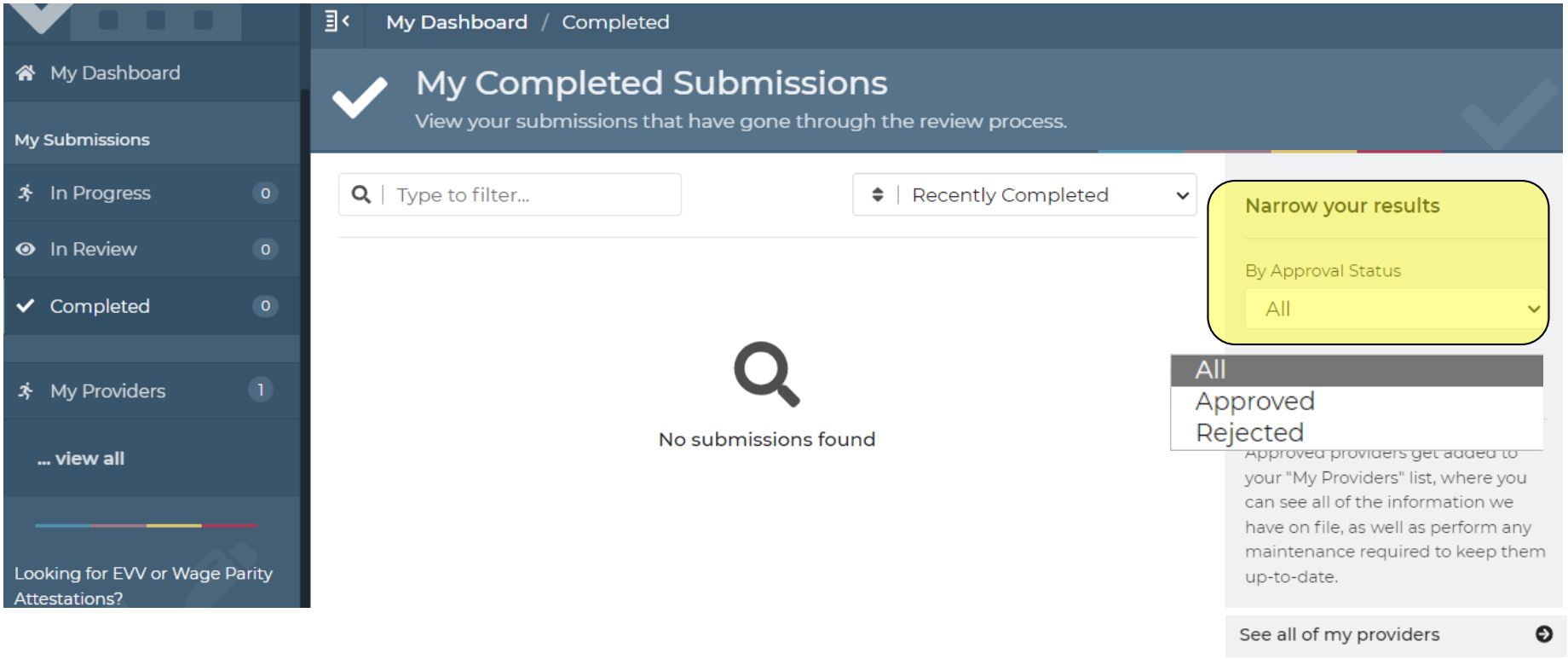
My Submissions – Completed



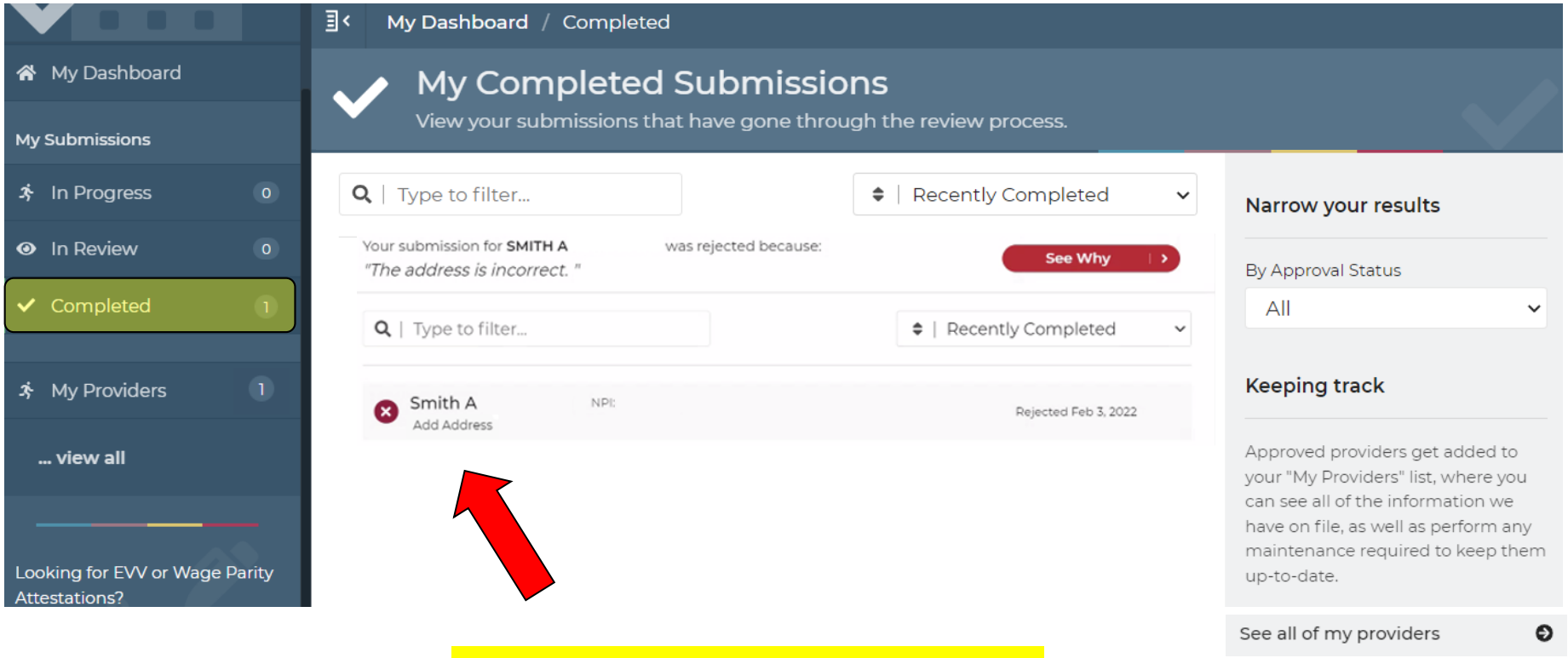
My Submissions – Completed



My Submissions – Completed

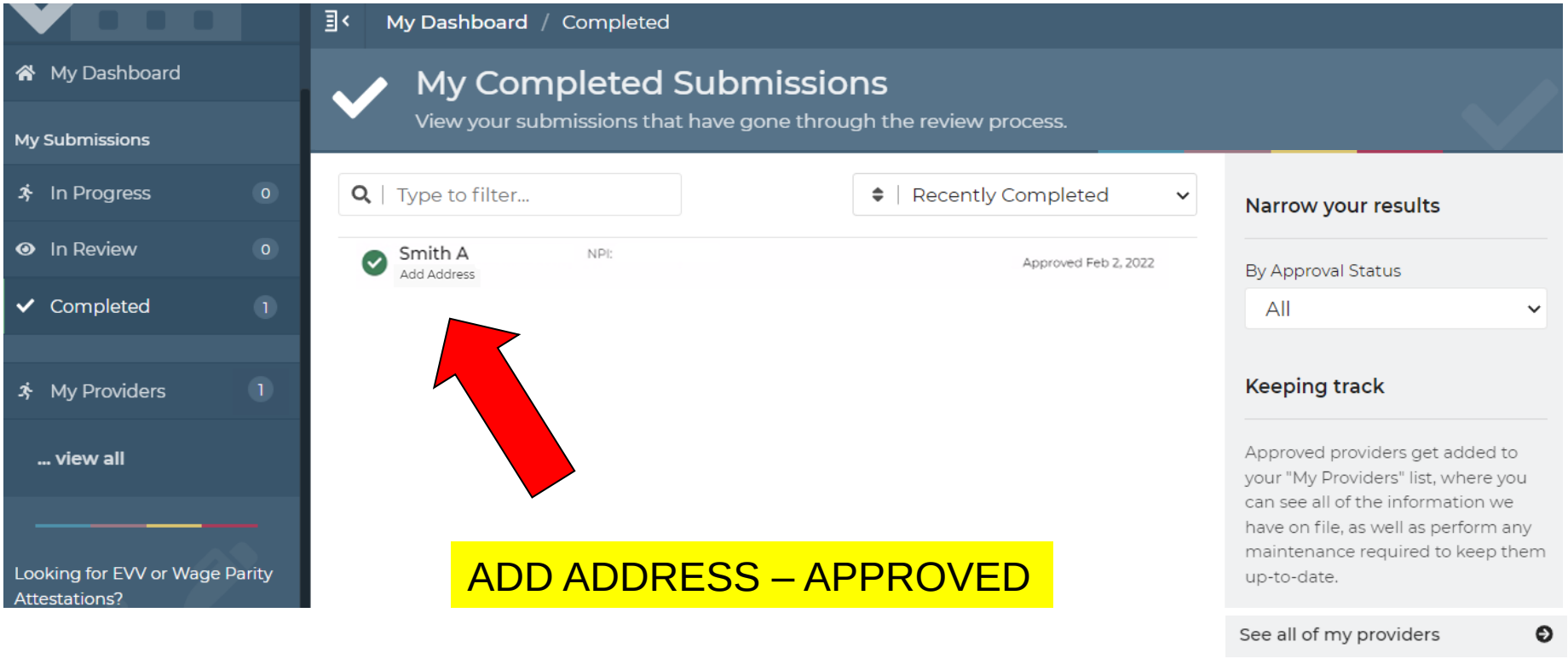


My Submissions – Completed



ADD ADDRESS – REJECTED

My Submissions – Completed



Important Reminders

- As of April 1st, New York Medicaid practitioners are able to use a new Provider Enrollment Portal

COS	Practitioner
0325	Audiologist
0570	Certified Asthma Educator
0571	Certified Diabetes Educator
0140	Chiropractor
0580	Clinical Psychologist
0560	Clinical Social Worker
0200	Dentist
0464	Doula (Pilot Program)
0405	Eye Prosthesis Supplier/Ocularist
1001	Laboratory Director
0525	Midwife
0521	Licensed Practical Nurse
0522	Registered Nurse

COS	Practitioner
0469	Nurse Practitioner
0621	Occupational Therapist
0403	Salaried Optician/Ophthalmic Dispenser
0404	Self-Employed Optician/Ophthalmic Dispenser
0421	Salaried Optometrist
0422	Self-Employed Optometrist
0622	Physical Therapist
0460	Physician
0462	Physician Assistant
0500	Podiatrist
0623	Speech Therapist
0444	Supervising Pharmacist

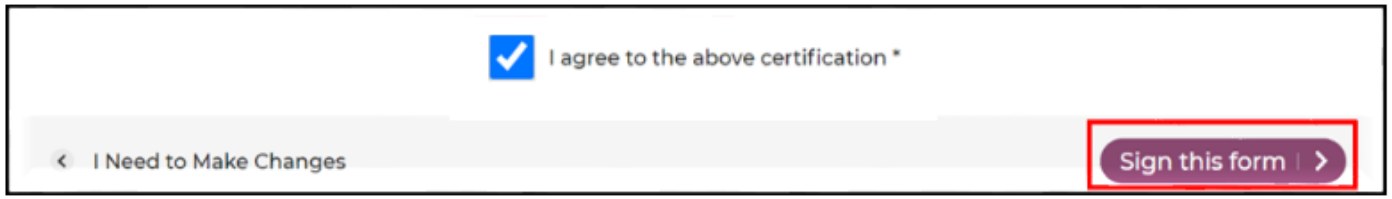
NOTE: Currently NOT available for Group, Business and Institutional transactions

Important Reminders

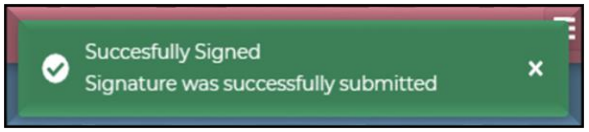
- Portal is currently for enrollment maintenance transactions and **NOT** for new provider enrollment, revalidation or reinstatement applications
- Multi-Factor Authentication (MFA) is **required** - At least two forms of MFA are recommended
- Link a Provider PIN goes to the Correspondence eMail address currently on file
- ETIN Certification statements cannot be submitted through the Portal. The original signed and notarized documents MUST be mailed.

Important Reminders

- Transactions requiring a signature **must** be signed prior to submitting



Sign transaction using mouse, mouse pad or touch screen



Reference and Contact Information

- eMedNY Website
  - www.emedny.org

- eMedNY Call Center
  - 800-343-9000

Thank You

NEW YORK STATE | Department of Health | Medicaid Program