



New Service Provider Fact Sheet



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

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 an Appendix 1, which allows the Provider to bill the municipality for EI services. The State Fiscal Agent (SFA) will, once a Provider has entered into an Agreement containing an Appendix 1, send the Provider a user name and temporary password to EIBilling.com. For Providers with more than one user, the main user name for each Provider will be their billing National Provider Identifier (NPI).

Subrogation to Insurers – When serving children/families who have commercial insurance, Providers must submit notification of intent to exercise **Subrogation rights** to the insurer for each child with commercial insurance coverage. The Subrogation notice will alert the insurance company that the Provider is serving an EI child and that payment should be directed to the Provider. The Subrogation forms are available on EIBilling.com.

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. In order 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.



New Service Provider Fact Sheet



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 or update the taxonomy; instructions are at <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>.

Department guidance regarding NPI numbers can be found on the CMA website at <http://www.cma.com/solutions/NYEarlyInterventionInformation.html>.

Required Information for Claiming – Before logging in to EIBilling.com it is important to have the following information related to each claim to process:

- Billing provider’s NPI number and Rendering Provider’s name
- The child's name, and parents’ names
- Insurance company
- Authorization number, as well as CPT and IDC9 codes associated with the services rendered
- Date of service(s), and the county or municipality associated with the child
- NYEIS or KIDS billing information
- The date the claim was submitted and any remittance reports pertinent including Explanation of Benefits (EOB) forms from insurers when applicable

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.

Introduction to PCG – The New State Fiscal Agent Webinar	Fiscal Agent Process For EI Providers Webinar	Setting Up a Provider Profile Video
Entering Service Record into EIBilling Video	Editing or Deleting Service Records Video	Submitting a Bill Video



New Service Provider Fact Sheet



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

Home – The public www.EIBilling.com homepage	My Dashboard – Provider welcome and summary page
KIDS Billing – List of pages related to entering billing for children enrolled in KIDS	Claiming – List of pages used to monitor and facilitate the processing of claims to commercial insurance and Medicaid. This is the section where Providers are able to adjust or correct information for workable claims.
Maintenance – Pages for maintaining Provider information	Reports – Pages containing data for providers to use in tracking and reconciling claims
My Profile – A page for Provider to change user name and password	Log Out – To log out of the system
The Knowledge Base – This section of the website gives Providers access to detailed information that will help them in all aspects of the claiming and billing process. It provides lists of commonly used codes and step-by-step instructions to review and correct errors.	

Before starting the claiming process, it is recommended that Providers make sure that their profile data is correct. 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 commercial insurance and/or Medicaid by the SFA on behalf of the provider. Providers will receive payments directly from commercial insurance and/or Medicaid.

KIDS: For services provided to children whose records reside in KIDS, three billing options will be available to providers:

First, the ability to use KIDS 'disk billing file' will continue to be available to Providers currently using such procedures for bill submission.



New Service Provider Fact Sheet



Second, an Excel template format will be available to Providers that can be used to enter and submit billing information to the interim SFA for processing. This template is available in the *Information for Providers* section of EIBilling.com.

Finally, Providers can use the EIBilling.com site for on-line submission of bills associated with children whose records reside in KIDS. Where applicable, Provider claims will be routed to commercial insurance and/or Medicaid by the SFA on behalf of the Provider. Providers will receive payments directly from commercial insurance and/or Medicaid.

Remittance – Providers may receive remittance information from an insurer or family of a child they serve in the form of an EOB. Should this happen, it is important that the Provider share that information with the SFA using the process described in the Knowledge Base article, ‘Reporting EOBs’. This will help shorten payment cycles and assist the SFA when providing 1099 tax documents for Providers. This will also ensure that claims progress for payment from the escrow account, where appropriate.

Accuracy of NYEIS and eMedNY data – Since much of the data that Providers give to Medicaid or a third-part insurer 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	MA – Medicaid
CI – Commercial Insurance	NPI – National Provider Identifier
CIN – Client 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



New Service Provider Fact Sheet



EIP – Early Intervention Program	SC – Service Coordinator
EIO/D – Early Intervention Official/Designee	SDOH and DOH – New York State Department of Health
EOB – Explanation of Benefits	SFA – State Fiscal Agent
IFSP – Individualized Family Service Plan	ETIN – Electronic Transmitter Identification Number
KIDS – Kids Integrated Data System	