NEW YORK STATE MEDICAID PROGRAM

INFORMATION FOR ALL PROVIDERS INQUIRY

Table of Contents

EMEDNY CONTACT INFORMATION	2
EMEDNY CALL CENTER HOURS OF OPERATION	
Telephone Directory	
TRAINING REQUESTS	. 7
MAILING ADDRESSES FOR MEDICAID CORRESPONDENCE	. 7
MEDICAID PROGRAM CONTACT INFORMATION	9
PROVIDER ENROLLMENT	12
PROVIDER ENROLLMENT	

eMedNY Contact Information

Contact the eMedNY Call Center with questions concerning:

- ePACES (electronic claims);
- obtaining claim forms;
- obtaining prior approval forms;
- Medicaid enrollment;
- > obtaining transportation prior authorization for New York City enrollees;
- > preparing/submitting claim forms and other transactions;
- remittance statements/billing;
- > the Medicaid Eligibility Verification System (MEVS).

eMedNY Call Center Hours of Operation

For provider inquiries pertaining to non-pharmacy billing or claims, or provider enrollment:

Monday through Friday 7:30am – 6:00pm EST

For provider inquiries pertaining to eligibility, service authorizations, DVS, and pharmacy claims:

Monday through Friday 7:00am – 10:00pm EST

Weekends and Holidays 8:30am – 5:30pm EST

Telephone Directory

If you are a:

- > Physician
- Private Duty Nurse
- Clinical Social Worker

- > Dentist
- > Nurse Practitioner; or
- Ophthalmic Provider

Call (800) 343-9000

Then, depending on your question:

If your question is concerning:	Choose:
 New Enrollment; TSN/ETIN applications. 	Option 2 Sub-option 2
 ePACES Enrollment; 	Option 2 Sub-option 1
 Explanation of eligibility response; 	Option 3
 Claims; Billing; Remittance; Form orders; and Prior approval. 	Option 1 Sub-option 1

If you are a:

- > Hospital;
- Long Term Care Facility;
- Child Care Agency;

- ➤ Clinic;
- Nursing Agency; or
- Home Health Agency

Call (800) 343-9000

Then, depending on your question:

If your question is concerning:	Choose:
 New Enrollment; TSN/ETIN applications. 	Option 2 Sub-option 2
 ePACES Enrollment; 	Option 2 Sub-option 1
Explanation of eligibility response;	Option 3
 Claims; Billing; Remittance; Form orders; and Prior approval questions. 	Option 1 Sub-option 2

If you are a:

- > Pharmacy Provider
 - Not including DME

Call (800) 343-9000

Then, depending on your question:

If your question is concerning:	Choose:
 New Enrollment; TSN/ETIN applications. 	Option 2 Sub-option 2
 ePACES Enrollment; 	Option 2 Sub-option 1
 Explanation of eligibility response; 	Option 3
 For all other questions including: Claims, Billing, Remittance Form orders and Prior approval questions including DIRAD. 	Option 1 Sub-option 3

If you are a:

- Durable Medical Equipment;
- Hearing Aid; or

➤ Laboratory;

> Transportation Provider

Call (800) 343-9000

Then, depending on your question:

If your question is concerning:	Choose:
 New Enrollment; TSN/ETIN applications. 	Option 2 Sub-option 2
 ePACES Enrollment; 	Option 2 Sub-option 1
 Explanation of eligibility response; 	Option 3
 Claims; Billing; Remittance; Form orders; and Prior approval questions. 	Option 1 Sub-option 4

If your question concerns:

► PTAR

- Public Transportation Automated Reimbursement–NYC

Call (800) 343-9000 Option 4

Training Requests

Requests for individual provider training can be made by calling

(800) 343-9000

Training Seminars are also available and are designed for specific provider types.

Registration, locations and dates are available online at:

http://www.emedny.org/training/

Mailing Addresses for Medicaid Correspondence

Correspondence should be mailed to the following address, with the applicable P.O. Box from the table below:

eMedNY P.O. Box _____ Rensselaer, New York 12144-____.

Expedited/Prior	rity Mailing
*Please note: If you are	e sending priority/expedited mail (Fed Ex, UPS, USPS), use the following physical address format:
	eMedNY
ATTN	327 Columbia Turnpike Box (use the corresponding Box number from the table below)
	Rensselaer, NY 12144
*** Forms	s sent priority delivery will still be processed in the standard timeframe. ***

P.O. Box	ZIP Code Extension	Description of Contents	Form Types
4600	4600	Prior Approval and Prior Authorization Requests	 EMEDNY-3614 (Dental) EMEDNY-3615 (DrugsPhysician) EMEDNY-2832 (Hearing Aid) EMEDNY-1260 (Level of Care) EMEDNY-3897 (Transportation) PA Additional Information

Information for All Providers - Inquiry

Information for All Providers - Inquiry			
4601	4601	Claims	 EMEDNY-1500 (HCFA) EMEDNY-0002 (Form A) EMEDNY-0003 (Pharmacy) UB-04 (Institutional)
4602	4602	Threshold Override Applications	• EMEDNY-0001 (TOA)
4603	4603	Provider Enrollment Applications	All Fee-For-Service and Rate-Based Enrollment Packets
4605	4605	Remittance Retrieval	Requests from providers for copies of remittance statements
4606	4606	Additional Information	Provider Enrollment Additional Information Form with attachments
4610	4610	Provider Maintenance	Provider maintenance (update) forms and related correspondence
4614	8614	Electronic Form Requests	 Electronic Certifications ETIN Applications Security Packet A Security Packet B Electronic Remittance Request Electronic Prior Approval Request Remittance Sort Request Pended Claim Recycle Request Request to Disaffiliate/Delete an ETIN PDF Paper Remittance Request
4616	8616	Electronic Funds Transfer	Electronic Funds Transfer Enrollment Forms

Medicaid Program ContactInformation

For questions concerning:	Contact:
Check Amounts To obtain check amounts prior to the release of the check, select the "Check Call" option from the menu of services offered. Only the current week's check amount will be reported.	Department of Health (866) 307-5549
Child Health Plus/NY Health Options	(800) 698-4KIDS
Claim Response Status for ePACES Users	https://www.emedny.org/HIPAA/5010/transactions/cross walks/
Dental/Orthodontia Services Dental Pended Claims	Dental Review Unit (800) 342-3005 Option #2
Diagnosis Codes	https://www.cms.gov/medicare/coordination-benefits- recovery/overview/icd-code-lists The list of diagnosis codes is also available through publishing houses.
Durable Medical Equipment Prior Approval	(800)342-3005 OHIPMEDPA@health.ny.gov
Elderly Pharmaceutical Insurance Coverage Program (EPIC)	(800) 634-1340
Electronic Funds Transfer Provider Enrollment Form Electronic Prior Approval Request Form Electronic Transmitter Identifier Number (ETIN)	https://www.emedny.org/info/ProviderEnrollment/allf orms.aspx
eMedNY	https://www.emedny.org/
eMedNY Companion Guides Sample Files	https://www.emedny.org/HIPAA/5010/

For questions concerning:	Contact:
Enrollee Eligibility Determination Eligibility discrepancies must be reported to the enrollee's local social services district or NYS Healthcare Exchange. eMedNY's Call Center staff cannot address these calls nor resolve eligibility issues.	Local County Offices/Local Social Services (Phone numbers are located in the Local Departments Of Social Services section of this manual) NYS Healthcare Exchange (855) 355-5777
Family Health Plus/NY Health Options	(877) 9FHPLUS
Managed Care	(800) 206-8125 managedcarecomplaint@health.ny.gov
Medicaid Inspector General Fraud Referrals	https://omig.ny.gov/ (877) 87FRAUD
Medical Pended Claims Two-Year Old Claims	(800) 342-3005 Option #3
Medicaid Policy (General) Call Center Help Line/Co-Pay Hotline Fraud/Forgery Hotline Medical/Dental Prior Approval Restricted Recipients/Utilization Threshold Two-year billing regulations Medical Prior Approval	<u>medicaid@health.ny.gov</u> (800) 541-2831 (877) 891-7283 (800) 342-3005 (518) 474-6866 (800) 562-0856 menu #4
 Out-of-State Inpatient Hospital Services Audiology Out-of-State Non-specialized Skilled Nursing Facility Admissions 	(800) 342-3005 Option #1
 Medicaid Update Missing issues Request to receive electronic version 	https://www.health.ny.gov/health_care/medicaid/prog ram/update/main.htm Email: medicaidupdate@health.ny.gov (518) 486-6829
New York State Department of Health	https://www.health.ny.gov/

For questions concerning:	Contact:	
Newborn Screening Program	(518) 473-7552	
Personal Care Services Prior Authorization	Local Department of Social Services	
Pharmacy Policy and Operations	(518) 486-3209	
	<u>NYRx@health.ny.gov</u>	
Private Duty Nursing	All Counties: (800) 342-3005 (option #1)	
Restricted Recipient Program	NYC (212) 273-0062Outside NYC Local County Offices/Local Social Services (Phone 	
Sterilization & HysterectomyConsent Forms	http://www.health.ny.gov/health_care/medicaid/publi cations/ldssforms	
 DSS-3113 Hysterectomy Receipt of Information 		
 DSS-3113S Hysterectomy Receipt of Information (Spanish) 		
DSS-3134 Sterilization Consent		
 DSS-3134S Sterilization Consent (Spanish) 		
Transportation	Obtain Prior Authorization – Downstate Counties 844-666-6270 or https://www.medanswering.com/ Obtain Prior Authorization – Upstate Counties 866-932-7740 or https://www.medanswering.com/ Questions, Comments, Concerns (518) 473-2160 MedTrans@health.ny.gov	

Provider Enrollment

For information on enrolling in the Fee-for-Service Medicaid Program visit:

https://www.emedny.org/info/ProviderEnrollment/index.aspx

Enrolled Providers:

1. Enrollment and miscellaneous maintenance forms** are available at the following address:

https://www.emedny.org/info/ProviderEnrollment/allforms.aspx

** For example: Change of Address EFT Enrollment DEA Update Affiliation/Disaffiliation Request (for nurse practitioners, supervising pharmacists, laboratory directors and physician assistants)

2. If you have experienced an ownership change, call the Fee-for-Service Medicaid Program immediately!

Practitioners & Businesses – 800-343-9000, Option 2/Sub-option 2

Institutional Providers - 800-343-9000, Option 2/Sub-option 2

Pharmacy Programs

To obtain prior authorization for drugs subject to the Mandatory Generic Drug Program, the Preferred Drug Program, or the Clinical Drug Review Program, or for prior authorization of non-preferred drugs, call:

(877) 309-9493

Requests for prior authorization for most drugs may also be faxed to: (800) 268-2990

Faxed requests may take up to 24 hours to process.

For questions concerning:	Contact:
Prior authorization Forms, Worksheet and References	https://newyork.fhsc.com/providers/pa_forms.asp
Preferred Drug List	https://newyork.fhsc.com/downloads/providers/NYRx_PDP_PDL .pdf
Preferred Drug Quick List	https://newyork.fhsc.com/downloads/providers/NYRx_PDP_quic klist.pdf
Request email notification of changes to Preferred Drug List	https://newyork.fhsc.com/providers/notify.asp
Clinical concerns or Preferred Drug Program questions	(877) 309-9493 or https://newyork.fhsc.com
Billing	(800) 343-9000

Local Departments of Social Services

Albany County DSS		
5 5	Albany County CYF	Allegany County DSS
162 Washington Avenue	112 State Street Room 300	7 Court Street
Albany, NY 12210	Albany, NY 12207	Belmont, NY 14813
Phone: (518) 447-7492	Phone: (518) 447-7324	Phone: (585) 268-9622
Website:	Website:	Website:
https://www.albanycountyny.go	https://www.albanycountyny	https://www.alleganyco.gov/d
v/departments/social-services	.gov/departments/children-	epartments/social-services/
	youth-and-families	
Broome County DSS	Cattaraugus County DSS	Cayuga County DSS
36-42 Main Street	1 Leo Moss Drive; Suite	5 6 5
	6010	County Office Building,
Binghamton, NY 13905	Olean, NY 14760	160 Genesee Street
Phone: (607) 778-8850	Phone: (716) 373-8065	Auburn, NY 13021
Website:	Website:	Phone: (315) 253-1011
https://broomecountyny.gov/ds	https://www.cattco.org/social-	Website:
<u>s</u>	services/social-services	https://www.cayugacounty.us
		/260/Social-Services
Chautauqua County DSS	Chemung County DSS	
H.R. Clothier Building	Human Resource Center	Chenango County DSS
Mayville, NY 14757	425 Pennsylvania Ave.; P.O.	PO Box 590; 5 Court Street
Phone: (716) 753-4421	Box 588	Norwich, NY 13815
Website:	Elmira, NY	Phone: (607) 337-1500
	Phone: (607) 737-5302	Website:
https://chqgov.com/	Website:	https://www.chenangocounty
	https://www.chemungcountyny.	ny.gov/228/Social-Services
	gov/260/Social-Services	
Clinton Country DCC	Columbia County DSS	
Clinton County DSS	PO Box 458; 25 Railroad	Cortland County DSS
13 Durkee Street	Avenue	60 Central Avenue
Plattsburgh, NY 12901	Hudson, NY 12534	Cortland, NY 13045
Phone: (518) 565-3300	Phone: (518) 828-9411	Phone: (607)-753-5248
Website:	Website:	Website:
https://www.clintoncountyny.go	https://www.columbiacountyny.	https://www.cortland-
<u>v/dss</u>	com/dsscontactus.html	co.org/149/Social-Services
Delaware County DSS	Dutchess County DSS	Erie County DSS
111 Main Street	60 Market Street	95 Franklin Street
Delhi, NY 13760	Poughkeepsie, NY 12601	Buffalo, NY 14202
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departments/dss/dss.htm	/Departments/Community-	ervices/
	Family-	
	Services/Community-and-	
	Family-Services.htm	
Phone: (607) 832-5300 Website: https://www.co.delaware.ny.us/	Phone: (845) 486-3000 Website: https://www.dutchessny.gov	Phone: (716) 858-8000 Website: https://www3.erie.gov/socials

Essex County DSS	Franklin County DSS	Fulton County DSS
7551 Court Street; PO Box 217	355 W. Main St.	PO Box 549; 4 Daisy Lane
Elizabethtown, NY 12932	Malone, NY 12953	Johnstown, NY 12095
Phone: (518) 873-3450	Phone: (518) 483-6770	Phone: (518) 736-5600
Website:	Website:	Website:
https://essexcountyny.gov/dep artment-of-social-services/	https://www.nyconnects.ny. gov/providers/franklin-	https://www.fultoncountyny.g ov/fulton-county-department-
arment-or-social-services/	<u>county-department-of-</u>	social-services
	social-services-sofa-ag-	
	<u>409844</u>	

		Hamilton County DSS
Genesee County DSS	Greene County DSS	PO Box 725; White Birch
5130 East Main Street; Suite 3	411 Main Street, PO Box 528,	Lane
Batavia, NY 14020	Catskill, NY 12414	
Tel. (585) 344-2580	Phone: (518) 943-3200	Indian Lake, NY 12842
Website:	Website:	Phone: (518) 648-6131
https://www.geneseeny.gov/dep	https://www.greenegovernment	Website:
artments/socialservices/index.ph	.com/departments/social-	https://www.hamiltoncounty.
p	<u>services</u>	<u>com/health-human-</u> services/social-services
Harlin or County DSS		
Herkimer County DSS	Jefferson County DSS	Lewis County DSS
301 N. WashingtonStreet;	250 Arsenal Street	PO Box 193, 5274 Outer
Suite 2110	Watertown, NY 13601	Stowe Street
Herkimer, NY 13350	Phone: (315) 782-9030	Lowville, NY 13367
Phone: (315) 867-1291	Website:	Phone: (315) 376-5400
Website:	https://www.jeffersoncountyny.	Website:
https://www.herkimercountyny.g	gov/SocialServices	https://lewiscountyny.gov/de
ov/departments/social-services/		partments/social-services/
Livingston County DSS	Madison County DSS	
1 Murray Hill Drive	PO Box 637; North Court	Monroe County DSS
Mt. Morris, NY 14510	Street	111 Westfall Road
Phone: (585) 243-7300	Wampsville, NY 13163	Rochester, NY 14620
Website:	Phone: (315) 366-2211	Phone: (585) 753-2750
	Wabsita	Website:
https://www.livingstoncountyny.g	https://www.madisoncounty.ny.	https://www.monroecounty.g
ov/274/Social-Services	gov/233/Social-Services	<u>ov/hs</u>
Montgomery County DSS	Nassau County DSS	
County Office Building ; PO	60 Charles Lindbergh	New York City - HRA
Box 745	Boulevard, Suite 160	180 Water Street
Fonda, NY 12068	Uniondale, NY 11553	New York, NY 10038
Phone: (518) 853-4646	Phone: (516) 227-7474	Phone: (718) 557-1399
Website:	Website:	Website:
https://www.co.montgomery.ny.u		https://www.nyc.gov/site/hra
s/	ov/1895/Social-Services	/about/about-hra.page
New York City - ACS	Niagara County DSS	Oneida County DSS
150 William Street	PO Box 506; 20 East Avenue	800 Park Avenue
New York, NY 10013	Lockport, NY 14095	Utica, NY 13501
Phone: (212) 341-0900	Phone: (716) 439-7600	Phone: (315) 798-5632
Website:	Website:	Website:
https://www.nyc.gov/site/acs/ind	https://www.niagaracounty.gov	https://ocgov.net/department
<u>ex.page</u>	/departments/s-	s/department-of-family-and-
	z/social services/index.php	community-
		services/department-of-
		<u>social-services/</u>

Onondaga County DSS 421 Montgomery Street; Civic Center Syracuse, NY 13202 Phone: (315) 435-2928 Website: http://www.ongov.net/dss/	Ontario County DSS 3010 County Complex Drive Canandaigua, NY 14424 Phone: (585) 396-4060 1(877) 814-6907 for outside the area Website: https://www.ontariocountyn y.gov/118/Social- Services	Orange County DSS Box Z; 11 Quarry Road Goshen, NY 10924 Phone: (845) 291-4000 Website: https://www.orangecountygo v.com/285/Department-of- Social-Services
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Orleans County DSS 14016 Route 31 West Albion, NY 14411 Phone: (585) 589-7000 Website: https://www.orleanscountyny.go v/departments/social_services/in dex.php	Oswego County DSS 100 Spring Street; PO Box 1320 Mexico, NY 13114 Phone: (315) 963-5000 Website: https://www.oswegocounty.co m/departments/human_service s/social_services/index.php	Otsego County DSS County Office Building, 197 Main Street Cooperstown, NY 13326 Phone: (607) 547-1700 Website: https://www.otsegocountyny .gov/departments/social_ser vices/index.php
Putnam County DSS 110 Old Route Six Center Carmel, NY 10512 Phone: (845) 808-1500 Website: https://www.putnamcountyny.go v/department-of-social-services	Rensselaer County DSS 1600 7th Ave Troy, NY 12180 Phone: (518) 266-7970 Website: https://www.rensco.com/232/S ocial-Services	Rockland County DSS 50 Sanatorium Road, Building L, Sanatorium Road, Pomona, New York 10970 Phone: (845) 364-3040 Website: <u>https://www.rocklandcounty</u> <u>ny.gov/departments/social-</u> <u>services</u>
St. Lawrence County DSS Harold B. Smith Office Bldg., 6 Judson Street, Canton, NY 13617 Phone: (315) 379-2111 Website: https://stlawco.gov/Departments/ SocialServices	St. Regis Mohawk DHS 404 State Route 37, Akwesasne, NY 13655 Phone: (518) 358-3141 Website: <u>https://www.srmt-</u> nsn.gov/programs/health- <u>services</u>	Saratoga County DSS 152 West High Street Ballston Spa, NY 12020 Phone: (518) 884-4148 Website: https://www.saratogacountyny .gov/departments/social- services/
Schenectady County DSS 797 Broadway Schenectady, NY 12305 Phone: (518) 388-4470 Website: https://www.schenectadycountyn y.gov/dss	Schoharie County DSS PO Box 687 Schoharie, NY 12157 Phone: (518) 295-8334 Website: https://www4.schohariec	Schuyler County DSS County Office Building 323 Owego Street- Unit 3 Montour Falls, NY 14865 Phone: (607) 535-8303 Website: https://www.schuylercounty. us/189/Social-Services
Seneca County DSS PO Box 690; 1 DiPronio Drive Waterloo, NY 13165 Phone: (315) 539-1800 Website: https://www.co.seneca.ny.us/go v/services/	Steuben County DSS 3 East Pulteney Square Bath, NY 14810 Phone: (607) 664-2000 Website: https://www.steubencountyny. gov/364/Social-Services	Suffolk County DSS 3085 Veterans Memorial Highway Ronkonkoma, NY 11779 Phone: (631) 854-9700 Website: https://www.suffolkcountyny. gov/Departments/Social- Services

Sullivan County DSS Box 231 ; 16 Community Lane Liberty, NY 12754 Phone: (845) 292-0100 Website: https://sullivanny.us/Department s/familyservices	Tioga County DSS P.O. Box 240 Owego, NY 13827 Phone: (607) 687-8300 Website: https://tiogacountyny.com/depa rtments/social-services/	Tompkins County DSS 320 West State Street Ithaca, NY 14850 Phone: (607) 274-5359 Website: https://www.tompkinscounty ny.gov/dss
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Ulster County DSS 1061 Development Court Kingston, NY 12401 Phone: (845) 334-5000 Website: https://ulstercountyny.g ov/social-services Wayne County DSS P.O. Box 10; 77 Water Street Lyons, NY 14489 Phone: (315) 946-4881 Website: https://web.co.wayne.ny. us/250/Social-Services	Warren County DSS Warren County Municipal Center Annex 1340 State Route 9 Lake George, NY 12845 Phone: (518) 761-6321 Website: https://warrencountyny.gov/S ocServ Westchester County DSS White Plains District Office, 85 Court Street, White Plains, New York 10601-4201 Phone: (914) 995-3333 Website: https://socialservices.westch estergov.com/	Washington County DSS Washington Municipal Center 383 Broadway Fort Edward, NY 12828 Phone: (518) 746-2300 Website: https://www.washingtoncoun tyny.gov/517/Social-Services Wyoming County DSS 466 North Main Street, Warsaw, New York 14569-1080 Phone: (585) 786-8900 Website: https://www.wyomingco.net/ 205/Social-Services
Yates County DSS 417 Liberty Street; Suite 2122 Penn Yan, New York 14527 Tel. (315) 536-5183 Website: https://www.yatescountyn y.gov/317/Social-Services		