

Tips to Prevent Rejection of Certification Forms-New York Medicaid

May 31, 2018

New York Medicaid policy requires that each provider annually recertify their Electronic Transmitter Identification Number (ETIN). If the certification is not renewed annually, claims and other transactions will be rejected after ETIN the decertification date.

During each 12-month period, eMedNY distributes two renewal notices accompanied by a preprinted Certification Statement with the provider and ETIN information listed on the form. The first notice is sent 45 days prior to the date the yearly decertification will take place, and a second notice is sent 30 days prior to the decertification date.

For providers applying for a new ETIN, the Certification Statement must accompany the Provider ETIN Application. Both forms can be found at: <http://www.emedny.org>.

Please adhere to the following instructions to prevent the rejection of your certification forms:

- ⇒ All information written on the form should be legible; red ink is prohibited.
- ⇒ Please make certain that the name of the provider and the provider number match what is on file.
 - When submitting a certification for an individual practitioner, the name of the individual must be entered on the form.
 - When submitting a certification for a group practice, the group practice name must correspond with the group provider number.
- ⇒ For most providers, the National Provider Identifier (NPI) is required on the Certification Statement. If you are a provider that is exempted from the NPI rule, your NY Medicaid MMIS Provider ID should be entered. NPIs are 10 digits in length and Medicaid numbers are eight digits.

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- ⇒ All provider and notary signatures must be original ink signatures.
- ⇒ The name of the person signing before the notary must be entered in the blank line following the words: "before me personally came."
- ⇒ The notary should use the official notary stamp. However, if the stamp is not available, the written information in place of the stamp must include the notary's number, expiration date, and signature.