



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Medicaid Unit

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TO: District Superintendents
Superintendents of Public Schools
School District Business Officials
Superintendents of State Operated/Supported Schools
Directors of Special Education
SETRC Project Directors and Training Specialists
ECDC Project Directors and Coordinators
New York State Association of Counties
Directors of Regional Information Centers and Regional Computer Centers
County Preschool Administrators

FROM: Robert J. Scalise, Coordinator - Medicaid Services Unit 

SUBJECT: Medicaid Claiming/Billing Handbook - (UPDATE #6)

The attached updates to the original Medicaid Claiming/Billing Handbook were developed by the New York State Department of Health (DOH) in conjunction with the New York State Department of Education (SED). This handbook should replace the Medicaid Claiming/Billing Handbook (Update #5) you are now using. Handbook Update #6 is effective September 1, 2005.

This handbook provides a step-by-step outline of the procedures that must be followed when claiming Medicaid. Your designated Regional Information Center (RIC) should be your first line of contact regarding questions, issues and training related to this program.

For instructions on the software that you use to submit your claims, either refer to your software manual or contact your software support person.

You can access this handbook through the Internet. The Web address for the Medicaid Home Page is <http://www.oms.nysed.gov/medicaid>. You can also access:

- announcements related to claiming and documentation,
- relevant memorandums,
- letters and memorandums sent to the field regarding Medicaid-in-Education, and
- frequently asked questions.

The Announcements link on the website should be reviewed frequently for updated information regarding the implementation of the Medicaid-In-Education program. Any changes that occur after the release of this version of the Medicaid/Billing Handbook will be posted on this site with effective dates for implementation.

If you have any questions regarding the Medicaid Claiming/Billing Handbook or require other information regarding Medicaid claiming, your first contact should be your RIC.

If further clarification is required, you may contact either Steven Wright or me at (518) 474-3227 or Laura Scannevin from DOH at (518) 473-9303. Thank you.