

New Service Provider Fact Sheet:

The following information will help prepare new and repeat users to better navigate EIBilling.com.

EIBilling Login and Password:

To use the EIBilling.com site, EI Service Providers must be an approved Early Intervention Provider who has entered into a Provider Agreement with the New York State Bureau of Early Intervention (BEI). The agreement must contain Appendix 1, which allows the Provider to bill the municipality for EI services. Once a Provider has entered into an Agreement containing Appendix 1, the State Fiscal Agent (SFA) will send the Provider a username and temporary password to EIBilling.com. For Providers with more than one user, the main username for each Provider will be their billing National Provider Identifier (NPI).

Medicaid:

Providers are required to seek Medicaid reimbursement before they will receive payment from the escrow account for children enrolled in Medicaid. For Medicaid billing to take place, Providers must be enrolled with Medicaid as Early Intervention Billing Providers. To complete this process, the Provider must complete and submit the New York State Medicaid Enrollment Form for Early Intervention Billing Providers. Once this has been completed, the Provider will receive a letter informing them if their enrollment has been approved. The Provider will also receive a letter informing them of the rate codes and amounts that have been added to their Medicaid provider file. Once enrolled in Medicaid, the Provider must also complete and submit a Certification Statement form. This form associates the Provider's NPI with the SFA's Electronic Transmitter Identification Number (ETIN). Once this is done, the SFA can submit claims to Medicaid for processing. If a Provider has questions about completing the enrollment form they can contact the Medicaid's fiscal agent at 800-343-9000. Other questions should be directed to the Early Intervention Program at 518-473-7016.

For claims that are denied by Medicaid, ***only non-workable denials*** will be paid from the escrow account.

When enrolled in Medicaid, the Provider should utilize the same NPI number that was provided as part of the initial BEI Provider approval. If for any reason, a provider wants to change their NPI number, the Provider must make sure that the NPI number as an EI Provider matches the NPI number used to enroll in Medicaid. If a Provider does not have an NPI, the Provider will need to obtain a new NPI number and update the taxonomy; instructions are at:

<https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html#making-changes-online>.

For additional information on the ETIN forms please visit:

<https://kb.prod.nyeihub.com/KB/a64/emedny-etin-certification-forms.aspx?KBSearchID=74833>

Required Information for Claiming:

It is important to have the following information related to each claim to process:

Billing Provider Name and NPI	Service Auth #	Date of Submittal
Rendering Provider's Name and NPI	CPT/HCPCS Code	Child CIN Number or Policy ID(s)
Referring Provider's Name and NPI	ICD10	Child Name
Parents' Names	DOS	Child Date of Birth
Insurance Company(ies)	County	Unit(s)

Training Before Claiming:

It is strongly recommended that first-time users, at a minimum, view the following training webinars and videos before attempting to utilize EIBilling. They can be found on the Training page in the drop-down navigation bar on the EIBilling.com home page.

- Please note due to the institution of Covered Lives, "Subrogation" is no longer utilized.
- Please see the link in this fact sheet for NPPES for NPI updates
- CMA website no longer being utilized.

<u>Webinars:</u>
New York Early Intervention Provider Training 101
New York Early Intervention Provider Training 102
Timely Claims Submission Requirements – Slide Deck
Timely Claim Submission Requirements

For additional training, email: NYEITraining@PCGUS.com

Provider Pages:

When logging on to the EIBilling individual Provider home page Providers will see a navigation menu bar with the following navigation items:

Home:	The public www.EIBilling.com	My Dashboard:	Provider welcome and summary
Maintenance:	Pages for maintaining Provider information	Claiming:	Pages used to monitor and facilitate the processing of claims. Providers can adjust or correct information for workable claims.
My Profile:	Page for Provider to change username and password.	Reports:	Pages containing data providers can utilize in tracking and reconciling claims.
Knowledge Base:	Access to detailed information as well as help articles on various topics.	Log out:	To log out of the system.

Before starting the claiming process, it is recommended that Providers make sure that their profile data is correct in EIBilling. If it is not and it is a fillable field, please correct it. If it is not a fillable field, the Provider will need to contact the SFA Customer Service Center to have the information corrected. If the SFA cannot correct the data, the Provider may need to contact the BEI provider unit.

To File a Claim – NYEIS:

For those children whose records reside in NYEIS, Providers will continue to submit bills for Early Intervention services rendered in NYEIS either online or through 837 batch file transmissions. Where applicable, Provider claims will be routed to Medicaid or to Escrow by the SFA on behalf of the provider. Providers will receive payments directly from Medicaid or Escrow.

Accuracy of NYEIS and eMedNY data:

Since much of the data that Providers give to Medicaid may be information that is passed through the system from NYEIS and may be checked against eMedNY, it is important to make sure that the data in all three systems is correct and matches. This will lead to shorter payment cycles. Although the SFA will work with stakeholders to find and correct errors, Providers should also be diligent in the accurate submission of data.

Important Acronyms:

BEI: Bureau of Early Intervention	MCD: Medicaid
CI: Commercial Insurance	NPI: National Provider Identifier
CIN: Child Identification Number	NYEIS: New York Early Intervention System
DFS: Department of Financial Services	OPWDD: Office for People With Developmental Disabilities
EFT: Electronic Funds Transfer	PHL: Public Health Law
EIP: Early Intervention Program	SC: Service Coordinator
EIO/D: Early Intervention Official/Designee	SDOH: New York State Department of Health DOH: New York Department of Health
ETIN: Electronic Transmitter Identification #	SFA: State Fiscal Agent
IFSP: Individualized Family Service Plan	