



**New York State Department of Health
New York Early Intervention System (NYEIS) Electronic Mailing List**

Billing and Claiming Address for Payment Purposes

Dear Colleague:

NYEIS Version 2.1 will be released tonight, Monday, April 15, 2013. This version includes the functionality to allow certain provider users (provider all, provider fiscal users) to create and update a "Billing and Claiming" address. This information is vital in order for provider payments to be processed properly.

A "Billing and Claiming" address will be used on claims for submission to Medicaid and Commercial Insurance. This address is also used as the mailing address for checks to be routed. **It is extremely important that providers create a "Billing and Claiming" address that formats and conforms to USPS standards. The standards include a 9 digit zip code. If this information is not correct, there will be a delay in payment. It is important that this address be added and be correct in NYEIS immediately after Version 2.1 is released.**

To ensure the address conforms to USPS standards, go to www.usps.com and type in the address in the look up zip code option on the main page. Examples of addresses that do not conform include: missing apartment number (should be Apt 3), abbreviated city (eg., Bx should Bronx, etc.), abbreviated street addresses (eg., EGH Exp), missing street designation (eg., St, Blvd, Rd), names of streets or cities not recognized by the post office (rural routes should be confirmed), however, this is not a comprehensive list of address issues.

To create this address:

- Navigate to your provider homepage
- Select the Addresses link
- Select the New Button
- Ensure the Type is "Billing and Claiming" (there will be other address types listed, but you will receive an error if any other type is selected)
- Enter the from date (initially ok to use 4/1/2013), enter the correct address which **MUST** conform to USPS standards and include a 9 digit zip code - if not, this may jeopardize payment

Additionally, providers have the ability to create and update an e-mail address. **It is important that providers have an up to date and accurate e-mail address on file in NYEIS or this may result in a payment delay. This should be the providers primary e-**

mail address where information and communication from the Interim State Fiscal Agent will be sent.

To create or update e-mail address:

- Navigate to your provider homepage
- Select the E-mail Addresses link
- Select the New Button (if there is no address)
- Enter an e-mail address, type as business, a from date and select the "Primary" check box and save
- To update an existing address, select the Update link next to the address that needs to be updated
- Enter an e-mail address, type as business, a from date and select the "Primary" check box and save

If you have questions or need further information regarding NYEIS, please contact the NYEIS help desk at nyeis@cma.com or 518-640-8390.

Please do not reply to this e-mail announcement.

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