



# **New York State Billing Guidelines**

**TRANSPORTATION**



**eMedNY**

**eMedNY is the name of the New York State Medicaid system. The eMedNY system allows New York Medicaid providers to submit claims and receive payments for Medicaid-covered services provided to eligible members.**

**eMedNY offers several innovative technical and architectural features, facilitating the adjudication and payment of claims and providing extensive support and convenience for its users.**

**The information contained within this document was created in concert by DOH and eMedNY. More information about eMedNY can be found at [www.emedny.org](http://www.emedny.org).**

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*For eMedNY Billing Guideline questions, please contact  
the eMedNY Call Center 1-800-343-9000.*

# 1. Purpose Statement

The purpose of this document is to assist the provider community in understanding and complying with the New York State Medicaid (NYS Medicaid) requirements and expectations for billing and submitting claims.

This document is customized for Transportation providers and should be used by the provider as an instructional, as well as a reference tool. For providers new to NYS Medicaid, it is required to read the Trading Partner Information Companion Guide available at [www.emedny.org](http://www.emedny.org) by clicking on the link to the webpage as follows: [eMedNY Trading Partner Information Companion Guide](#).

## 2. Claims Submission

Transportation 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 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 Certification Statements remain in effect and apply to all claims until superseded by another properly executed Certification Statement.

Providers are required to update their Certification Statement on an annual basis. Renewal information is sent when the Certification Statement nears expiration. Information about these requirements is available at [www.emedny.org](http://www.emedny.org) by clicking: [eMedNY Trading Partner Information Companion Guide](#).

### 2.1 Electronic Claims

Transportation providers who choose to submit their Medicaid claims electronically are required to use the HIPAA 837 Professional (837P) transaction.

Direct billers should refer to the sources listed below to comply with the NYS Medicaid requirements:

- 5010 Implementation Guides (IGs) explain the proper use of 837P standards. These documents are available at [store.X12.org](http://store.X12.org).
- The eMedNY 5010 Companion Guide provides specific instructions on the NYS Medicaid requirements for the 837P transaction. This document is available at [www.emedny.org](http://www.emedny.org) by clicking on the link to the web page as follows: [eMedNY Transaction Information Standard Companion Guide CAQH - CORE CG X12](#).

Further information on the 5010 transaction is available at [www.emedny.org](http://www.emedny.org) by clicking: [eMedNYHIPAASupport](#).

### 2.2 Paper Claims

Transportation providers who choose to submit their claims on paper forms must use the New York State eMedNY-000201 claim form (Form A).

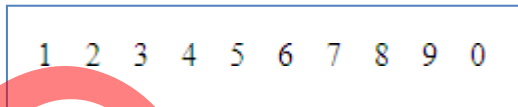
An Electronic Transmission Identification Number (ETIN) and a Certification Statement are required to submit paper claims. Providers who have a valid ETIN for the submission of electronic claims do not need an additional ETIN for paper submissions. The ETIN and the associated certification qualify the provider to submit claims in both electronic and paper formats. Information about these requirements is available at [www.emedny.org](http://www.emedny.org) by clicking on the link to the webpage as follows: [eMedNY Trading Partner Information Companion Guide](#).

## 2.2.1 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:

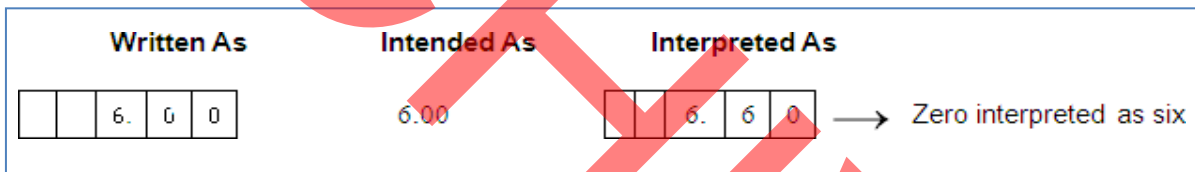
- All information should be typed or printed.
- Alpha characters (letters) should be capitalized.
- Numbers should be written as close to the example below in Exhibit 2.2.1-1 as possible:

Exhibit 2.2.1-1



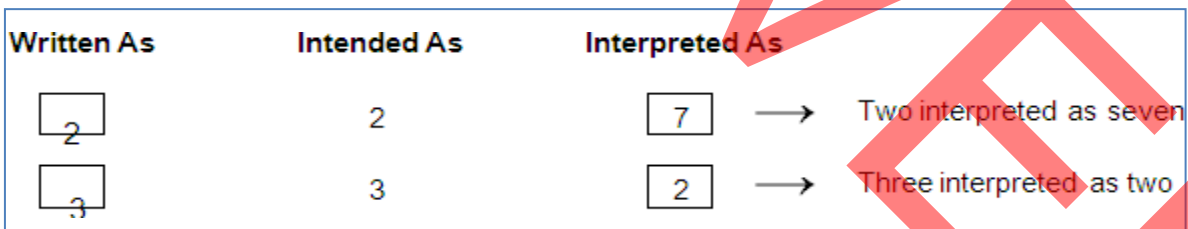
- Circles (the letter O, the number 0) must be closed.
- Avoid unfinished characters. See the example in Exhibit 2.2.1-2.

Exhibit 2.2.1-2



- When typing or printing, stay within the box provided; ensure that no characters (letters or numbers) touch the claim form lines. See the example in Exhibit 2.2.1-3.

Exhibit 2.2.1-3



- Characters should not touch each other as seen in Exhibit 2.2.1-4.

Exhibit 2.2.1-4

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 filling in 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.
- Do not write or use staples on the bar-code area.

The address for submitting claim forms is:

eMedNY  
 P.O. Box 4601  
 Rensselaer, NY 12144-4601

**Expedited / Priority Shipping:**

eMedNY  
 327 Columbia Turnpike  
 ATTN: Box 4601  
 Rensselaer, NY 12144

## 2.3 Claim Form A – eMedNY-000201

To order the New York State Medicaid Claim Form A – eMedNY-000201, please contact the eMedNY call center at 1-800-343-9000.

To view the eMedNY-000201 claim form, see Appendix A. The displayed claim form is a sample and is for illustration purposes only.

## 2.4 Transportation Services Billing Instructions

This subsection of the Billing Guidelines covers the specific NYS Medicaid billing requirements for Transportation providers. Although the instructions that follow are based on the eMedNY-000201 paper claim form, they are also intended as a guideline for electronic billers to find out information they need to provide in their claims. For further electronic claim submission information, refer to the eMedNY 5010 Companion Guide which is available at [www.emedny.org](http://www.emedny.org) by clicking: [eMedNY Transaction Information Standard Companion Guide CAQH - CORE CG X12](#)

It is important that providers adhere to the instructions outlined below. Claims that do not conform to the eMedNY requirements as described throughout this document may be rejected, pending, or denied.

### 2.4.1 Instructions for the Submission of Medicare Crossover Claims

*This subsection is intended to familiarize the provider with the submission of Emergency Transportation crossover claims only.*

Providers can bill claims for Medicare/Medicaid members to Medicare. Medicare will then reimburse its portion to the provider and the provider's Medicare remittance will indicate that the claim will be crossed over to Medicaid. **Medicare Part-C** (Medicare Managed Care) and **Part-D** claims are **not** part of this process.

Providers must review their Medicare remittances for crossover information to determine whether their claims have been crossed over to Medicaid for processing. Any claim that was indicated by Medicare as a crossover should not be submitted to Medicaid as a separate claim. If the Medicare remittance does not indicate the claim has been crossed over to Medicaid, the provider should submit the claim directly to Medicaid. Claims for services not covered by Medicare should continue to be submitted directly to Medicaid as policy allows.

If a separate claim is submitted directly by the provider to Medicaid for a dual eligible recipient and the claim is paid before the Medicare crossover claim, both claims will be paid. The eMedNY system will then automatically void the provider submitted claim. Providers may submit adjustments to Medicaid for their crossover claims.

Electronic remittances from Medicaid for crossover claims will be sent to the default ETIN when the default is set to electronic. If there is no default ETIN, the crossover claims will be reported on a paper remittance. The ETIN application is available at [www.emedny.org](http://www.emedny.org) by clicking on the link to the webpage as follows: Default Electronic Transmitter Identification Number (ETIN) Selection Form.

## 2.4.2 Claim Form A – eMedNY-00201 Field Instructions

### Header Section: Fields 1 through 24B

The information entered in the Header Section of the claim form (fields 1 through 24B) applies to all claim lines entered in the Procedure Section of the form.

#### Provider ID Number (Field 1)

**837P Reference: Loop 2010AA NM1 and REF**

##### For Emergency Services Only

Enter the provider's 10-digit National Provider Identifier (NPI). In the un-numbered area below Field 1, enter the provider's name and address, using the full nine-digit ZIP code.

##### For Non-Emergency Transportation Only

Enter the provider's assigned eight-digit Medicaid ID number. In the un-numbered area below Field 1, enter the provider's name and address, using the full nine-digit ZIP code.

#### Billing Date (Field 2)

**837P Reference: BHT04**

For paper claims, leave this field blank.

For Electronic Claims, enter the billing date.

#### Group ID Number (Field 3)

**837P Reference: Loop 2010AA NM109**

Not applicable to transportation.

#### Locator Code (Field 4)

**837P Reference: Loop 2010BB REF02 when REF01 = LU**

For electronic claims, leave this field blank.

For paper claims, enter the locator code assigned by NYS Medicaid.

*NOTE: The provider is reminded of the obligation to notify Medicaid of all service locations as well as changes to any of them. For information on where to direct locator code updates, please refer to Information for All Providers, Inquiry section, which can be found at [www.emedny.org](http://www.emedny.org) by clicking on the link to the webpage as follows: [Inquiry](#).*

## SA EXCP Code [Service Authorization Exception Code] (Field 5)

**837P Reference: Loop 2300 REF02 when REF01 = 4N**

Not applicable to transportation.

## Adjustment/Void Code (Field 6)

**837P Reference: Loop 2300 CLM05-3**

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

- If submitting an **adjustment** (replacement) to a previously paid claim, enter **X** in the A box.
- If submitting a **void** to a previously paid claim, enter **X** in the V box.

## Original Claim Reference Number (Field 6A)

**837P Reference: Loop 2300 REF02 when REF01 = 6R**

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

If submitting an adjustment or a void, enter the appropriate **Transaction Control Number (TCN)** in this field. A TCN is a 16-digit identifier that is assigned to each claim.

### 2.4.2.1 Adjustment

An adjustment may be submitted to correct any information on a previously paid claim other than:

- Billing Provider ID
- Member ID

Exhibit 2.4.2.1-1 and Exhibit 2.4.2.1-2 illustrate an example of a claim with an adjustment being made to change information submitted on the claim. TCN 0825219876543200 is shared by three individual claim lines. This TCN was paid on September 16, 2008. After receiving payment, the provider determines that the service date of one of the claim line records is incorrect. An adjustment must be submitted to correct the records. Exhibit 2.4.2.1-1 shows the claim as it was originally submitted and Exhibit 2.4.2.1-2 shows the claim as it appears after the adjustment has been made.

Exhibit 2.4.2.1-1

### NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO DAY YR 0 9 0 8 0 8		3. GROUP ID NUMBER 0 0 3		4. LOCATION CODE		5. SA EXC CODE		ONLY TO BE USED TO REQUEST OR VOID A PAID CLAIM 6. CODE X Y 7. SA. ORIGINAL TRANSACTION CONTROL NUMBER			
7. RECIPIENT ID NUMBER		8. DATE OF BIRTH		9A. SEX M F Jane		9B. RECIPIENT NAME - FIRST				10. OFFICE ACCOUNT NUMBER (OPTIONAL)		11. OFFICE USE ONLY	
12. RECIPIENT NAME - LAST A B 1 2 3 4 5 C 0 5 2 0 1 9 9 0		13. X Smith		14. A B 1 2 3 4 5		15. DIAGNOSIS CODE 15. PRIMARY 15. SECONDARY		16. EMERGENCY Y N		17. POSSIBLE DISABILITY Y N		18. FAMILY PLANNING Y N	
19. ACCES CODE		20. PATIENT STATUS CODE		21. RESIDY C/NR Y N		22. RECIPIENT OTHER INSURANCE CODE		23. ABORT STATUS CODE		24. PRIOR APPROVAL NUMBER			
25. PLACE OF SERVICE		26. SERVICE PROVIDER LICENSE NUMBER		27A. PROF CD 27B. NAME		28. ORDERING/REFERRING PROVIDER LICENSE NUMBER				29. DR. NAME Mark Lane, M.D.			
30. CODE 1 2 3 4 5 6 7 8 9		31. OTHER REFERRING/ORDERING PROVIDER LICENSE NUMBER		32. PROF CD 32B. NAME		33. SHARED HEALTH FACILITY ONLY				34. SIGNATURE			
35. DATE OF SERVICE MO DAY YR 0 9 0 2 0 8		36. PROCEDURE CODE A 0 1 3 0		37. TIMES PERFORMED 1 3		38. AMOUNT CHARGED 1 4 3 0		39. CO INSURANCE		40. DEDUCTIBLE		41. CO PAY	
42. DATE OF SERVICE MO DAY YR 0 9 0 4 0 8		43. PROCEDURE CODE A 0 1 3 0 T N		44. TIMES PERFORMED 1 3		45. AMOUNT CHARGED 1 4 3 0		46. CO INSURANCE		47. DEDUCTIBLE		48. CO PAY	
49. DATE OF SERVICE MO DAY YR 0 9 0 7 0 8		50. PROCEDURE CODE A 0 1 3 0 T N		51. TIMES PERFORMED 1 3		52. AMOUNT CHARGED 1 4 3 0		53. CO INSURANCE		54. DEDUCTIBLE		55. CO PAY	
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525. DATE OF SERVICE		526. PROCEDURE CODE		527. TIMES PERFORMED		528. AMOUNT CHARGED		529. CO INSURANCE		530. DEDUCTIBLE		531. CO PAY	
532. DATE OF SERVICE		533. PROCEDURE CODE		534. TIMES PERFORMED		535. AMOUNT CHARGED		536. CO INSURANCE		537. DEDUCTIBLE		538. CO PAY	
539. DATE OF SERVICE		540. PROCEDURE CODE		541. TIMES PERFORMED		542. AMOUNT CHARGED		543. CO INSURANCE		544. DEDUCTIBLE		545. CO PAY	
546. DATE OF SERVICE		547. PROCEDURE CODE		548. TIMES PERFORMED		549. AMOUNT CHARGED		550. CO INSURANCE		551. DEDUCTIBLE		552. CO PAY	
553. DATE OF SERVICE		554. PROCEDURE CODE		555. TIMES PERFORMED		556. AMOUNT CHARGED		557. CO INSURANCE		558. DEDUCTIBLE		559. CO PAY	
560. DATE OF SERVICE		561. PROCEDURE CODE		562. TIMES PERFORMED		563. AMOUNT CHARGED		564. CO INSURANCE		565. DEDUCTIBLE		566. CO PAY	
567. DATE OF SERVICE		568. PROCEDURE CODE		569. TIMES PERFORMED		570. AMOUNT CHARGED		571. CO INSURANCE		572. DEDUCTIBLE		573. CO PAY	
574. DATE OF SERVICE		575. PROCEDURE CODE		576. TIMES PERFORMED		577. AMOUNT CHARGED		578. CO INSURANCE		579. DEDUCTIBLE		580. CO PAY	
581. DATE OF SERVICE		582. PROCEDURE CODE		583. TIMES PERFORMED		584. AMOUNT CHARGED		585. CO INSURANCE		586. DEDUCTIBLE		587. CO PAY	
588. DATE OF SERVICE		589. PROCEDURE CODE		590. TIMES PERFORMED		591. AMOUNT CHARGED		592. CO INSURANCE		593. DEDUCTIBLE		594. CO PAY	
595. DATE OF SERVICE		596. PROCEDURE CODE		597. TIMES PERFORMED		598. AMOUNT CHARGED		599. CO INSURANCE		600. DEDUCTIBLE		601. CO PAY	
602. DATE OF SERVICE		603. PROCEDURE CODE		604. TIMES PERFORMED		605. AMOUNT CHARGED		606. CO INSURANCE		607. DEDUCTIBLE		608. CO PAY	
609. DATE OF SERVICE		610. PROCEDURE CODE		611. TIMES PERFORMED		612. AMOUNT CHARGED		613. CO INSURANCE		614. DEDUCTIBLE		615. CO PAY	
616. DATE OF SERVICE		617. PROCEDURE CODE		618. TIMES PERFORMED		619. AMOUNT CHARGED		620. CO INSURANCE		621. DEDUCTIBLE		622. CO PAY	
623. DATE OF SERVICE		624. PROCEDURE CODE		625. TIMES PERFORMED		626. AMOUNT CHARGED		627. CO INSURANCE		628. DEDUCTIBLE		629. CO PAY	
630. DATE OF SERVICE		631. PROCEDURE CODE		632. TIMES PERFORMED		633. AMOUNT CHARGED		634. CO INSURANCE		635. DEDUCTIBLE		636. CO PAY	
637. DATE OF SERVICE		638. PROCEDURE CODE		639. TIMES PERFORMED		640. AMOUNT CHARGED		641. CO INSURANCE		642. DEDUCTIBLE		643. CO PAY	
644. DATE OF SERVICE		645. PROCEDURE CODE		646. TIMES PERFORMED		647. AMOUNT CHARGED		648. CO INSURANCE		649. DEDUCTIBLE		650. CO PAY	
651. DATE OF SERVICE		652. PROCEDURE CODE		653. TIMES PERFORMED		654. AMOUNT CHARGED		655. CO INSURANCE		656. DEDUCTIBLE		657. CO PAY	
658. DATE OF SERVICE		659. PROCEDURE CODE		660. TIMES PERFORMED		661. AMOUNT CHARGED		662. CO INSURANCE		663. DEDUCTIBLE		664. CO PAY	
665. DATE OF SERVICE		666. PROCEDURE CODE		667. TIMES PERFORMED		668. AMOUNT CHARGED		669. CO INSURANCE		670. DEDUCTIBLE		671. CO PAY	
672. DATE OF SERVICE		673. PROCEDURE CODE		674. TIMES PERFORMED		675. AMOUNT CHARGED		676. CO INSURANCE		677. DEDUCTIBLE		678. CO PAY	
679. DATE OF SERVICE		680. PROCEDURE CODE		681. TIMES PERFORMED									

Exhibit 2.4.2.1-2

### NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO DAY YR 1 0 0 6 0 8		3. GROUP ID NUMBER 0 0 3		4. LOCATION CODE		5. SA EXCP CODE		6. CODE X 7		7. ONLY TO BE USED TO REQUEST OR VOID A PAID CLAIM 8A. ORIGINAL TRANSACTION CONTROL NUMBER 0 8 2 5 2 1 9 8 7 6 5 4 3 2 0 0	
7. RECIPIENT ID NUMBER		8. DATE OF BIRTH		9A. SEX M F Jane		9B. RECIPIENT NAME - FIRST		9C. RECIPIENT NAME - LAST X Smith		10. OFFICE ACCOUNT NUMBER (OPTIONAL) A B 1 2 3 4 5		11. OFFICE USE ONLY	
11. DIAGNOSIS CODE 11. PRIMARY A B 1 2 3 4 5 C 0 5 2 0 1 9 9 0		12. EMERGENCY Y D		13. POSSIBLE DISABILITY Y N		14. FAMILY PLANNING Y N		15. ACCIDENT CODE Y N		16. PATIENT STATUS CODE Y N		17. RECIPIENT OTHER INSURANCE CODE Y N	
18. ABORT STATUS CODE Y N		19. PRIOR APPROVAL NUMBER		20. ORDERING/REFERRING PROVIDER (LICENSE NUMBER) 0 1 2 3 4 5 6 7 8 9		21. DR. NAME Mark Lane, M.D.		22. ORDERING/REFERRING PROVIDER (LICENSE NUMBER)		23. DR. NAME		24. SHARED HEALTH FACILITY ONLY	
25. PLACE OF SERVICE 1 1		26. SERVICE PROVIDER LICENSE NUMBER		27A. PROF CD 1 1		27B. NAME		28. OTHER REFERRING/ORDERING PROVIDER (LICENSE NUMBER)		29A. PROF CD		29B. NAME	
29C. NAME		30. SHARED HEALTH FACILITY ONLY		31. SIGNATURE		32. DR. NAME		33. DATE		34. COUNTY		35. DATE	

LINE	DATE OF SERVICE MO DAY YR	PROCEDURE CODE	QUANTITY	UNIT	RATES M IC D OB L	AMOUNT CHARGED	MEDICAID					OTHER INSURANCE PAID
							CO INSURANCE	DEDUCTIBLE	CO PAY	PAID	PAID	
1	0 9 0 2 0 8	A 0 1 3 0	1	3		1 4 3 0						
2	0 9 0 4 0 8	A 0 1 3 0 T N	1	3		1 4 3 0						
3	0 9 0 8 0 8	A 0 1 3 0 T N	1	3		1 4 3 0						
<b>TOTALS</b>												

DO NOT STAPLE IN BARCODE AREA

**CERTIFICATION**  
I CERTIFY THAT THE STATEMENTS ON THE REVERSE SIDE APPLY TO THIS BILL AND ARE MADE A PART HEREOF.

37. SIGNATURE: **James Strong**

38. COUNTY: \_\_\_\_\_

39. DATE: MO DAY YR  
10 06 08

\*Physic must enter county where signed unless it is the same as that of the sender's address located in the upper left of this form.

EMDNY - 002011 01/04

### 2.4.2.2 Void

A void is submitted to nullify the original claim in its entirety.

When submitting a void, please follow the instructions below:

- The void must be submitted on a new claim form (copy of the original form is unacceptable).
- The void must contain the TCN and the originally submitted Billing Provider ID and Member ID.

Exhibit 2.4.2.2-1 and Exhibit 2.4.2.2-2 illustrate an example of a claim being voided. TCN 0824911234567800 contained two claim lines, which were paid on September 11, 2008. Later, the provider became aware that the member had other insurance coverage. The other insurance was billed and paid in full for all the services. Medicaid must be reimbursed by submitting a void for the two claim lines paid in the specific TCN. Exhibit 2.4.2.2-1 shows the claim as it was originally submitted and Exhibit 2.4.2.2-2 shows the claim being submitted as voided.

Exhibit 2.4.2.2-1

**NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A**

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO. DAY YR. 0 9 0 5 0 8		3. GROUP ID NUMBER 0 0 3		4. LOCATOR CODE 0 0 3		5. SA ENCP CODE		6. CODE Y		7. ORIGINAL TRANSACTION CONTROL NUMBER	
7. RECIPIENT ID NUMBER A B 1 2 3 4 5 C 0 5 2 0 1 9 9 0		8. DATE OF BIRTH 0 0 3		9. SEX M F X		10. RECIPIENT NAME - FIRST Jane		11. RECIPIENT NAME - LAST Smith		12. OFFICE ACCOUNT NUMBER (OPTIONAL)		13. OFFICE USE ONLY	
14. DIAGNOSIS CODE 12. PRIMARY 13. SECONDARY		15. EMERGENCY Y N		16. POSSIBLE LIABILITY Y N		17. FAMILY PLANNING Y N		18. ACCIDENT CODE Y N		19. PATIENT STATUS Y N		20. EPSDT/OTHER INSURANCE CODE Y N	
21. ORDERING PROVIDER 22. ORDERING PROVIDER LICENSE NUMBER 0 1 2 3 4 5 6 7 8 9		23. ORDERING PROVIDER 24. ORDERING PROVIDER LICENSE NUMBER		25. ORDERING PROVIDER 26. ORDERING PROVIDER LICENSE NUMBER		27. ORDERING PROVIDER 28. ORDERING PROVIDER LICENSE NUMBER		29. ORDERING PROVIDER 30. ORDERING PROVIDER LICENSE NUMBER		31. ORDERING PROVIDER 32. ORDERING PROVIDER LICENSE NUMBER		33. ORDERING PROVIDER 34. ORDERING PROVIDER LICENSE NUMBER	
35. DATE OF SERVICE MO. DAY YR. 0 9 0 4 0 8		36. PROCEDURE CODE A 0 1 3 0		37. TIMES PERFORMED 1 3		38. CHARGE 1 4 3 0		39. AMOUNT CHARGED 1 4 3 0		40. CD INSURANCE		41. DEDUCTIBLE	
42. DATE OF SERVICE MO. DAY YR. 0 9 0 5 0 8		43. PROCEDURE CODE A 0 1 3 0		44. TIMES PERFORMED T N 1 3		45. CHARGE 1 4 3 0		46. AMOUNT CHARGED 1 4 3 0		47. CD INSURANCE		48. DEDUCTIBLE	
49. DATE OF SERVICE MO. DAY YR.		50. PROCEDURE CODE		51. TIMES PERFORMED		52. CHARGE		53. AMOUNT CHARGED		54. CD INSURANCE		55. DEDUCTIBLE	
56. DATE OF SERVICE MO. DAY YR.		57. PROCEDURE CODE		58. TIMES PERFORMED		59. CHARGE		60. AMOUNT CHARGED		61. CD INSURANCE		62. DEDUCTIBLE	
63. DATE OF SERVICE MO. DAY YR.		64. PROCEDURE CODE		65. TIMES PERFORMED		66. CHARGE		67. AMOUNT CHARGED		68. CD INSURANCE		69. DEDUCTIBLE	
70. DATE OF SERVICE MO. DAY YR.		71. PROCEDURE CODE		72. TIMES PERFORMED		73. CHARGE		74. AMOUNT CHARGED		75. CD INSURANCE		76. DEDUCTIBLE	
77. DATE OF SERVICE MO. DAY YR.		78. PROCEDURE CODE		79. TIMES PERFORMED		80. CHARGE		81. AMOUNT CHARGED		82. CD INSURANCE		83. DEDUCTIBLE	
84. DATE OF SERVICE MO. DAY YR.		85. PROCEDURE CODE		86. TIMES PERFORMED		87. CHARGE		88. AMOUNT CHARGED		89. CD INSURANCE		90. DEDUCTIBLE	
91. DATE OF SERVICE MO. DAY YR.		92. PROCEDURE CODE		93. TIMES PERFORMED		94. CHARGE		95. AMOUNT CHARGED		96. CD INSURANCE		97. DEDUCTIBLE	
98. DATE OF SERVICE MO. DAY YR.		99. PROCEDURE CODE		100. TIMES PERFORMED		101. CHARGE		102. AMOUNT CHARGED		103. CD INSURANCE		104. DEDUCTIBLE	
105. DATE OF SERVICE MO. DAY YR.		106. PROCEDURE CODE		107. TIMES PERFORMED		108. CHARGE		109. AMOUNT CHARGED		110. CD INSURANCE		111. DEDUCTIBLE	
112. DATE OF SERVICE MO. DAY YR.		113. PROCEDURE CODE		114. TIMES PERFORMED		115. CHARGE		116. AMOUNT CHARGED		117. CD INSURANCE		118. DEDUCTIBLE	
119. DATE OF SERVICE MO. DAY YR.		120. PROCEDURE CODE		121. TIMES PERFORMED		122. CHARGE		123. AMOUNT CHARGED		124. CD INSURANCE		125. DEDUCTIBLE	
126. DATE OF SERVICE MO. DAY YR.		127. PROCEDURE CODE		128. TIMES PERFORMED		129. CHARGE		130. AMOUNT CHARGED		131. CD INSURANCE		132. DEDUCTIBLE	
133. DATE OF SERVICE MO. DAY YR.		134. PROCEDURE CODE		135. TIMES PERFORMED		136. CHARGE		137. AMOUNT CHARGED		138. CD INSURANCE		139. DEDUCTIBLE	
140. DATE OF SERVICE MO. DAY YR.		141. PROCEDURE CODE		142. TIMES PERFORMED		143. CHARGE		144. AMOUNT CHARGED		145. CD INSURANCE		146. DEDUCTIBLE	
147. DATE OF SERVICE MO. DAY YR.		148. PROCEDURE CODE		149. TIMES PERFORMED		150. CHARGE		151. AMOUNT CHARGED		152. CD INSURANCE		153. DEDUCTIBLE	
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175. DATE OF SERVICE MO. DAY YR.		176. PROCEDURE CODE		177. TIMES PERFORMED		178. CHARGE		179. AMOUNT CHARGED		180. CD INSURANCE		181. DEDUCTIBLE	
182. DATE OF SERVICE MO. DAY YR.		183. PROCEDURE CODE		184. TIMES PERFORMED		185. CHARGE		186. AMOUNT CHARGED		187. CD INSURANCE		188. DEDUCTIBLE	
189. DATE OF SERVICE MO. DAY YR.		190. PROCEDURE CODE		191. TIMES PERFORMED		192. CHARGE		193. AMOUNT CHARGED		194. CD INSURANCE		195. DEDUCTIBLE	
196. DATE OF SERVICE MO. DAY YR.		197. PROCEDURE CODE		198. TIMES PERFORMED		199. CHARGE		200. AMOUNT CHARGED		201. CD INSURANCE		202. DEDUCTIBLE	
203. DATE OF SERVICE MO. DAY YR.		204. PROCEDURE CODE		205. TIMES PERFORMED		206. CHARGE		207. AMOUNT CHARGED		208. CD INSURANCE		209. DEDUCTIBLE	
210. DATE OF SERVICE MO. DAY YR.		211. PROCEDURE CODE		212. TIMES PERFORMED		213. CHARGE		214. AMOUNT CHARGED		215. CD INSURANCE		216. DEDUCTIBLE	
217. DATE OF SERVICE MO. DAY YR.		218. PROCEDURE CODE		219. TIMES PERFORMED		220. CHARGE		221. AMOUNT CHARGED		222. CD INSURANCE		223. DEDUCTIBLE	
224. DATE OF SERVICE MO. DAY YR.		225. PROCEDURE CODE		226. TIMES PERFORMED		227. CHARGE		228. AMOUNT CHARGED		229. CD INSURANCE		230. DEDUCTIBLE	
231. DATE OF SERVICE MO. DAY YR.		232. PROCEDURE CODE		233. TIMES PERFORMED		234. CHARGE		235. AMOUNT CHARGED		236. CD INSURANCE		237. DEDUCTIBLE	
238. DATE OF SERVICE MO. DAY YR.		239. PROCEDURE CODE		240. TIMES PERFORMED		241. CHARGE		242. AMOUNT CHARGED		243. CD INSURANCE		244. DEDUCTIBLE	
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252. DATE OF SERVICE MO. DAY YR.		253. PROCEDURE CODE		254. TIMES PERFORMED		255. CHARGE		256. AMOUNT CHARGED		257. CD INSURANCE		258. DEDUCTIBLE	
259. DATE OF SERVICE MO. DAY YR.		260. PROCEDURE CODE		261. TIMES PERFORMED		262. CHARGE		263. AMOUNT CHARGED		264. CD INSURANCE		265. DEDUCTIBLE	
266. DATE OF SERVICE MO. DAY YR.		267. PROCEDURE CODE		268. TIMES PERFORMED		269. CHARGE		270. AMOUNT CHARGED		271. CD INSURANCE		272. DEDUCTIBLE	
273. DATE OF SERVICE MO. DAY YR.		274. PROCEDURE CODE		275. TIMES PERFORMED		276. CHARGE		277. AMOUNT CHARGED		278. CD INSURANCE		279. DEDUCTIBLE	
280. DATE OF SERVICE MO. DAY YR.		281. PROCEDURE CODE		282. TIMES PERFORMED		283. CHARGE		284. AMOUNT CHARGED		285. CD INSURANCE		286. DEDUCTIBLE	
287. DATE OF SERVICE MO. DAY YR.		288. PROCEDURE CODE		289. TIMES PERFORMED		290. CHARGE		291. AMOUNT CHARGED		292. CD INSURANCE		293. DEDUCTIBLE	
294. DATE OF SERVICE MO. DAY YR.		295. PROCEDURE CODE		296. TIMES PERFORMED		297. CHARGE		298. AMOUNT CHARGED		299. CD INSURANCE		300. DEDUCTIBLE	
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308. DATE OF SERVICE MO. DAY YR.		309. PROCEDURE CODE		310. TIMES PERFORMED		311. CHARGE		312. AMOUNT CHARGED		313. CD INSURANCE		314. DEDUCTIBLE	
315. DATE OF SERVICE MO. DAY YR.		316. PROCEDURE CODE		317. TIMES PERFORMED		318. CHARGE		319. AMOUNT CHARGED		320. CD INSURANCE		321. DEDUCTIBLE	
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392. DATE OF SERVICE MO. DAY YR.		393. PROCEDURE CODE		394. TIMES PERFORMED		395. CHARGE		396. AMOUNT CHARGED		397. CD INSURANCE		398. DEDUCTIBLE	
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462. DATE OF SERVICE MO. DAY YR.		463. PROCEDURE CODE		464. TIMES PERFORMED		465. CHARGE		466. AMOUNT CHARGED		467. CD INSURANCE		468. DEDUCTIBLE	
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483. DATE OF SERVICE MO. DAY YR.		484. PROCEDURE CODE		485. TIMES PERFORMED		486. CHARGE		487. AMOUNT CHARGED		488. CD INSURANCE		489. DEDUCTIBLE	
490. DATE OF SERVICE MO. DAY YR.		491. PROCEDURE CODE		492. TIMES PERFORMED		493. CHARGE		494. AMOUNT CHARGED		495. CD INSURANCE		496. DEDUCTIBLE	
497. DATE OF SERVICE MO. DAY YR.		498. PROCEDURE CODE		499. TIMES PERFORMED		500. CHARGE		501. AMOUNT CHARGED		502. CD INSURANCE		503. DEDUCTIBLE	
504. DATE OF SERVICE MO. DAY YR.		505. PROCEDURE CODE		506. TIMES PERFORMED		507. CHARGE		508. AMOUNT CHARGED		509. CD INSURANCE		510. DEDUCTIBLE	
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518. DATE OF SERVICE MO. DAY YR.		519. PROCEDURE CODE		520. TIMES PERFORMED		521. CHARGE		522. AMOUNT CHARGED		523. CD INSURANCE		524. DEDUCTIBLE	
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539. DATE OF SERVICE MO. DAY YR.		540. PROCEDURE CODE		541. TIMES PERFORMED		542. CHARGE		543. AMOUNT CHARGED		544. CD INSURANCE		545. DEDUCTIBLE	
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553. DATE OF SERVICE MO. DAY YR.		554. PROCEDURE CODE		555. TIMES PERFORMED		556. CHARGE		557. AMOUNT CHARGED		558. CD INSURANCE		559. DEDUCTIBLE	
560. DATE OF SERVICE MO. DAY YR.		561. PROCEDURE CODE		562. TIMES PERFORMED		563. CHARGE		564. AMOUNT CHARGED		565. CD INSURANCE		566. DEDUCTIBLE	
567. DATE OF SERVICE MO. DAY YR.		568. PROCEDURE CODE		569. TIMES PERFORMED		570. CHARGE		571. AMOUNT CHARGED		572. CD INSURANCE		573. DEDUCTIBLE	
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581. DATE OF SERVICE MO. DAY YR.		582. PROCEDURE CODE		583. TIMES PERFORMED		584. CHARGE		585. AMOUNT CHARGED		586. CD INSURANCE		587. DEDUCTIBLE	
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595. DATE OF SERVICE MO. DAY YR.		596. PROCEDURE CODE		597. TIMES PERFORMED		598. CHARGE		599. AMOUNT CHARGED		600. CD INSURANCE		601. DEDUCTIBLE	
602. DATE OF SERVICE MO. DAY YR.		603. PROCEDURE CODE		604. TIMES PERFORMED		605. CHARGE		606. AMOUNT CHARGED		607. CD INSURANCE		608. DEDUCTIBLE	
609. DATE OF SERVICE MO. DAY YR.		610. PROCEDURE CODE		611. TIMES PERFORMED		612. CHARGE		613. AMOUNT CHARGED		614. CD INSURANCE		615. DEDUCTIBLE	
616. DATE OF SERVICE MO. DAY YR.		617. PROCEDURE CODE		618. TIMES PERFORMED		619. CHARGE		620. AMOUNT CHARGED		621. CD INSURANCE		622. DEDUCTIBLE	
623. DATE OF SERVICE MO. DAY YR.		624. PROCEDURE CODE		625. TIMES PERFORMED		626. CHARGE		627. AMOUNT CHARGED		628. CD INSURANCE		629. DEDUCTIBLE	
630. DATE OF SERVICE MO. DAY YR.		631. PROCEDURE CODE		632. TIMES PERFORMED		633. CHARGE		634. AMOUNT CHARGED		635. CD INSURANCE		636. DEDUCTIBLE	
637. DATE OF SERVICE MO. DAY YR.		638. PROCEDURE CODE		639. TIMES PERFORMED		640. CHARGE		641. AMOUNT CHARGED		642. CD INSURANCE		643. DEDUCTIBLE	
644. DATE OF SERVICE MO. DAY YR.		645. PROCEDURE CODE		646. TIMES PERFORMED		647. CHARGE		648. AMOUNT CHARGED		649. CD INSURANCE		650. DEDUCTIBLE	
651. DATE OF SERVICE MO. DAY YR.		652. PROCEDURE CODE											

Exhibit 2.4.2.2-2


**NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A**

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO. DAY YR. 1 0 0 6 0 8		3. GROUP ID NUMBER 1 0 0 6 0 8		4. LOCATOR CODE 0 0 3		5. SA BRCP CODE 0 0 3		6. CODE Y 8		7. ORIGINAL TRANSACTION CONTROL NUMBER 0 8 2 4 9 1 1 2 3 4 5 6 7 8 0 0	
7. RECIPIENT ID NUMBER A B 1 2 3 4 5 C 0 5 2 0 1 9 9 0		8. DATE OF BIRTH X		9. SEX M F X		10. RECIPIENT NAME - FIRST Jane		11. RECIPIENT NAME - LAST Smith		12. OFFICE ACCOUNT NUMBER (OPTIONAL) A B 1 2 3 4 5		13. OFFICE USE ONLY	
14. DIAGNOSIS CODE 12. PRIMARY 13. SECONDARY		15. EMER. SERVICE Y N		16. POSSIBLE LIABILITY Y N		17. FAMILY PLANNING Y N		18. ACCIDENT CODE Y N		19. PATIENT STATUS Y N		20. EPSDT/OTHER INSURANCE CODE Y N	
21. PLACE OF SERVICE 1 1		22. SERVICE PROVIDER LICENSE NUMBER		23. PROF. CO. 218. NAME		24. ORDERING/REFERRING PROVIDER LICENSE NUMBER 0 1 2 3 4 5 6 7 8 9		25. PROF. CO. 218. NAME		26. SHARED HEALTH FACILITY ONLY		27. SIGNATURE	
28. OTHER ORDERING/ORDERING PROVIDER LICENSE NUMBER		29. PROF. CO. 218. NAME		30. SHARED HEALTH FACILITY ONLY		31. SIGNATURE		32. DIAGNOSIS					

1. DR. DATE OF SERVICE MO. DAY YR.	2. PROCEDURE CODE A 0 1 3 0	3. TIMES PERFORMED 1 3	4. DENTAL SERVICE				5. AMOUNT CHARGED 1 4 3 0	6. MEDICARE				7. OTHER INSURANCE PAID	
			8. TOOTH	9. ICD	10. R	11. L		12. CD INSURANCE	13A. DEDUCTIBLE	13B. CD PAY	13C. PAID		
0 9 0 4 0 8	A 0 1 3 0	1 3				1 4 3 0							
0 9 0 5 0 8	A 0 1 3 0	T N 1 3				1 4 3 0							
		33. CARE MGR		34. TOTALS		35.		36.		37.		38.	

DO NOT STAPLE IN BARCODE AREA



CERTIFICATION  
I CERTIFY THAT THE STATEMENTS ON THE REVERSE SIDE APPLY TO THIS BILL.  
(NO AIR MAILS A PART HEREOF.)

39. SIGNATURE  
James Strong

40. COUNTY

41. DATE  
MO. DAY YR.  
10 06 08

\*Please Print entire county name; codes 1 is the same as that of the provider address entered in the upper left of this form.

EMEDNY - 300281 (01/04)

TRANSPORTATION

**Recipient ID Number (Field 7)****837P Reference: Loop 2010BA NM109**

Enter the Member ID. This information may be obtained from the member's Common Benefit ID Card (CBIC).

**Date of Birth (Field 8)****837P Reference: Loop 2010BA DMG01**

Enter the member's birth date. This information may be obtained from, the CBIC.

**Sex (Field 8A)****837P Reference: Loop 2010BA DMG03**

Place an 'X' in the appropriate box to indicate the member's sex. This information may be obtained from the CBIC.

**Recipient Name (Fields 9 and 9A)****837P Reference: Loop 2010BA NM1**

Enter the member's first name in Field 9 and last name in Field 9A.

**Office Account Number (Optional) (Field 10)****837P Reference: Loop 2300 CLM01**

This field can accommodate up to 20 alphanumeric characters and will be returned on the Remittance Advice.

**Diagnosis Code [Primary/Secondary] (Fields 12 and 12A)****837P Reference: Loop 2300 HI01-2**

For paper claims, leave this field blank.

For electronic claims, this is a required field and R69 may be used when a more specific diagnosis is not available.

**Emergency (Field 13)****837P Reference: Loop 2400 SV109****Ambulance**

Enter an X in the Yes box only when the service is related to an emergency; otherwise leave this field blank.

**Ambulette, Taxis, Day Program, and Livery**

Leave this field blank.

**Possible Disability (Field 13A)**

**837P Reference: Loop 2300 CLM12**

Not applicable to transportation.

**Family Planning (Field 13B)**

**837P Reference: Loop 2400 SV112**

Not applicable to transportation.

**Accident Code (Field 14)**

**837P Reference: Loop 2300 CLM11**

If applicable, enter the appropriate code from the list below to indicate whether the service rendered was for a condition resulting from an accident or a crime.

<b>Code</b>	<b>Description</b>
0/Blank	Not Applicable
1	Auto Accident
2	Employment
3	Another Party Responsible
4	Other Accident

**Patient Status Code (Field 15)**

**837P Reference: N/A**

Not applicable to transportation.

**EPSDT C/THP Code (Field 16)**

**837P Reference: Loop 2300 CRC01**

Not applicable to transportation.

**Recipient Other Insurance Code (Field 17)****837P Reference: Loop 2330B NM109**

Leave this field blank.

**Abortion / Sterilization Code (Field 18)****837P Reference: Loop 2300 HI01-2**

Not applicable to transportation.

**Prior Approval Number (Field 19)****837P Reference: Loop 2300 REF02 when REF01 = G1****Non-Emergency Transportation**

Enter the 11-digit prior authorization number obtained by the ordering provider and assigned for this service by the appropriate agency of the New York State Department of Health. The prior authorization number appears on the Transportation roster. If several service dates and/or procedures need to be claimed and they are covered by different prior approvals, a separate claim form has to be submitted for each prior approval.

**NOTES:**

- *All non-emergency transportation services involving Medicare coverage do not require prior authorization unless the actual service is not covered by Medicare.*
- *For information regarding how to obtain Prior Approval/Prior Authorization for specific services, please refer the Transportation Prior Authorization Guidelines, which can be found at [www.emedny.org](http://www.emedny.org) by clicking on the link to the webpage as follows: [Prior Authorization Guidelines](#).*

**Place of Service Code (Field 20)****837P Reference: Loop 2300 CLM05-1**

Enter the Place of Service. Please note that place of service code is different from Locator Code. Place of Service Codes may be found on the Centers for Medicare and Medicaid Services (CMS) website: [www.cms.gov](http://www.cms.gov).

For non emergency, use code 99.

For emergency, use 41 (land) or 42 (water or air).

**Place of Service Address (Field 20A)**

**837P Reference: Loop 2010AB N3 and N4**

Enter the exact address of the location where the service was performed.

**Service Provider [Medicaid] ID/License Number (Field 21)**

**837P Reference: Loop 2310B NM1 or REF**

**Ambulette Services Only**

Enter the license plate number of the vehicle used for transport in this field as shown in Exhibit 2.4.2-3

**Exhibit 2.4.2-3**

21. SERVICE PROVIDER ID/LICENSE NUMBER														
		N		Y		S		1		2		3		4

**PROF Code [Profession Code - Service Provider] (Field 21A)**

Leave this field blank.

**Name [Service Provider] (Field 21B)**

**837P Reference: Loop 2310B**

Leave this field blank.

**Other Referring/Ordering Provider ID/License Number (Field 22)**

**837P Reference: Loop 2310A**

**Ambulette Services Only**

Enter the nine-character driver's license number of the transport driver in this field as shown in Exhibit 2.4.2-4

**Exhibit 2.4.2-4**

22. OTHER (REFERRING/ORDERING) PROVIDER ID/LICENSE NUMBER																	
	1		2		3		4		5		6		7		8		9

**NOTE:** When reporting an out of state driver's license number with more than nine (9) characters, only the first nine (9) characters should be reported. Exhibit 2.4.2-5 shows an entry where the driver's license is A123456789B. If a driver's license number contains fewer than nine (9) characters, the entry must be right justified and zero-filled to complete the nine (9) characters. Exhibit 2.4.2-6 shows an entry where the driver's license is 3456789.

Exhibit 2.4.2-5

22 OTHER (REFERRING/ORDERING) PROVIDER ID/LICENSE NUMBER								
A	1	2	3	4	5	6	7	8

Exhibit 2.4.2-6

22 OTHER (REFERRING/ORDERING) PROVIDER ID/LICENSE NUMBER								
0	0	3	4	5	6	7	8	9

### PROF CD [Profession Code – Other Referring/Ordering Provider] (Field 22A)

Leave this field blank.

### Name [Other Referring/Ordering Provider] (Field 22B)

Leave this field blank.

### Ordering/Referring Provider ID/License Number (Field 23)

#### Non-Emergency Ambulance, Ambulette, and Livery

Non-emergency transportation services must be ordered by a medical practitioner. Enter the ordering provider's National Provider Identifier (NPI) in this field. This information is provided by the ordering provider and appears on the Transportation Prior Authorization roster.

When providing non-emergency transportation services to a member who is restricted to a primary physician or facility, the NPI of the member's primary physician must be entered in this field. *The license number of the primary physician is not acceptable in this case. If a member is restricted to a facility, the NPI of the practitioner in the facility the member is restricted to must be entered. The NPI of the facility cannot be used.*

#### Emergency Ambulance Services

Leave this field blank.

**Taxi and Day Program**

Leave this field blank except when providing services to a member who is restricted to a primary physician or facility. In such case, the NPI of the member's primary physician must be entered in this field. *The license number of the primary physician is not acceptable in this case. If a member is restricted to a facility, the NPI of the practitioner in the facility the member is restricted to must be entered. The NPI of the facility cannot be used.*

**PROF CD [Profession Code – Ordering/Referring Provider] (Field 23A)**

Leave this field blank.

**Name [Ordering/Referring Provider] (Field 23B)**

**837P Reference: Loop 2310A**

If field 23 was completed, enter the ordering provider's name. Otherwise, leave this field blank.

**Signature (Field 24A)**

**837P Reference: Loop 2300 CLM06**

Leave this field blank.

**Procedure Section: Fields 25 to 32**

The claim form can accommodate up to nine procedures for a single member when all the information in the Header Section of the claim (Fields 1–24B) applies to all the procedures.

**Date of Service (Field 25)**

**837P Reference: Loop 2400 DTP03 when DTP01 = 472**

Enter the date the service was rendered in the format MM/DD/YY.

*NOTE: A service date must be entered for each procedure code listed in Field 26.*

**Procedure Code (Field 26)**

**837P Reference: Loop 2400 SV101-1**

Enter the appropriate five-character Procedure Code in this field.

Enter the two character modifiers as appropriate to the right of the solid line.

Leave the two spaces to the right of the solid line blank as in the sample below. Proper entry of a Procedure Code is shown in Exhibit 2.4.1-3.

## Exhibit 2.4.1-3

28. PROCEDURE CODE				
A	0	1	3	0

*NOTE: Procedure codes, modifiers, definitions, prior approval requirements (if applicable), etc. are available at [www.emedny.org](http://www.emedny.org) by clicking on the link to the webpage as follows: [Transportation Manual](#).*

**Times Performed (Field 27)****837P Reference: Loop 2400 SV104**

If a trip was performed more than one time on the same date of service, enter the number of round trips in this field.

If applicable, enter the number of miles associated with a given transportation service.

**Oral Cavity (Field 28)****837P Reference: N/A**

Not applicable to transportation services.

**Tooth Code (Field 29)****837P Reference: N/A**

Not applicable to transportation services.

**Surface (Field 29A)****837P Reference: Loop N/A**

Not applicable to transportation services.

**Amount Charged (Field 30)****837P Reference: Loop 2400 SV103**

Enter the total amount charged for each service rendered. The amount may not exceed the provider's usual charge. When billing for a round trip, multiply the fee for a one-way trip by two and enter the amount in this field.

If the number of miles was entered in Field 27, enter the charge per mile multiplied by the number of miles.

## Special Instructions for Fields 31, 31A, 31B and 31C

Fields 31, 31A, 31B, and 31C are only applicable if the member is a Medicare beneficiary.

If the provider knows that the service rendered is not covered by Medicare, enter zero in field 31C. Ambulette, Taxi, Day Program, and Livery services are examples of when 0.00 may be entered without first submitting a claim to Medicare.

It is the responsibility of the provider to determine whether Medicare covers the service being billed for. If the service is covered or if the provider does not know if the service is covered, the provider must first submit a claim to Medicare, as Medicaid is always the payer of last resort.

### Medicare Co-Insurance (Field 31)

#### 837P Reference: Loop 2430 CAS

If applicable, enter the Medicare co-insurance amount for the specific procedure.

### Medicare Deductible (Field 31A)

#### 837P Reference: Loop 2430 CAS

If applicable, enter the Medicare deductible amount for the specific procedure.

### Medicare Co-Pay (Field 31B)

#### 837P Reference: Loop 2430 CAS

If applicable, enter the Medicare co-pay amount for the specific procedure.

### Medicare Paid (Field 31C)

#### 837P Reference: Loop 2430 SVD02

If applicable, enter the amount actually paid by Medicare for the specific procedure. If Medicare denied payment, enter 0.00.

*NOTE: If the provider knows that the service rendered is not covered by Medicare, enter 0.00 in field 31C.*

## Other Insurance Paid (Field 32)

### 837P Reference: Loop 2430 SVD02

This field must be completed if the member is covered by insurance other than Medicare. Leave this field blank if the member has no other insurance coverage.

If applicable, enter the amount actually paid by the other insurance carrier in this field.

If the other insurance carrier denied payment, enter 0.00 in this field. Proof of denial of payment must be maintained in the member's billing record.

*NOTE: It is the responsibility of the provider to determine whether the member is covered by other insurance and whether the insurance carrier covers the service being billed for. If the service is covered or if the provider does not know if the service is covered, the provider must submit a claim to the other insurance carrier prior to billing Medicaid, as Medicaid is the payer of last resort.*

## Certification Section: Fields 37 to 38

### Signature (Field 37)

#### 837P Reference: Loop 2300 CLM06

The provider or an authorized representative must sign the claim form. Rubber stamp signatures are not acceptable. Please note that the certification statement is on the back of the form.

### County (Field 37A)

#### 837P Reference: N/A

Enter the name of the county where the claim form is signed. The county may be left blank *only* when the provider's address, entered in Field 1, is within the county where the claim form is signed.

### Date (Field 38)

#### 837P Reference: N/A

Enter the date the provider or an authorized representative signed the claim form. The date should be in the format MM/DD/YY.

*NOTE: In accordance with New York State regulations, claims must be submitted within 90 days of the Date of Service 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 at [www.emedny.org](http://www.emedny.org) by clicking on the link to the webpage as follows: [General Billing](#).*

### 3. Remittance Advice

The Remittance Advice is an electronic, PDF or paper statement issued by eMedNY that contains the status of claim transactions processed by eMedNY during a specific reporting period. Statements contain the following information:

- A listing of all claims (identified by several items of information submitted on the claim) that have entered the computerized processing system during the corresponding cycle
- The status of each claim (denied, paid or pending) after processing
- The eMedNY edits (errors) that resulted in a claim denied or pending
- Subtotals and grand totals of claims and dollar amounts
- Other pertinent financial information such as recoupment, negative balances, etc.

The General Remittance Advice Guidelines contains information on selecting a remittance advice format, remittance sort options, and descriptions of the paper Remittance Advice layout. This document is available at [www.emedny.org](http://www.emedny.org) by clicking: [General Remittance Billing Guidelines](#).

# APPENDIX A CLAIM SAMPLES


The eMedNY Billing Guideline Appendix A: Claim Samples contains images of claims with sample data.

APPROVED

**NYS MEDICAL ASSISTANCE (TITLE XIX) PROGRAM CLAIM FORM A**

1. PROVIDER ID NUMBER 0 1 2 3 4 5 6 7		2. BILLING DATE MO DAY YR 0 9 0 5 0 8		3. GROUP ID NUMBER 0 0 3		4. LOCATION CODE		5. SA ENCP CODE		6. CODE A Y		6A. ORIGINAL TRANSACTION CONTROL NUMBER	
7. RECIPIENT ID NUMBER A B 1 2 3 4 5 C 0 5 2 0 1 9 9 0		8. DATE OF BIRTH X		9. RECIPIENT NAME - FIRST Jane		10. OFFICE ACCOUNT NUMBER (OPTIONAL)		11. OFFICE USE ONLY		12. RECIPIENT NAME - LAST Smith		13. PRIOR APPROVAL NUMBER A B 1 2 3 4 5	
14. DIAGNOSIS CODE 12. PRIMARY 13. SECONDARY		15. EMERGENCY Y N		16. PHYSICIAN PLANNED Y N		17. ACCIDENT CODE		18. PATIENT STATUS CODE		19. EPSDT/CHIP Y N		20. RECIPIENT OTHER INSURANCE CODE	
21. PLACE OF SERVICE 22. SERVICE PROVIDER LICENSE NUMBER 23. OTHER REFERRING/CONSULTING PROVIDER LICENSE NUMBER		24. PROVIDER NAME		25. ORDERING/REFERRING PROVIDER LICENSE NUMBER		26. PROVIDER NAME		27. SHARED HEALTH FACILITY ONLY		28. SIGNATURE		29. ICD-9 CODE	
30. DATE OF SERVICE MO DAY YR		31. PROCEDURE CODE T N		32. TIME PERFORMED M MO D EB L		33. AMOUNT CHARGED		34. CD INSURANCE		35. DEDUCTIBLE		36. CO PAY	
37. CASE MGR		38. TOTALS		39. SA		40. SB		41. SC		42. SD		43. SE	

DO NOT STAPLE IN BARCODE AREA



CERTIFICATION  
I CERTIFY THAT THE STATEMENTS ON THE REVERSE SIDE APPLY TO THIS BILL AND ARE TRUE & CORRECT.

37. SIGNATURE  
James Strong

38. COUNTY

39. DATE  
MO DAY YR  
09 05 08

\*Please print or enter county unless it is the same as that of the provider address entered in the upper left of this form.

EMEDNY - 300201 (01/04)

APPROVED