



# Transition Update

## Provider NPI Requirements as Part of Billing Procedures

**Important information for all Billing Providers.** One of the primary concerns for stakeholders during the transition to the EI-Hub revolves around billing. Providers want to ensure they receive payments for the services they render, enabling them to continue delivering care to children.

A significant difference between NYEIS and the EI-Hub in the billing process is the verification of provider's NPI number on claims. In NYEIS, verification of a provider's NPI number is done at the claim level only; in the EI-Hub it is done at the service authorization and claim level. As a result, the NPI on a claim must match the NPI in the child's record in the EI-Hub.

Providers will need to complete the "Scripts, Orders, Recommendations, and Referrals" panel (located in the "Ins Info" tab) for each service. This panel does not require a medical prescription for all services but does require referring NPI for each service authorization, which for services such as special instruction, service coordination, group early intervention services, etc., would be the NPI of the billing provider. Only services such as OT, PT, nursing, etc., require a medical prescription. For speech therapy services, the NPI of the approved/OPRA enrolled medical professional or the OPRA enrolled speech language pathologist prescribing the services would be entered on this panel.

Within the "Scripts, Orders, Recommendations, and Referrals" panel, users must enter the following information:

- Prescriber name
- NPI
- Taxonomy code
- Prescription provider

- Script start date
  - Script end date
- ① A helpful feature to streamline this process is the search function, which is linked to the NPI registry. Users can search for their provider from this screen, and the prescriber name, NPI, and Taxonomy code will auto-populate in the respective fields.

At the EI-Hub system launch, this panel will already be populated for service authorizations that transition from NYEIS to EI-Hub. When assessing the impact on your current billing procedures it's essential to consider who will be responsible for completing this panel post EI-Hub system launch. Various user roles, such as those in data entry and provider fiscal roles, have access to enter this information in the system. A suggestion for entities utilizing a third-party billing system is to align the responsibility for entering NPI information on claims with the task of entering NPI information into the EI-Hub. This supports consistency and efficiency in managing both aspects of the billing process.

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## Updates

Remember there are transition resources available for review on the [Learning Management System](#) (LMS). If you haven't done so already, be sure to check out the ***EI-Hub Resource Lists***. The resource lists offer guidance for Municipalities, Agencies, and Individual Providers as they navigate the transition when NYEIS is taken offline to the EI-Hub going live. Below, you'll find the Billing and Claiming section of the resource list. Start planning how your entity can get ready for the transition to the EI-Hub in this area today.

	Billing and Claiming	✓
<p>At EI Hub go-live, NYEIS claims in the following statuses <b>will migrate</b> from NYEIS into the EI-Hub: System Approved, Approved, Denied, HIPAA Reject, Paid, Released, Submitted, Void, Void Processing, Void Recovered.</p> <p>At EI Hub go-live, NYEIS claims in the following statuses <b>will not migrate</b> from NYEIS into the EI-Hub: Open (drafted in NYEIS but unsubmitted), Pending (processed and not workable in NYEIS after go-live), Rejected (did not pass NYEIS electronic invoice rules and not workable in NYEIS).</p>		
33	If you currently use a 3 <sup>rd</sup> Party Billing System, your county should have received an invitation to participate in the pre-go-live claim file effort to verify claiming processes and file submissions. Testing is taking place between now and early March. If you utilize and 3 <sup>rd</sup> Party Billing System and did not receive an invitation, please contact PCG by email ( <a href="mailto:NYSAEIP@pcgus.com">NYSAEIP@pcgus.com</a> ) or phone (844-880-8713).	<input type="checkbox"/>
34	Determine when you will start increasing your billing frequency to reduce the impact of the EI-Billing downtime on your cash flow.	<input type="checkbox"/>
35	Develop a plan to process any back log of claims currently in NYEIS, prior to downtime.	<input type="checkbox"/>
36	Develop a plan to complete all claims entered that are in a workable status in NYEIS, prior to downtime.	<input type="checkbox"/>
37	Review your "Muni-Name_InvoiceReview" and the "Muni-Name_LateInvoiceWaivers" work queues in NYEIS, act on any claims in the pending status, and approve or disapprove waiver requests in NYEIS. Claims submitted on the NYEIS Attendance Report in the "Rejected" or "Pending" status should all be reviewed and acted on by the municipality.	<input type="checkbox"/>
38	Identify a process for re-entering/submitting claims (if applicable) that were in a pending, rejected, or denied status at go-live. These claims will not be migrated.	<input type="checkbox"/>
39	Develop a plan to process claims approaching the 90-day timely filing mark during the transition period and ensure they are processed to completion prior to the downtime.	<input type="checkbox"/>

## [EI-Hub Transition Resource List: For Municipalities](#)

## [EI-Hub Transition Resource List: For Agencies](#)

## [EI-Hub Transition Resource List: For Individual Providers](#)

# Action Required!

- Start practicing in the [EI-Hub Sandbox](#). All EIP staff with an active HCS ID have access to the Sandbox environment. If you are just getting started, reference the [Sandbox Setup infographic](#). If you log into the Sandbox and find that no components are configured to your account, please reach out to your organization's Role Administrators to request access.
- A Health Commerce System (HCS) account will be required to access the components of the EI-Hub, which includes EI Billing. If you do not currently have a HCS account and need access to the EI-Hub when the system is launched, you must register for a HCS account. For instructions on how to obtain a HCS account, click the link below. If you currently have a HCS account, no action is required.

## [Instructions for HCS Access](#)

- As a reminder, documents/attachments stored in NYEIS will not be migrated to the EI-Hub. If you have not already done so, please ensure any documents that you may need are retrieved from NYEIS as required for record retention

purposes. For more information, please reference the [Record Retention Transition Update](#) article on the Learning Management System (LMS).

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If you have questions, please contact us at [ElHub@health.ny.gov](mailto:ElHub@health.ny.gov).