

## NYS Medicaid Doula Services Benefit Billing Informational Session Part 1: Introduction to Billing September 18, 2024

Office of Health Insurance Programs (NYS Medicaid) Bureau of Maternal and Child Health Policy

# **Billing Informational Session**

Please note that by participating in today's online event, you acknowledge and consent that your personal information (such as name, image) may be visible to others in the live online meeting as well as captured in the recording, which will be posted on our website.



# **Guidelines for Sharing**

- All are invited to speak at designated times
- Please use the "Raise your hand" function to note the desire to speak
- Individuals will be unmuted in order of request, unless they have already spoken, in which case individuals who have not yet spoken will be given priority
- Please keep comments to three minutes or less



# **Goals and Roadmap for Today**

### 10:00-10:05am: Opening

#### 10:05-10:50am: Medicaid Info

- eMedNY and Provider Manual
- Billing Guidance
- Fee Schedule

### 10:50am-11:35am: Billing Info

- Eligibility
- Claim Submission
- Timely Billing

### 11:35-11:55am: Questions

11:55-12:00pm: Closing



# **Doula Services Provider Manual**

- The provider manual provides an overview of the doula services benefit (<u>https://www.emedny.org/ProviderManuals/Doula/PDFS/Doula\_Policy\_Gui</u> <u>delines.pdf</u>) including:
  - Provider guidelines and resources,
  - Enrollment and revalidation requirements,
  - Description of covered services,
  - Billing codes and fee schedule, and
  - Documentation guidance.
- All Medicaid-enrolled doulas are to follow updated guidelines, including those doulas who participated in the doula services pilot.





<u>Note to the provider community:</u> Enrollment in the doula pilot program closed as of 2/28/23. NYS Medicaid has been approved for statewide expansion of the doula services benefit in 2024. For more information on the statewide benefit, please visit the doula services website at <u>New York State Medicaid Doula Services Benefit (ny.gov)</u> or email the doula services team at <u>doulapilot@health.ny.gov</u>.



### Information for All Providers







- Billing Guidelines
  - 📆 General Professional Billing Guidelines
  - 📆 General Remittance Guidelines

All Provider Training Videos

September 2024

Please note that the information in this presentation is current as of September 2024.

Providers should always reference the published provider manual on eMedNY for the most up-todate policy guidance.



## **Provider Manual: Review Before You Begin Billing**

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S	eptember 2024	



# Links and eMedNY Contacts

- Important links and guidance for Medicaid-enrolled doula providers.
- Includes information for enrollment, providers and billing and regulation.
- Multiple pages of information.

September 2024

#### 1 Links and eMedNY Contacts

#### NYS Medicaid Updates

NYS Medicaid Updates are published monthly. Updates to the Doula Services policy may be made periodically and posted on the NYS Medicaid program's Medicaid Update website. NYS Medicaid Updates are available at: health.ny.gov/health\_care/medicaid/program/update/main.htm

#### Provider Communications

Provider communications may periodically be posted on eMedNY's Doula Services Provider Manual website. Please follow the link provided and click on the *Doula Services Provider Communications* icon under "Featured Links" for further information visit: <u>Provider Manuals - Doula (emedny.org)</u>

#### NYS Medicaid FFS Doula Services Fee Schedule

The NYS Medicaid FFS Doula Services Fee Schedules can be found on each of the approved billing provider's Fee Schedules. Fee Schedules can be found in the eMedNY Provider Manuals: <u>Provider Manuals - Doula (emedny.org)</u>

#### NYS Medicaid General Policy Manual – Information for All Providers

General Medicaid Policy information and billing guidance is available at: eMedNY : Provider Manuals : Information For All Providers

#### New York Codes, Rules and Regulations, Title 18 (Social Services)

New York Codes, Rules and Regulations, Title 18 - New York State Department of Health (ny.gov)

New York Codes, Rules and Regulations, Title 10 New York Codes, Rules and Regulations, Title 10 - New York State Department of Health (ny.gov)

#### eMedNY

Doula Services Provider Enrollment: Provider https://www.emedny.org/info/ProviderEnrollment/doular

General eMedNY website: https://www.emedny.org/

eMedNY Phone Number: (800) 343-9000

Provider Enrollment Forms: Provider Enrollment (emedny.org)

Change of Address for Enrolled Providers: <u>Provider Enrollment - Change of Address (emedny.org)</u>

Contact eMedNY for the following: Billing Questions, Remittance Clarification, Request

Provider Policy May 2024 Doula Services



# **Description of Covered Services**

Covered doula services may include:

- Intermittent support that aligns with personal and cultural preferences during the prenatal, childbirth, postpartum and newborn periods, inclusive of all pregnancy outcomes.
- Education, guidance, health navigation, and connections to community-based resources related to childbirth and parenting.
- Development of a birth plan and continuous labor support. Patient-centered advocacy, and physical, emotional and nonmedical support.
- Facilitation of communication between the Medicaid member and medical providers; and
- Discussion of the importance of perinatal and pediatric health services provided by a licensed health provider during pregnancy and labor and delivery, and after pregnancy and the infant's birth.
- Doula services may be provided in the hospital, clinic, or community settings.
- Doula services may be provided during pregnancy, labor and delivery, and after pregnancy, regardless of pregnancy outcome.



# **Description of Covered Services**

The following services are NOT eligible for Medicaid reimbursement under the doula services benefit:

- Medical and healthcare-related services, including case management, that require a license.
- Services outside the level of training and certification the doula has attained.
- Services that duplicate another covered Medicaid service or that are otherwise billed.
- Advocacy for issues not directly related to the Medicaid member's health or social care needs.
- Services that do not include direct engagement with the Medicaid member.
- Group doula services or group classes.
- Childcare.
- Shopping.
- Placenta encapsulation.
- Vaginal steams.
- Still and video photography; and
- Birthing ceremonies.



## **Provision of Doula Services & Telehealth**

### **Provision of Doula Services**

- Doula services are provided on an individual basis with the Medicaid member.
- To qualify for Medicaid reimbursement for perinatal doula services, the service:
  - Must involve a direct interaction with the Medicaid member.
  - Must meet the minimum time frame for the doula service; and
  - Can be administered in-person or via telehealth according to current Medicaid telehealth policy.
- To qualify for Medicaid reimbursement for labor and delivery doula services, the service:
  - Must involve a direct interaction with the Medicaid member; and
  - Must be provided to the Medicaid member in-person except in extenuating circumstances, such as illness, emergency or precipitous birth, in which case the current telehealth policy will apply.

### NYS Medicaid Telehealth Policy:

https://www.health.ny.gov/health\_care/medicaid/redesign/telehealth/index.htm



# **Documentation of the Service**

- In addition to the "Record Keeping Requirements" found in the "Information to All Providers General Policy," guidelines are available on the eMedNY website under 'Information for all Providers'.
- Services must be documented in the record maintained by the doula services provider for the Medicaid member. The Department conducts audits of persons who submit claims for payment under the Medicaid Program, and the Department may seek recovery or restitution if payments were improperly claimed, regardless of whether unacceptable practices have occurred.
- Documentation of doula services provided should include, but may not be limited to:
  - Date, time, and duration/time of service provided to Medicaid members; and
  - Information on the nature of the service provided and that supports the length of time spent with the individual on the date of service.



## **Update: Recommendation for Doula Services**

- Doula services are a preventative health service, and as such, must be recommended by a physician or other licensed practitioner of the healing arts acting within their scope of practice under State law to be eligible for Medicaid reimbursement.
- The doula must obtain a written record of the NYS licensed practitioner's recommendation for the Medicaid member prior to the initiation of doula services.
- The doula must maintain this recommendation in their documentation records for the Medicaid member in compliance with HIPAA standards. (The doula does not need to submit this recommendation as part of their claim.)
- The State Health Commissioner issued a statewide standing order that all New Yorkers who are pregnant, birthing, or postpartum would benefit from receiving doula services.
- With the standing order, Medicaid members no longer need an individual recommendation/order from a healthcare provider for doula services to be covered by Medicaid and doulas do not need to keep a copy of an individual recommendation/order for services rendered on or after June 10, 2024.
- The doula may continue to obtain a written record of the NYS licensed practitioner's recommendation for the Medicaid member prior to the initiation of doula services or use the standing order in place of the individual licensed practitioner recommendation requirement.
- The standing order was authorized for one year and would need to be reissued with each successive Commissioner of Health.
  - Standing order:
    - <u>https://www.health.ny.gov/health\_care/medicaid/program/doula/2024-06\_doula\_standing\_order.htm</u>
  - Individual recommendation form can be found in the Appendix of the provider manual:
    - <u>https://www.emedny.org/ProviderManuals/Doula/PDFS/Doula\_Policy\_Guidelines.pdf</u>



## **General Billing Guidance**

The Medicaid-enrolled doula services provider may be reimbursed for up to eight perinatal visits and one labor and delivery encounter per pregnancy.

### **Billing Providers**

- The doula is the billing provider and will directly enroll as a Medicaid provider.
- The doula does not require supervision.



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# **Perinatal Visits**

- Up to eight perinatal visits per pregnancy are reimbursable.
- Each perinatal visit must be at least 30 minutes of direct interaction with the Medicaid member to be reimbursed.
- Perinatal visits can occur in-person or via telehealth.
- Reimbursement is not available for doula service visits/appointments that are not kept.
- Current NYS Medicaid Telehealth policy will apply to reimbursable perinatal services.



# **Labor and Delivery**

- One Labor & Delivery encounter per pregnancy is reimbursable.
- The Labor & Delivery encounter must involve direct interaction with the Medicaid member.
- A licensed perinatal services provider must be in attendance for the doula to be reimbursed.
- Labor & Delivery doula services are to be provided in-person except in extenuating circumstances such as illness or precipitous birth, in which case the current NYS Medicaid Telehealth policy will apply.



## **General Guidance: Multiple Visits & Balance Billing**

#### **Multiple Visits**

- Multiple visits are not allowed in the same day except for the following instances:
  - A perinatal doula visit occurs early in the day, and a Labor & Delivery doula visit occurs later in the day, or
  - A Labor & Delivery doula encounter occurs early in the day, and a perinatal doula visit occurs later in the day.

#### **Balance Billing**

- Medicaid providers are not allowed to balance bill Medicaid members; reimbursement received through Medicaid is considered payment in full for services rendered. By enrolling in the Medicaid program, a provider agrees to accept payment under the Medicaid program as payment in full for services rendered.
- A provider may not make a private pay agreement with a beneficiary to accept a Medicaid fee for a particular covered service and then provide a different upgraded service (usually a service that is beyond the scope of the Medicaid program) and agree to charge the beneficiary only the difference in fee between two services, in addition to billing Medicaid for the covered service.
- It is an unacceptable practice to knowingly demand or collect any reimbursement in addition to claims made under the Medicaid program, except where permitted by law.



## **Language Interpretation Services**

- Reimbursement is available for language interpretation services, when necessary, which are provided by a third party.
- The Medicaid billing provider will bill Medicaid for the interpreter services and would be responsible for paying the interpreter for services rendered.
- The doula **<u>cannot</u>** bill for interpretation services provided by her/himself.
- To be reimbursed for interpretation services, the service must be provided by an independent thirdparty vendor (e.g., telephonic interpretation service) whose sole function is to provide interpretation services for individuals with limited English proficiency and communication services for people who are deaf and hard of hearing.
- It is recommended that such individuals be recognized by the National Board of Certification for Medical Interpreters (NBCMI).
- The need for this service must also be documented in the medical record.



## Language Interpretation Services, Continued

When billing the NYS Medicaid program for interpretation services, the following code should be used:

HCPCS Procedure Code	Billable Units
T1013	One Unit: Includes a minimum of eight up to 22 minutes of medical language interpreter services.
	Two Units: Includes 23 or more minutes of medical language interpreter services.

For additional information on interpretation services, please visit the following link: <u>https://www.health.ny.gov/health\_care/medicaid/program/update/2012/2012-</u> <u>10.htm#cov</u>



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## **Fee-for-Service Fee Schedule**

Doula Services Healthcare Common Procedure Coding System (HCPCS) Procedure Codes and ICD-10 Diagnosis Codes

HCPCS Code	Diagnosis Code	Code Description	Service Description	Per Pregnancy Allowance
T1032	Z32.2 (prenatal/ pregnancy) or Z32.3 (postpartum)	"Services provided by a doula birth worker"	Perinatal Service: Prenatal or postpartum doula support (minimum of 30 minutes)	Up to and including 8 times
T1033	Z32.2	"Services provided by a doula birth worker, per diem"	Labor and Delivery: In-person doula support during labor and birth (no time minimum, must be present for the birth)	Up to and including 1 time

To see current Fee Schedule, click on fee schedule: <u>https://www.emedny.org/ProviderM</u> <u>anuals/Doula/</u>

MMC Plans are encouraged to match or exceed the FFS rate



## Medicaid Managed Care (MMC) Information

- Doula services will be "carved out" of, or not included in, the MMC plan benefit packages between March 1, 2024 and **December 31, 2024**.
- Effective January 1, 2025, doulas services will be added to the MMC benefit package.
- <u>All</u> Medicaid Members who are enrolled in Medicaid FFS or MMC plans are eligible for Medicaid coverage of doula services as of March 1, 2024. Medicaid FFS will cover the services through Decembers 31, 2024 for Medicaid FFS <u>and</u> MMC members.

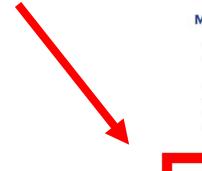
### **Reminders:**

- Doulas must first enroll as Medicaid FFS providers before they can contract with MMC Plan. To enroll: <u>https://www.emedny.org/info/ProviderEnrollment/doula/</u>
- Each MMC Plan will have their own contracting process for doulas.
- Medicaid Doula Services Provider Manual:
  - https://www.emedny.org/ProviderManuals/Doula/PDFS/Doula\_Policy\_Guidelines.pdf



## Medicaid Managed Care Contracting, Continued

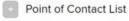
- To see which Medicaid Managed Care Plans operate in each NYS county, visit this website and view the report for the current year and month:
  - https://www.health.ny.gov/health\_care/managed\_care/reports/enrollment/monthly/
- The Medicaid Office has compiled a list of points of contact at each MMC plan for doulas on the Doula Services website:
  - https://www.health.ny.gov/health\_care/medicaid/program/doula/directory/directory.htm



#### Medicaid Managed Care

- Doula services will be carved out of the MMC plan benefit packages from March 1, 2024, through December 31, 2024.
- All Medicaid Members who are enrolled in FFS or MMC plans are eligible for Medicaid coverage of doula services during and after the MMC carve out.
- · Doulas must first enroll with FFS in Medicaid before they can contract with MMC Plans
- Each MMC Plan will have their own contracting process for doulas.
- · More guidance about the Carve-Out can be found in the Provider Manual (external link)
- To see which Medicaid Managed Care Plans operate in each NYS county, visit the Medicaid Managed Care Enrollment Reports webpage and view the report for the current year and month.

a list of points of contact at each MMC plan for doulas. Please see the table in the dropdown tab below.





# What happens after the carve-in if a doula is already working with a MMC member prior to Jan. 1, 2025?

From the Doula Services Provider Manual:

Effective January 1, 2025, covered doula services will be added to the MMC benefit package, and reimbursable by MMC plans. When the carve out period has ended (January 1, 2025, and after):

- If a MMC member is receiving services prior to January 1, 2025, MMC plans are required to cover the doula services and continue the Medicaid FFS equivalent until 12 months after the end of the pregnancy, regardless of pregnancy outcome.
  - The doula is required to begin billing the MMC member's plan for dates of service on or after January 1, 2025.
  - The MMC plan is required to ensure continuity of care for these services for their members, even if the doula is not contracted with the MMC plan as of January 1, 2025. Note: This only applies if the MMC member was receiving services from the billing doula prior to January 1, 2025.
  - The plan will reimburse no less than the FFS equivalent until 12 months after the end of the pregnancy, regardless of pregnancy outcome.
- If a MMC member has not received services prior to January 1, 2025, doula services will be reimbursed by the MMC plan only if:
  - o The doula is enrolled as an FFS provider,
  - o The doula has contracted with the individual MMC plan in which the MMC member is enrolled, and
  - $\circ~$  The doula is billing the MMC plan.



## **Billing Guidance for all Providers**





## **Medicaid Partners**

- > New York State Department of Health (NYSDOH)
- > Office of the Medicaid Inspector General (OMIG)
- GDIT eMedNY
- County Department of Social Services (DSS) NYC Human Resources Administration (HRA)
- New York State of Health
- Managed Care Plans
- Providers





## **New York State Department of Health**

- > Responsibilities
  - Medicaid policy
  - Procedure codes
  - Required claim documentation
  - Fees and Rates

- Prior Approvals
- Fraud and Abuse
- Over two year claims procedures
- Provider enrollment

Website www.health.ny.gov





## Office of the Medicaid Inspector General (OMIG)

## ➢ Responsibilities

• Surveillance and monitoring of fraud and abuse

- > Website and Phone Contact :
  - Website: <u>www.omig.ny.gov</u>
  - **Telephone**: (877) 87-FRAUD





## **GDIT - eMedNY**

## Responsibilities

- Processing Medicaid claims
- Provider Manuals
- Remittance statements and checks
- Electronic Fund Transfer
- Billing inquiries & guidelines
- Provider training

- Electronic Transmitter Identification Numbers (ETIN)
- ePACES (Electronic Provider Assisted Claim Entry System)
- Provider Enrollment Maintenance (Fee-for-Service)
- Medicaid Eligibility Verification System (MEVS)

## Contact

eMedNY Provider Services – (800) 343-9000

Website - www.emedny.org





### County Department of Social Services (DSS) NYC Human Resources Administration (HRA)

## Responsibilities

- Recipient enrollment and eligibility
- Excess recipient income (participation spend-down)
- Temporary ID cards
- Some prior approvals/authorizations
- Medicaid managed care plan concerns

<u>https://www.emedny.org/ProviderManuals/AllProviders/PDFS/</u> Information\_for\_All\_Providers-Inquiry.pdf





## New York State of Health (NYSoH)

- > NYS Health Benefit Exchange
  - Health Plan Marketplace
  - Created by the Affordable Care Act
  - Medicaid recipient enrollment and eligibility for select populations
  - County/Office code "H78" identifies clients that have been enrolled through NYSoH
  - Phone inquiries pertaining to eligibility from the NYS Health Benefit Exchange contact 855-355-5777





## **Managed Care Plans**

## > Responsibilities

- Contract with providers
- Covered services
- Plan procedures
- Referral process
- Recipient education
- Maintenance of records

- Website and Phone Contact:
  - Refer to: 'Information for All Providers', Managed Care Information Section of the Provider Manual for plan codes and telephone numbers.

https://www.emedny.org/ProviderManuals/AllProviders/index.aspx#mcparty





## **Providers**

## Responsibilities

- Verify eligibility via Medicaid Eligibility Verification System (MEVS)
- Timely submission of claims
- Retain appropriate medical record data
- Be compliant with HIPAA guidelines
- Obtain and Register NPI
- Follow NYS Medicaid rules and regulations
- Review the monthly NYSDOH Medicaid Update
- Refer frequently to eMedNY website for updated info
- Refer frequently to the DOH Doula website for updated info

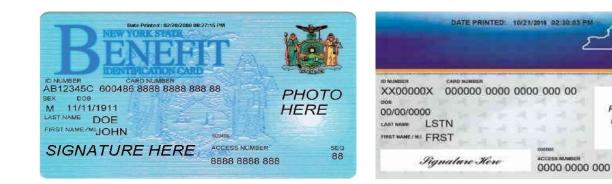




### **Medicaid Benefit Identification: CARDS/FORMS**

Medicaid Benefit Identification Cards and Forms with which you will need to become familiar are:

- Permanent plastic photo card
- Permanent plastic non-photo card
- Replacement paper card
- Temporary Medicaid Authorization Form, DSS-2831A





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## **Medicaid Eligibility Verification System - MEVS**

- > Methods for checking eligibility
  - **ePACES**: Free Internet based application
  - Audio Response Unit:(touch-tone telephone method) 1 800-997-1111
  - Alternate access: Batch and Real-time 270/271 Eligibility Inquiry & Response

Eligibility verification is necessary to avoid risk of receiving no payment





## **Determining Enrollee Status**

- > Eligibility verification is critical for payer Identification
  - Medicaid Fee-for-Service -or-
  - Managed Care Organization (MCO)
- MEVS communicates Medicaid and MCO eligibility and plan information including:
  - Recipient eligibility status
  - Plan Information
  - Plan Name
  - Plan Address
  - Plan Phone Number
  - Plan Code

MEVS communicates recipient demographic information including address





### **MEVS Provider Manual**



The following information is not part of your provider manual. However, it may be useful information, and is placed here for your convenience. (When changes are made to this document, the former version will be archived and can be retrieved by clicking on the archive link.)

#### **MEVS** Documentation

MEVS/DVS Provider Manual (PDF 952KB) Version 4.44, February 2024

This manual replaces MEVS/DVS Provider Manual dated December 2022.

MEVS / DVS Provider Manual Archive

#### **Supplemental Documentation**

FTP Batch Procedure Instructions (PDF 149KB)

This document contains information pertaining to access methods, obtaining access, file preparation procedures, and links to file format specifications in eMedNY's Companion Guides.





## **MEVS Provider Manual**

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#### ePACES – Eligibility Request

Claims ••• New Claim	New Eligibility Request		
•••• <u>Find Claims</u> •••• <u>Real Time Responses</u>			* Indicates required field(s)
Build Claim Batch	<ul> <li>Client ID</li> </ul>		Client Information
•••• <u>Submit Claim Batches</u> •••• <u>Status Inquiry</u>	* Enter Client ID:		*First Name: *Last Name:
*** <u>Status Responses</u>			
Eligibility			Date Of Birth: mm/dd/yyyy
*** Request		OR	*SSN:
*** <u>Responses</u>			OR
PA/DVS DEDDD			
Initial Request Revise/Cancel Request			County Code:
*** <u>Responses</u>			*Gender: Male V
*** Image Upload			
*** PA Roster	Ordering/Referring Provider	NPI:	
•••• PA Roster Downloads	*Date of Serv	vico:	
Support Files	Date of Serv	vice.	
*** Provider	*Service Types		
••• <u>Other Payer</u> ••• <u>Submitter</u>	Available for submission: Filter	5	Selected for submission:
User Admin	1 - Medical Care	+	30 - Health Benefit Plan Coverage
*** <u>Add/Edit Users</u>	2 - Surgical		
	3 - Consultation	₩	
	4 - Diagnostic X-Ray		
	5 - Diagnostic Lab		
	6 - Radiation Therapy		
	7 - Anesthesia		
	8 - Surgical Assistance		
	9 - Other Medical		
eMedNY			🖸 Submit 🚺 Clear



#### ePACES – Eligibility Response Examples

Client ID: Gender:	LL11111X M	Client Name: SSN:	DOE, JOHN	
Date of Birth:	4/26/1987	Address 1:	ADDRESS LINE 1	
Anniversary Date: Recertification: County:	1/01/2024 December Nassau	Address 2: City, State Zip: Office:	CITY, STATE ZIP	
Date of Service:	9/04/2024	Plan Date:	1/01/2024	

#### Medicaid Eligibility Information:

Not MA Eligible





#### ePACES – Eligibility Response Examples

Client Information:			
Client ID: Gender:	LL11111X M	Client Name: SSN:	DOE, JOHN
Gender: Date of Birth: Anniversary Date: Recertification:	<b>4/26/1987</b> 1/01/2024	Address 1: Address 2:	ADDRESS LINE 1
Recertification: County:	December Nassau	City, State Zip: Office:	CITY, STATE ZIP
Date of Service:	9/04/2024	Plan Date:	1/01/2024

	ay Remaining:	\$50.00	
overe Code	d Services Description		
AG	Skilled Nursing Care		
AL.	Vision (Optometry)	Standard	
ин	Mental Health	Service Ty	ре Со-рау
JC	Urgent Care	Clinic	\$3.00
L	Medical Care	X-Ray	\$1.00
35	Dental Care	Lab	\$0.50
1	Diagnostic X-Ray		\$25.00
17	Hospital	Inpatient	
18	Hospital - Inpatient	OTC	\$0.50
5	Diagnostic Lab	Brand Dru	g \$3.00
50	Hospital - Outpatient	Generic	\$1.00
86	Emergency Services		
8	Pharmacy		
98	Professional (Physician) Visit - Office		





#### ePACES – Eligibility Response Examples

Client ID:	LL11111X	Client Name:	DOE, JOHN
Gender:	M	SSN:	
Date of Birth:	4/26/1987	Address 1:	ADDRESS LINE 1
Anniversary Date:	1/01/2024	Address 2:	
Recertification:	December	City, State Zip:	CITY, STATE ZIP
County:	Nassau	Office:	
Date of Service:	9/04/2024	Plan Date:	1/01/2024

	Services	
Code I	Security in a	
	Description	
32 1	Family Planning	
38	Pharmacy	
edicaid	l Managed Care:	
an nam	e: UNITED HEALTHCARE OF NY INC	
	e: UNITED HEALTHCARE OF NY INC 77 WATER STREET 14TH	
an nam	e: UNITED HEALTHCARE OF NY INC	
I M	lanaged Care:	

eMedNY



# **Claim Submission**

- Claim Adjudication Cycle
  - Weekly cycle processing
    - Monday 6:00 PM cut-off time
    - Check & Remit prepared the following Monday
    - Checks & Paper remits are mailed 2 weeks and 2 days from check date
    - Electronic Funds Transfer (EFT) funds are available
       2 weeks and 2 days from check date





- Paper eMedNY-150003 Form
  - Claim forms may be requested at: eMedNY Call Center – 800-343-9000
- Electronically
  - ePACES (electronic Provider Assisted Claim Entry System)
  - HIPAA Compliant Software (837 Professional)

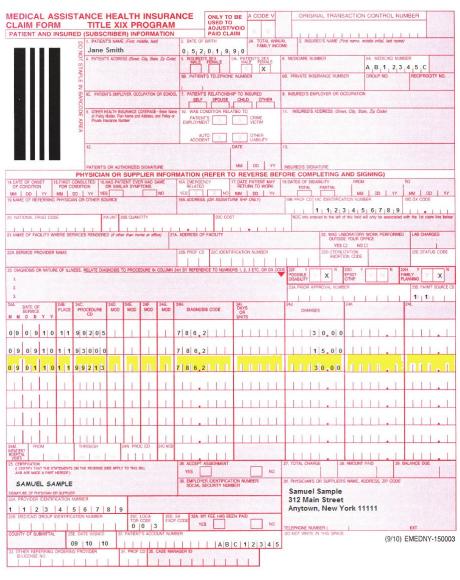




#### Paper Claim Form: eMedNY-150003

Instructions are available in the provider manual

*e*Med**N** 

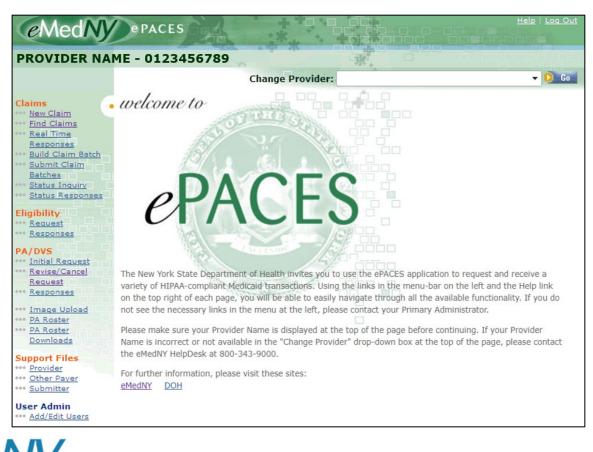




## Electronically

• ePACES

eN



- Free web-based application
- Verify member eligibility
- Submit claims
- Check claim status



- Electronically
  - ePACES enrollment
    - Contact the eMedNY Call Center at 800-343-9000
    - Select Option 2 for ePACES Enrollment
    - An email containing a Token number will be sent to you
    - Reply to the email as instructed
    - Another email will instruct you to activate your account by going to <u>https://www.emedny.org/enroll</u>





Electronically

e

- ePACES enrollment (continued)
  - Enter your NPI and Token
  - Check the box indicating you have read and agree to the Medicaid confidentiality regulations
  - Click Agree/Login

•• ePACES Activation

Welcome to the ePACES Activation website. First time users please enter your provider number and token. After you receive your user ID and password, please use these to access this system.							
If any of this information is unavailable please contact Provider Services at 1-800-343-9000.							
*Provider Number:     OR     Token:     I have read and I agree to the Medicaid Confidentiality Regu	User ID: Password:						
View Medicaid Confidentiality Regulations.							
O Agree / Login							

\*Enter either your NPI or MMIS ID

https://www.emedny.org/HIPAA/QuickRefDocs/ePACES-Enrollment\_Overview.pdf



- To send or receive electronic claim information providers need the following:
  - ETIN (Electronic Transmitter Identification Number)
  - Certification Statement updated annually
  - Trading Partner Agreement
  - User ID and Password
  - Electronic Remittance/PDF Remittance Request Form (to receive 835 or PDF remittance)

Forms are available at - <u>https://www.emedny.org/info/ProviderEnrollment</u>





# **Electronic Payment/Responses**

### EFT – Electronic Funds Transfer

• Funds deposited directly to checking or savings account

### > PDF Remittance Advice

 PDF version of the paper remittance delivered electronically to eXchange

#### Electronic Remittance Advice

• HIPAA compliant 835 formats that require software to interpret

Note: Medicaid requires all billing providers to register for EFT and ERA or PDF remittances.





## **Sample Paper/PDF Remittance Advice**

PAGE 03 DATE 08/06/07 CYCLE 1563



TO: ABC PRACTITIONER 123 MAIN STREET ANYTOWN, NEW YORK 11111 

LN. NO	OFFICE ACCOUNT NUMBER	CLIENT NAME	CLIENT ID NUMBER	TCN	DATE OF PRO	50 - S.A. (1994) 1994	CHARGED	PAID	STATUS	ERRORS
01	CPXXXXXX	LASTNAME	LL#####L	#######################################	MM/DD/YY 9110	5 1.000	14.30	14.30	PAID	
02	CPXXXXXX	LASTNAME	LL#####L	#####-#################################	MM/DD/YY 9084	5 1.000	14.30	14.30	PAID	
01	CPXXXXXX	LASTNAME	LL#####L	<del>####</del> - <del>#################</del>	MM/DD/YY 9922	1.000	52.80	52.80	PAID	
01 01	CPXXXXXX	LASTNAME	LL#####	<del>####################</del>	MM/DD/YY 9911 9928	1.000	66.00 17.60	66.00	PAID	ORIGINAL
the second	CPXXXXXX	LASTNAME	LL#####L	<del>####################</del>	MM/DD/YY			17.60-		CLAIM PAID MM/DD/YY
01	CPXXXXXX	LASTNAME	LL#####	<del>#####################################</del>	MM/DD/YY 9928	1.000	14.30	14.00	ADJT	

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

TOTAL AMOUNT ORIGINAL CLAIMS	PAID	147.40	NUMBER OF CLAIMS	4
NET AMOUNT ADJUSTMENTS	PAID	3.60	- NUMBER OF CLAIMS	1
NET AMOUNT VOIDS	PAID	0.00	NUMBER OF CLAIMS	0
NET AMOUNT VOIDS - ADJUSTS		3.60	- NUMBER OF CLAIMS	1





# **Timely Claim Submission**

- Initially submit claims within 90 days of the date of service to be valid and enforceable, unless the claim is delayed due to circumstances outside the control of the provider.
- Claims submitted after 90 days must be submitted within 30 days from the time submission came within the control of the provider.
- If a claim is returned to a provider due to data insufficiency or claiming errors (rejected or denied), it must be corrected and resubmitted within 60 days of the date of notification to the provider.





# **Timely Claim Submission**

- In addition, paid claims requiring correction or resubmission must be submitted as adjustments to the paid claim within 60 days of the date of notification.
- In most cases adjustments, rather than voids, must be billed to correct a paid claim.
- Claims not correctly resubmitted within 60 days, or those continuing to not be payable after the second resubmission, are neither valid nor enforceable.





## **Timely Claim Submission (Continued)**

- Delay Reason Code Form submit with claims containing dates of service over 90-days old
- Submit one Delay Reason Code Form with each late claim form
- Refer to the Timely Billing Guidelines in the Information for All Providers section of Provider Manual or in the Information Tab of www.emedny.org

*e*Med**N** 

	eMed	NY Delay Reason Code	Form	<i>e</i> Med <b>N</b>
eMedNY PO Box 4601 Rensselaer, NY	12144-4601	Expedited / Priority Shipping: eMedNY 327 Columbia Tumpike ATTN: Box 4601 Rensselaer, NY 12144	Client Identification Number: Date(s) of Service:	
The attached cla is (Enter 'X' in b			nit has expired. The reason for k	ate submission
1	Proof of eligib	ility unknown or unavailable		
2	Litigation (inc	ude supporting documentation)	)	
3	Authorization	Delays (include supporting doc	umentation)	
4	Delay in Certi	fying Provider		
5	Delay in Supp	lying Billing Forms (applies to p	paper claims only)	
		lying Custom-made Appliances will deny a code value of "6". **	** NYS Medicaid does not acce	pt this reason
7	Third Party Pr	ocessing Delay (include EOMB	0	
8	Delay in Eligit	sility Determination		
9		Rejected or Denied due to a re action Control Number (TCN)	eason unrelated to the billing lim of original claim:	itation rules
10		Delay in the Prior Approval Pr approval number:	DC655	
11	Other (select	one)		
(	🔵 (A) Adjust	ment of Paid Claim		
	- fill in o	riginal TCN:		
(	) (B) Audit [	Directed Replacement of Voideo	d Claim	
	- fill in v	oided claim TCN:		
(	(C) Provid	er Initiated Replacement of Voi	ded Claim	
	-	oided claim TCN:		
(			renatal care claims because del	wery
	-	med by a different practitioner	0	and all los have
		l was reversed on appeal - fill in	eview Organization previously de n original TCN:	mied claim but
15	Natural Disas	ter (include supporting docume	ntation)	
Sincerely,				
Name:			_	
Title:			_	
Refer to your Prov	vider Manual, G	eneral Billing section for more infor	mation on the timely submission of	daims.
				2

NEW YORK

STATE

Department

of Health

## **Timely Claim Submission (Continued)**

#### > 90-Day Indicator for Electronic Claims (HIPAA Compliant)

- 1 = Proof of eligibility unknown or unavailable
- 2 = Litigation
- 3 = Authorized delays
- 4 = Delay in certifying provider
- 6 = Delay in supplying custom made appliances \*
- 7 = Third party processing delay
- 8 = Delay in eligibility determination
- 9 = Original claim rejected or denied due to a reason unrelated to the billing limitation rules
- 10 = Administration delay in the prior authorization process
- 11 = Other (IPRO denial reversal, interrupted maternity care & adjustments of paid claims)
- 15 = Natural Disaster
- \* eMedNY will deny code 6





### eMedNY ListServ

#### eMedNY LISTSERV®

Welcome to the eMedNY LISTSERV®. The eMedNY LISTSERV® is a new Medicaid mailing system that offers providers, vendors and other subscribers the opportunity to receive a variety of notifications from eMedNY. The email notifications are provided as a free service to subscribers and may include information on provider manual updates, fee schedules, edit status changes, billing requirements and many other helpful notices. Notifications will be sent as necessary to keep subscribers informed and up to date about eMedNY/Medicaid initiatives and changes that may impact the provider community.

#### To subscribe or unsubscribe, please choose the list(s) you want, enter and confirm your email address below (scroll down), and then click the "SUBMIT" button.

You may subscribe to as many lists as you would like.

(After clicking Submit, your request will be processed and you will be presented a page listing all of the lists you have requested to subscribe and/or unsubscribe to. Please only click Submit once or this will generate multiple request emails. If you are not presented the page that displays the listing of all mailing lists, please <u>contact us</u>.)

Overview Category	<b>√</b> Subscribe	XUnsubscribe	
eMedNY General Updates			Archives
ePACES			Archives
PTAR			Archives

	Archives
	Archives
	Image:



https://www.emedny.org/Listserv/eMedNY\_Email\_Alert\_System.aspx



### **NYS Medicaid Update Newsletter**



Special Edition COVID-19	Provider Directory	Search Functions	
sues <u>COVID-19 Special Edition</u> <u>Publications</u> urrent Issue: February 2024	<ul> <li><u>Current Provider Directory</u></li> <li>For historical Provider Directory listings, please find the section in most archived PDF file verion issues.</li> </ul>	1. Recommended: The <b>"Search</b> All Medicaid Update Issues" box at the top of this page performs a search of <i>any</i> words used within <i>only</i> <i>Medicaid Update</i> articles.	
<u>Web version</u>	Editor's Office	Search results are a combination of closeness-of-	
<ul> <li>Interactive PDF version</li> <li>Printer-Ready PDF version</li> </ul>	Comments and Suggestions	match and recency of posting.	
Archived Issues	Regarding this publication or website? Readers can contact the editor, Angela Lince, at medicaidupdate@health.ny.gov.	2. The categories in <b>"Medicaid</b> <b>Update Topics A to Z"</b> present articles that have been grouped over time through renaming or expansion.	
019, 2018, 2017, 2016, 2015, 014, 2013, 2012, 2011, 2010, 009, 2008, 2007, 2006, 2005, 004, 2003, 2002, 2001, 2000 or 99	• Each new issue of the Medicaid Update Newsletter is announced via email using the Medicaid Update LISTSERV. If readers want to sign up for the Medicaid Update LISTSERV, please email the request to: medicaidupdate@health.ny.gov.	3. For a quick search of article titles, readers can open the entire article list by selecting the "DOH Medicaid Update Index - A to Z" web page (to which the topics are linked) and then performing a Windows " "Find" by striking Ctrl-F on the keyboard or by menu in the browser of their choice.	



https://www.health.ny.gov/health\_care/medicaid/program/update/main.htm



### eMedNY Provider Training Calendar

=SEMINARS	=WEBINARS	Hide Closed Sessions	View	rs: 🔟 🔲 Ħ	
+	September 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
2	3	4	5	<u>6</u>	
9	<u>10</u>	ш	12	<u>13</u>	
16 <u>ePACES for</u> <u>Physician</u> 1:30 PM - 3:30 PM REGISTER •	<u>17</u> New Provider / New Biller 1:30 PM - 3:30 PM REGISTER ()	<u>18</u>	19 Medicaid Eligibility Verification System (MEVS) 10:30 AM - 12:00 PM REGISTER •	<u>20</u>	
23 ePACES for Doula 10:30 AM - 12:00 PM REGISTER ()	24 ePACES for Dental 1:30 PM - 3:30 PM REGISTER >	25 ePACES for Private Duty Nursing 10:30 AM - 12:30 PM REGISTER •	<u>26</u>	<u>27</u>	

https://www.emedny.org/training





# **For Billing Questions**

#### eMedNY Contacts

This page provides important eMedNY contact information. If you find any information or links on this web site to be inaccurate, please use the form below to let us know.

#### eMedNY Call Center: 1-800-343-9000

September 2024

Please fill out the following fields in order to provide us with the information we need to assist you and improve our offerings. If you prefer not to use this form, you may use any of the other contact information listed on this page to get in touch with us.

	eMedNY Contact Form		
Topic: *	General		
Title:	Odr. Omr. Oms. Omrs.		
First Name: *			
Last Name: *			
Phone Number: *			
Email: *			
Provider ID Number:			
License Number:			
State:	New York		
Subject: *			
Message: *			
I certify that I have <u>NOT</u> entered in any Protected Health Information (PHI) or Personally Identifiable Information (PII)			

#### Website:

- <u>https://www.emedny.org/contacts/</u> <u>emedny.aspx</u>
- Call number and contact form available



# **Upcoming Town Hall Dates**

Town Hall Meeting Dates			
October 8, 2024	• Town Halls are scheduled for the second		
November 12, 2024	Tuesday of every month from 10am-12pm.		
December 10, 2024	Town Hall engagements may be reduced		
January 14, 2025	based on need for discussion.		
February 11, 2025	Additional meetings to support provider		
March 11, 2025	enrollment and billing will continue to be added.		

REGISTER FOR SESSIONS HERE: https://www.health.ny.gov/doula

\*Attendance at all support sessions is voluntary.



# **Closing Remarks and Next Steps**

You may continue to share input after today's event via email and request to be added to the listserv doulapilot@health.ny.gov.

Note: The general email address for Maternal and Child Health policy is <u>MaternalAndChild.HealthPolicy@health.ny.gov</u>.

For more information on the Doula Services benefit, visit https://health.ny.gov/doula

To enroll as a NYS Medicaid Doula Services Provider, visit <a href="https://www.emedny.org/info/ProviderEnrollment/doula/">https://www.emedny.org/info/ProviderEnrollment/doula/</a>

# Thank you for participating.

September 2024

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# **End Presentation**



September 2024