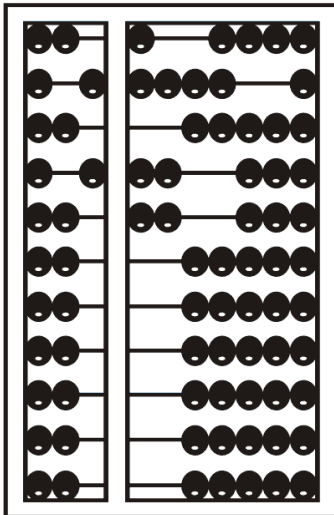


JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants



OPRA

(Ordering – Prescribing – Referring – Attending)

PRESENTATION

(July 2026)

INTRODUCTIONS

□ ***Deborah Frank, McGuinness Medicaid Specialist***

- Kelly Knowles, McGuinness Medicaid Team
- Ellen Farney, McGuinness Medicaid Team
- Darcy McMullen, McGuinness Medicaid Team
- Stephanie Arbour, McGuinness Medicaid Team
- Haley Wilson, McGuinness Medicaid Team

DISCLAIMER – No paper applications

- ❑ As of 4/30/26, eMedNY discontinued accepting paper applications for OPRA enrollment.
- ❑ Applications must now be submitted through the eMedNY Provider Services Portal (PSP).
- ❑ PSP landing page: <https://www.emedny.org/PSP/#psm=step1>

DISCLAIMER – 45-day conditional approvals

- ❑ Due to the changes with eMedNY's system, the data we have regarding OPRA enrollment is not always up to date.
- ❑ If you receive an automated email letting you know that our system determined that you are not OPRA enrolled and we have issued you a 45-day conditional approval, but you know that you are OPRA enrolled, please send your Medicaid provider ID to the Medicaid helpdesk. We will remove the conditional approval at that time.

TOPICS COVERED

- ☐ **Purpose of Webinar**
- ☐ **How Does Non-OPRA Enrollment Affect Medicaid?**
- ☐ **How to Increase OPRA Enrollments**
 - *New Hires (SLPs)*
 - *Newly Licensed SLPs*
 - *45-Day Conditional Approval Process*
 - *OPRA Tracking*
- ☐ **eMedNY OPRA Application Process – PSP Overview**
- ☐ **Revalidation**
- ☐ **How to be Medicaid Compliant with a Non-Enrolled OPRA Provider**
- ☐ **Helpful eMedNY Resources**

PURPOSE OF THIS WEBINAR

In order for Medicaid to pay on a Medicaid claim, the ordering provider must be enrolled as an **Ordering, Referring, Prescribing or **A**ttending (**OPRA**) provider.**

All FSM Counties require SLPs to be OPRA enrolled so the resulting services are Medicaid reimbursable.

The purpose of this webinar is to help providers understand why OPRA enrollment is important as well as how to navigate the process.

HOW DOES NON-ENROLLMENT AFFECT MEDICAID?

(Timeframe to Complete the Application Process)

- ❑ When an SLP is not OPRA enrolled and creates a Speech referral, the county loses Medicaid revenue for every Medicaid-eligible child on that SLP's caseload for as long as it takes them to become [OPRA] enrolled, which can be months – ***negatively impacting Medicaid billing for the County.***
- ❑ ***Previously***, when applications were submitted on paper, the timeframe for becoming OPRA enrolled was **90 - 150 days (3 - 5 months)**.
- ❑ ***Currently***, we are **unable** to provide an estimated timeframe for the approval process when applications are submitted through the Provider Services Portal. However, based on information we have received from SLPs who have applied using the PSP, the process does appear to move much faster.

HOW TO INCREASE OPRA ENROLLMENT

(for the Agency)

- ❑ It would be a benefit to the agency as well as the county if the agency took a role in monitoring the OPRA process.
- ❑ The next several slides will delineate how agencies can improve the OPRA process for ***New [SLP] Hires*** and ***Newly-Licensed SLPs***.

HOW TO INCREASE OPRA ENROLLMENT

(Agency – New Hires)

- ❑ The agency should check a new hire's OPRA status using the ***eMedNY Enrolled Provider Listing Database*** (https://health.data.ny.gov/Health/Medicaid-Enrolled-Provider-Listing/keti-qx5t/data_preview).

The screenshot shows the 'Medicaid Enrolled Provider Listing' page on the HEALTH.DATA.NY.GOV website. The 'Data' tab is highlighted with a red box and an arrow pointing to it with the text 'make sure you are in the Data tab'. A search bar on the right is labeled 'NPI goes here' with an arrow. Below the search bar, a table header is visible with columns: MEDICAID PROVIDER ID, NPI, PROVIDER OR FACILITY NAME, MEDI..., PROFESSION OR SERVICE, PROV..., SERVI..., CITY, STATE, ZIP C..., COUNTY, TELE..., LATIT..., LONG..., and ENRO... A yellow banner across the table area contains the text 'Medicaid type should say OPRA' and 'Information will populate here if the provider is enrolled.' At the bottom, a red box highlights a message: 'We didn't find any data that matches your request.' with an arrow pointing to it and the text 'This message means no enrollment information was found'.

HEALTH.DATA.NY.GOV

HEALTH DATA NY ▾ DATA.NY.GOV DEVELOPERS ▾ HELP ▾ ABOUT ▾

About **Data** Related Content

Medicaid Enrolled Provider Listing

NPI goes here

Search

MEDICAID PROVIDER ID NPI PROVIDER OR FACILITY NAME MEDI... PROFESSION OR SERVICE PROV... SERVI... CITY STATE ZIP C... COUNTY TELE... LATIT... LONG... ENRO...

Medicaid type should say OPRA

Information will populate here if the provider is enrolled.

We didn't find any data that matches your request.

This message means no enrollment information was found

eMedNY Enrolled Provider Listing

HEALTH.DATA.NY.GOV

HEALTH DATA NY ▾ DATA.NY.GOV DEVELOPERS ▾ HELP ▾ ABOUT ▾

About **Data** Related Content

Medicaid Enrolled Provider Listing

NPI goes here

Search

MEDICAID PROVIDER ID	NPI	PROVIDER OR FACILITY NAME	MEDI...	PROFESSION OR SERVICE	PROV...	SERVI...	CITY	STATE	ZIP C...	COUNTY	TELE...	LATIT...	LONG...	ENRO...
Medicaid type should say OPRA														
Information will populate here if the provider is enrolled.														

We didn't find any data that matches your request.

This message means no enrollment information was found

https://health.data.ny.gov/Health/Medicaid-Enrolled-Provider-Listing/keti-qx5t/data_preview

eMedNY Enrolled Practitioners Search

ENROLLED PRACTITIONERS SEARCH (including OPRAs)

Individuals who order/prescribe/refer/attend services payable by the fee-for-service Medicaid Program must be enrolled in the fee-for-service Medicaid Program. Billing/rendering providers should use this search feature to confirm the individual is enrolled.

Searching by NPI brings the best result. If NPI is not provided on the script, the billing/rendering provider should search by name or license number to obtain the NPI. The billing/rendering provider MUST then confirm with the individual that the correct NPI was identified in the search.

Find Enrolled Practitioners (including OPRAs)

Search By:

☒ NPI
☐ License Number
☐ Specialty Code
☐ Provider Name

Sort By:

NPI ↑

▼

NPI number:

Search

HOW TO INCREASE OPRA ENROLLMENT

(Agency – Newly Hires)

- ❑ If the newly-hired SLP is not OPRA enrolled, the agency may want to include the OPRA application as part of the **onboarding/orientation process** for new SLPs.
- ❑ For new hires that are OPRA enrolled, the agency should request a copy of the SLP's **eMedNY Welcome Letter** and/or request the SLP's **Medicaid Provider #** for the agency's records.
- ❑ If the SLP provides their Medicaid Provider #, it should be confirmed using the **Medicaid Provider Service Listing** (Shown on the last slide).

HOW TO INCREASE OPRA ENROLLMENT

(Agency – Newly Licensed)

- ❑ ***For CFYs and speech teachers that obtain their license***, the Agency should assist the newly-licensed SLP in accessing the information needed to begin the online application process through the Provider Services Portal.
- ❑ The agency should ensure that the newly-licensed SLP's OPRA application is completed and submitted to eMedNY as soon as the SLP receives their NYS license. *(A copy of the SLP's license will need to be submitted along with the application.)*
*(CFY's and speech teachers **cannot** apply for OPRA until they are fully licensed.)*

OPRA CONDITIONAL APPROVALS

- ❑ McGuinness will receive a Medicaid denial for service(s) that are billed to Medicaid for a non-OPRA enrolled provider.
- ❑ Based upon the Medicaid denials, the SLP and the agency will be notified that the SLP needs to enroll in OPRA *(to prevent future denials)*.
- ❑ The SLP will be assigned a **45-day conditional approval period** to submit their **OPRA Enrollment Form** to eMedNY. *(The agency will be able to bill during this 45-day period.)*

CONDITIONAL APPROVALS

(Conditional Approval Process has Changed)

- ❑ Once we receive **proof of application submission**, we will extend the initial 45-day conditional approval period to 180 days.
 - It is very likely that the application will be approved prior to the end of that period.
- ❑ If we do not receive proof of submission within the initial 45-day conditional approval period, billing for that SLP's services will be suspended until we do receive it. *
- ❑ Once an application is approved, the SLP should send us **proof of approval** (Medicaid provider ID) so we can fully approve their credentials.

*Extensions may be offered due to extenuating circumstances. Contact the Medicaid helpdesk for advice/assistance with these kinds of issues.

Proof of Submission

- * Proof of submission can be sent to the Medicaid helpdesk (Medicaid@cpseportal.com) in the form of a screenshot of the PSP screen showing that the SLP's application has been **submitted** and is in processing.
- * These images should contain the application ID number.
- * The next slide will show an example of this screenshot.

Proof of Submission

Warning

Your Application Number 2026[REDACTED] has been successfully submitted for State review. Return with this application number to track the status of your application.

Application ID	Enrollment Type	Applicant Type	Name	Application Status	Start Date	End Date
2026[REDACTED]	Individual	Ordering/Prescribing/Referring/Attending	[REDACTED]	Submitted	06/02/2026	07/17/2026
Options ▾						

Enroll Provider - Individual

Enrollment Requirements

45 Days remaining

Completed(100%)

OPRA Tracking

- ❑ Considering that ***the agency will experience billing issues*** due to OPRA non-compliance, it would be beneficial if agencies took a role in monitoring the OPRA Process.
- ❑ Listed on the next slide is a suggestion for tracking the OPRA Process.

OPRA Tracking – For Billing Admins

- ❑ *The agency may want to maintain a spreadsheet to track OPRA that includes...*
- *The **date** that the application was **created** (eMedNY gives providers 45 days to complete and submit)*
 - *The **date** that the application was **submitted***
 - *The **Medicaid Provider ID** (once approved)*
 - *The **Initial Enrollment Date** (once approved)*
 - *The **Next Revalidation Date***
 - ***Comments** – To keep track of application ID, conditional approval info, eMedNY contact, etc.*

Name of SLP	NPI	Application Created	Application Submitted	Medicaid Provider ID	Initial Enrollment Date	Next Revalidation Date	Comments
Mary Brown	1234567890	6/5/2026	6/8/2026	1234567	7/1/2026	6/30/2031	App ID - 20261234567890

OPRA Tracking – For Billing Admins & SLPs

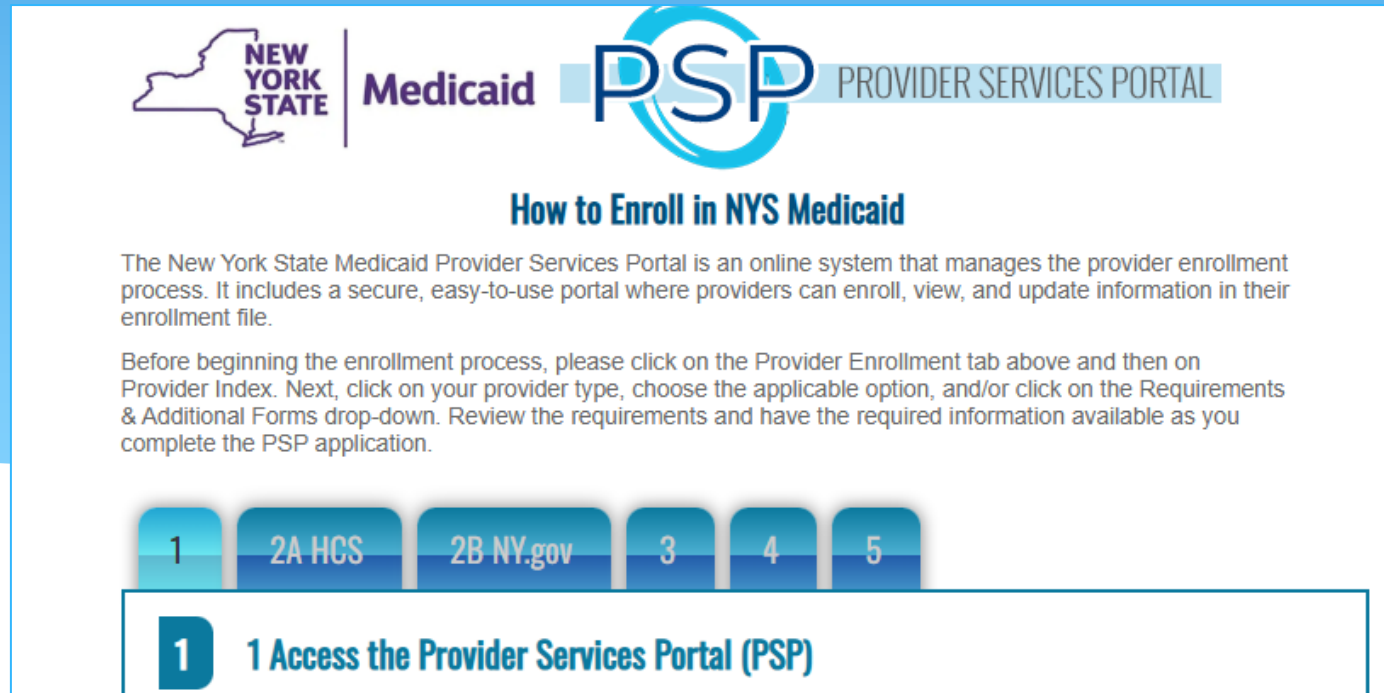
- ❑ *Another tip for tracking an SLPs application progress is to have the SLP contact the McGuinness Medicaid helpdesk with all the relevant OPRA information (proof of submission, proof of approval, etc.). When they contact us, they should cc a billing admin on these emails, so that all pertinent parties are made aware of the progress.*
- ❑ *They can send their information to medicaid@cpseportal.com*

QUESTIONS

OPRA APPLICATION PROCESS

Using the Provider Services Portal (PSP)

- PSP Landing Page (start here): <https://www.emedny.org/PSP/#psm=step1>
 - This page lays out the steps required for enrollment.
 - It also contains several helpful resources.



The screenshot shows the top of the PSP landing page. At the top left is the New York State logo. Next to it is the word "Medicaid" in a dark purple font. To the right of "Medicaid" is the "PSP" logo, which consists of the letters "PSP" in a large, blue, sans-serif font, with a blue circular graphic element behind the "P". To the right of the "PSP" logo is the text "PROVIDER SERVICES PORTAL" in a smaller, grey, sans-serif font. Below this header is the heading "How to Enroll in NYS Medicaid" in a bold, dark blue font. Underneath the heading is a paragraph of text: "The New York State Medicaid Provider Services Portal is an online system that manages the provider enrollment process. It includes a secure, easy-to-use portal where providers can enroll, view, and update information in their enrollment file." Below this paragraph is another paragraph: "Before beginning the enrollment process, please click on the Provider Enrollment tab above and then on Provider Index. Next, click on your provider type, choose the applicable option, and/or click on the Requirements & Additional Forms drop-down. Review the requirements and have the required information available as you complete the PSP application." At the bottom of the screenshot is a horizontal row of six buttons. The first button is blue with the number "1" in white. The second button is blue with the text "2A HCS" in white. The third button is blue with the text "2B NY.gov" in white. The fourth button is blue with the number "3" in white. The fifth button is blue with the number "4" in white. The sixth button is blue with the number "5" in white. Below this row of buttons is a white box with a blue border. Inside this box, on the left, is a blue square with the number "1" in white. To the right of this square is the text "1 Access the Provider Services Portal (PSP)" in a bold, dark blue font.

NEW YORK STATE | **Medicaid** | **PSP** PROVIDER SERVICES PORTAL

How to Enroll in NYS Medicaid

The New York State Medicaid Provider Services Portal is an online system that manages the provider enrollment process. It includes a secure, easy-to-use portal where providers can enroll, view, and update information in their enrollment file.

Before beginning the enrollment process, please click on the Provider Enrollment tab above and then on Provider Index. Next, click on your provider type, choose the applicable option, and/or click on the Requirements & Additional Forms drop-down. Review the requirements and have the required information available as you complete the PSP application.

1 2A HCS 2B NY.gov 3 4 5

1 1 Access the Provider Services Portal (PSP)

PSP Landing Page – Step 1



1 Access the Provider Services Portal (PSP)

To access the PSP, all NYS Medicaid providers and PSP users must have either:

- A **Health Commerce System (HCS) account** - If you already have an HCS account, please click on <https://hcs.nysproviderportal.health.ny.gov> to access the PSP. If you previously claimed your provider file with an ny.gov account but now wish to use an HCS account to access the PSP, you will need to add your HCS account to the provider's domain - see [PSP - Managing Domain Administrators](#) for more information. Or,
- **NY.Gov Business Account** If you already have an NY.gov business account, please click on <https://www.nysproviderportal.health.ny.gov> to access the PSP.

If multi-factor authentication (MFA) has not been set up, you will be prompted to set it up before accessing the PSP for the first time.

If you do not have an HCS account or an NY.gov business account, you will need to create one to access the PSP. Please click on tab "2A HCS" or "2B NY.gov" above for the type of account you wish to create. Account creation includes an identity proofing step; however, documents submitted and photos taken during identity proofing will not be stored or retained.

- ☐ You will need to create a NYGOV ***Business*** account OR a **Health Commerce System (HCS)** account.
- ☐ You will not be able to access the PSP using your personal NYGOV account.

REVALIDATION - IMPORTANT

All SLPs who are currently enrolled in OPRA should create a NYGOV business account or HCS account and access the PSP using an email address they check regularly.

If this is done, they can help ensure that they will receive any email notifications sent by eMedNY.

They will also be able to update their mailing address in the PSP.

PSP Landing Page – Step 2A

1

2A HCS

2B NY.gov

3

4

5

2A Health Commerce System (HCS) Account Creation

1 Information about who can create an HCS account and how to create one can be found in the Get Started link at [HCS Information](#)

- **NYS Licensed Medical Providers:** can apply for an HCS account through a paperless application process using your NYS healthcare license. [Licensed Medical Professionals start here.](#)
- **Out-of-state healthcare professionals** who do not have a NYS DMV driver license or a non-driver photo ID can still apply for an HCS medical professions account using the existing paper process which requires signatures and notarization, or such providers can create an NY.gov business account (see tab 2B above).
- **Unlicensed providers and credentialing staff who prepare applications** can apply for an HCS account but will need the assistance of your organization's HCS coordinator. [Unlicensed Professionals start here.](#)

If your organization does not have an HCS account or is unable to create an HCS account and, therefore, would not have an HCS coordinator, you must create an NY.gov business account. See tab 2B above.

2 Once your HCS account is created, you can access Quick Start Guides and other resources in the Help Center, as well as add the Provider Services Portal (PSP) app to your HCS dashboard.

3 If multi-factor authentication (MFA) is not set up, you will be prompted to set this up the first time you access the PSP.

□ Step 2A covers creating an HCS account. Follow the directions in this step if this is the type of account you would like to create.

PSP Landing Page – Step 2B

1

2A HCS

2B NY.gov

3

4

5

2B NY.Gov Business Account Creation

- 1 Click on the NY.gov login link at: <https://my.ny.gov/LoginV4/login.xhtml>
- 2 Follow the instructions to create an NY.gov business account. If you need assistance, please reference the [NY.GOVID Account Creation Instructions](#).
- 3 During account creation, you will be required to authenticate your identity using the ID Proofing Wizard. Documents submitted and photos taken during this process will not be stored or retained.
- 4 Once your account has been created, click on <https://www.nysproviderportal.health.ny.gov> and enter your NY.gov business account login information.
- 5 You will be required to set up multi-factor authentication (MFA) the first time you access the PSP.

- Step 2B covers creating an NY GOV Business account. Follow the directions in this step if this is the type of account you would like to create.

PSP Landing Page – Step 3

- ❑ Once you've created your account and set up your multi-factor authentication you will be able to create your **Enrollment Application**. When you do this, you will be issued an **Application ID**.



3 Start an Enrollment Application

- 1 Log into the PSP and select your profile.
- 2 From the Provider dropdown, select "New Enrollment."
- 3 Providers will be prompted to enter basic information about themselves and/or their organization, including contact information and identifiers required to create an application.
- 4 Click on "Generate Application."
- 5 The PSP will assign a unique Application ID. Always write down this ID so you can return within 45 days to complete or update the application, if needed, and/or track the application once submitted.

PSP Landing Page – Step 4

1

2A HCS

2B NY.gov

3

4

5

4

Complete the Enrollment Application

You will be prompted for detailed information such as provider type, services offered, billing status, affiliations, and compliance with Medicaid program requirements.

- Each field is identified as mandatory or optional.
- Incomplete applications can be saved at any time and returned within 45 days for modification or completion as long as the application status is "In Process." After 45 days, the application is deleted from the PSP, and you must begin the application process again.

Once all required information has been entered and documentation has been uploaded:

- Review the application for accuracy.
- Submit the application for State review.
- The provider must log in using their own HCS account or NY.gov business account, review the application, and click Submit. If the application is submitted by anyone other than the provider (or, in the case of an organizational provider, by anyone other than an owner or duly authorized representative who is disclosed on the enrollment file or application), it will be returned.

After submission:

- The application status changes to "In Review," and
- Changes can no longer be made unless you receive a request for updates or corrections.

- ❑ Once you've created your Enrollment Application, you will have 45 days to complete and submit it. If you do not submit it within 45 days, it will be deleted and you will need to re-start the application process.

PSP Landing Page – Step 5



5 Review of an Enrollment Application and Determination of Enrollment:

Once an application is submitted and in review:

- All information will be verified for accuracy and completeness.
- Eligibility and compliance with Medicaid program requirements will be confirmed.
- Notifications will be sent to the provider as applicable, e.g., rejected and returned application; request for additional information, documents, or corrections (respond promptly to avoid delays in processing or withdrawal of the application after 45 days)
- An application's progress can be monitored in the PSP using the Application ID.

When review of the application is complete,

- Notification of the status is sent to the email address on the file.
- The system updates the provider's status to "Active" (provider can participate in the NYS Medicaid program) or "Denied," as applicable.
- The provider will receive the determination in writing, including the effective date of enrollment, if approved.

- ☐ Once you've submitted your application it will be reviewed by eMedNY.
- ☐ If you receive any notifications about your application, you should respond **ASAP** to avoid delays in processing.
- ☐ You will receive notifications via email.

Generating the Application

Generating the Application

- Upon logging into your provider account, two options are present.
 - New Enrollment
 - Track application
- Use “New Enrollment” to start your application.

Provider Enrollment
Select an applicable option

New Enrollment
Enroll As a New Provider

Enroll Now



Track Application
Track Existing Provider Application

Track Application



Select “individual” for Enrollment Type

New Enrollment

Select an Applicable Enrollment Type

- **Individual**

An individual provider is a single person who is associated with the provision of medical or healthcare related services to Medicaid and Medicaid Managed Care members. This includes licensed, certified or other professionals who are authorized to provide medical care or services to Medicaid and/or Medicaid Managed Care Members. Individual providers may bill NYS Medicaid directly, i.e., fee-for-service, or they may bill Managed Care Plans for the services they provide. They may also render services that are billed by another provider, or they may appear on claims as another identified role, including Ordering/Prescribing/Referring and/or Attending (OPRA) roles. All individual providers must have a Type 1 NPI.

Examples: Physicians, Physician Assistants, Dentists, Doulas, Laboratory Directors, Nurses, Nurses, Nurse Practitioners, Opticians, Therapists (Speech, Occupational, Physical), Supervising Pharmacists.

Select



- **Managed Care Organization**

Managed Care Organization (MCO) is a term that refers to a health insurance plan or health care system that coordinates the provision, quality and cost of care for its enrolled member by using a network of participating providers. Managed care plans pay the health care providers directly, and enrollees do not have to pay out-of-pocket for covered services or submit claim forms for care received from the plan's network of providers. There are many different types of Medicaid managed care programs in New York State that serve members of all age groups and various income levels.

Select

- **Billing Agent/Service Bureau**

A billing agent is commonly referred to as a service bureau in NYS. It is a third-party entity authorized to submit transactions and exchange Electronic Protected Health Information (ePHI) on behalf of Medicaid providers. A billing agent/service bureau is not paid by the NYS Medicaid Program but, instead, is paid by the NYS Medicaid providers who hire them to manage claims submissions.

Select

- **Facility/Agency/Organization(FAO) & Group**

Facility/Agency/Organization (FAO) and Group providers are organization types that provide healthcare (including inpatient and outpatient) services to Medicaid and/or Medicaid Managed Care members. These organizations bill the NYS Medicaid Program directly and/or bills Medicaid Managed Care. All FAO and Group providers must have a Type 2 NPI.

- A group typically includes two or more healthcare practitioners who practice their profession at a common location (whether or not they share common facilities, common supporting staff, or common equipment).

Select

Review Instructions and Reminders

- Read all instructions and reminders thoroughly.
- Ensure that you have any required documents (e.g., a copy of your license) readily available.

Application Instructions for Individual

Follow below instructions to complete application easily



Documents to Keep Handy

Please have your license and certification documents readily available to complete your application. Additional documents such as a bank letter or cancelled check, IRS FEIN Assignment Letter, and/or a certified copy of your DBA, or other forms (indicated in the Step Requirements) may also be required based on your provider category of service or the information provided in your application.



Basic Information

Enter the demographic details about the applicant to start the application process.



Application Submission

After submission of the demographic details, an application id will be generated with additional details necessary. You will be able to return and continue with the application id at a later time. Once submitted, it is strongly recommended that providers promptly navigate to the application, select the "Options" dropdown, then download/print a copy of the application for their records.



Submission Timeline

You must complete the full application and submit within 45 calendar days, or your application will expire.

[Back](#)[Proceed](#)

Enter Required Information

- Select Ordering/Prescribing/Referring/Attending (OPRA) in the **Applicant Type** drop down.
- Enter your information into the required fields.
- Click **Generate Application**.

Application for Individual * Mandatory Fields

Provide some essential information to generate an application for you

Enrollment Information

Applicant Type *

Ordering/Prescribing/Referring/Attending ^

Fee For Service (Billing)

Ordering/Prescribing/Referring/Attending ✓

Need to submit a claim, please select the Applicant Type Fee For Service (Billing)*.

Demographic Details

First Name *

Last Name *

NPI *

Date of Birth *

SSN *

Contacts

Primary Email Address *

[Back to Instructions](#)

[Cancel](#) [Generate Application](#)

Application Created



Enrollment application created successfully!

Application ID
2026 [redacted] [Copy](#)

Application Status
In Process

Enrollment Type
Individual

Name
[redacted]

[Go to Application](#)

- Once the application has been generated, you should receive this notice, which will include an application ID.
- To continue with your application, click ***Go to Application***.
- Once you create the application, you will have 45 days to complete and submit it. If you do not, it will be deleted and you will need to start the process over.

Application Dashboard

Warning
Your Application Number 2026[redacted] has been successfully submitted for State review. Return with this application number to track the status of your application.

Application ID
2026[redacted]

Enrollment Type
Individual

Applicant Type
Ordering/Prescribing/Referring/Attending

Name
[redacted]

Application Status
Submitted

Start Date
[redacted]

End Date
[redacted]

Options ▾

Enroll Provider - Individual
Enrollment Requirements

22 Days remaining

Completed(100%)

Milestones	Status	Step Remark
🔒 Milestone 1 ⓘ	✓ Complete	👇
🔒 Milestone 2 ⓘ	✓ Complete	👇
🔒 Milestone 3 ⓘ	✓ Complete	👇
🔒 Milestone 4 ⓘ	✓ Complete	👇

- Application ID
- Enrollment Type
- Applicant Type
- Application Status
- Start & End date of enrollment application
- Days remaining in application period
- Information about application milestones.

* We will accept a screenshot of this page showing a submitted status as your proof of submission!

QUESTIONS

Application Milestones

Milestone #1

- **Step 1: Basic Information**
- **Step 2: Federal Tax Details***
- **Step 3: Specialties/Licenses/Certifications** (you will upload a copy of your license at this time)

eMedNY's Milestone #1 guide: <https://www.emedny.org/PSP/PSP-Milestone1.pdf>

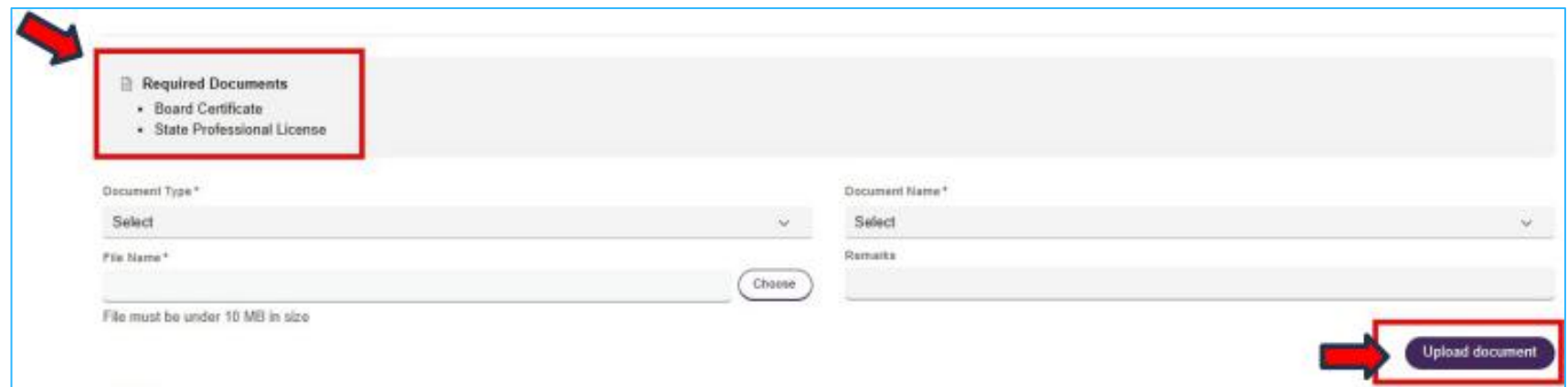
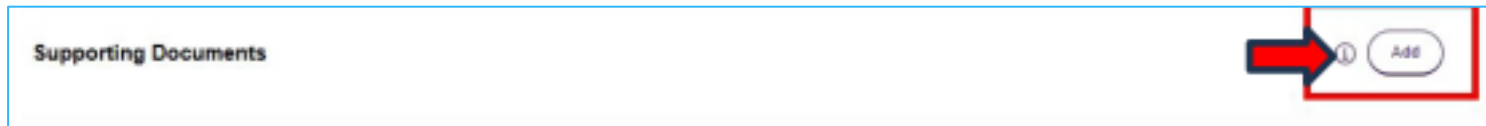
When a milestone has been completed, you will receive a notice stating that you've completed it.



*It is our understanding based on the PSP user guide, that entering Federal tax details is not required when OPRA is selected as the applicant type (Section 3.1.1, Pg. 16-17, https://www.emedny.org/PSP/PSM_UserGuide.pdf).

Milestone #1 – Supporting Documents

- Your required documents will be listed under **Required Documents**.
- Click the **Add** button in the **Supporting Documents** section.
- Complete the necessary fields, browse for the correct document, and click **Upload Document**.

A screenshot of the document upload form. A red box highlights the 'Required Documents' list, which includes 'Board Certificate' and 'State Professional License'. A red arrow points to the 'Upload document' button at the bottom right. The form includes fields for 'Document Type', 'Document Name', 'File Name', and 'Remarks', along with a 'Choose' button for file selection and a note that 'File must be under 10 MB in size'.

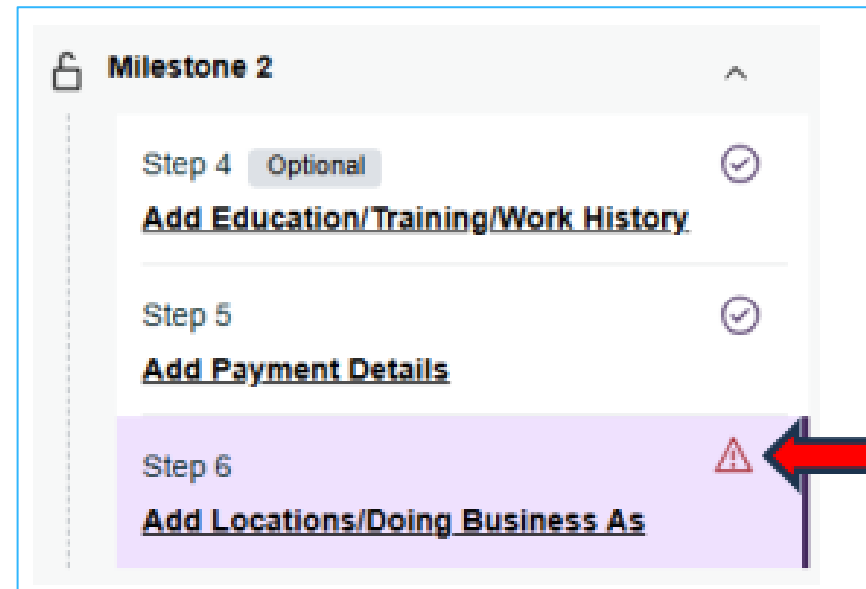
These steps are listed in detail in the eMedNY Milestone #1 Guide: <https://www.emedny.org/PSP/PSP-Milestone1.pdf>

Milestone #2

- **Step 4: Education/Training/Work History (optional)**
- **Step 5: Payment Details** (Required for Fee-for-Service/Billing providers – NOT required for OPRA applications)
- **Step 6: Locations/Doing Business As**

eMedNY's Milestone #2 guide: <https://www.emedny.org/PSP/PSP-Milestone2.pdf>

If there is information missing or a correction is required on one of the steps, a red triangle will populate to the left side of the screen on the milestone tracker.



Milestone #3

- **Step 7: Associate Billing Provider/Other Associations** (optional)
- **Step 8: Associating an ETIN** (only applicable for Fee-for-Service/Billing providers)
- **Step 9: Add Provider/Controlling Interest/Ownership Details**

eMedNY's Milestone #3 guide: <https://www.emedny.org/PSP/PSP-Milestone3.pdf>



Only Individual FFS (Billing) Providers can associate an ETIN.

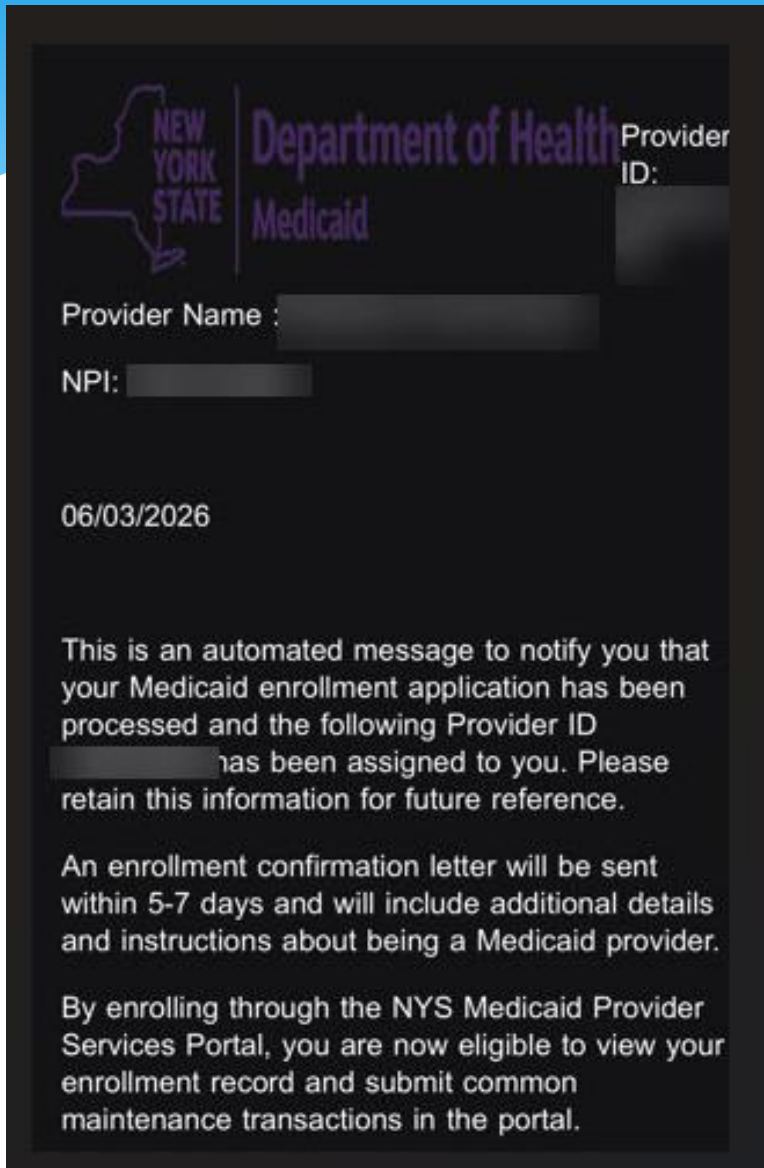
Section 3.8 (pg. 42) of the eMedNY PSP User Guide
https://www.emedny.org/PSP/PSM_UserGuide.pdf

Milestone #4

- **Step 10: Complete Enrollment Checklist**
 - This is a set of yes or no questions that need to be answered.
- **Step 11: Add Supporting Documents**
 - This is optional. You should have uploaded all supporting documents when prompted during previous steps.
- **Step 12: Submit Enrollment Application for Approval**
 - Submitting the application

eMedNY's Milestone #4 guide: <https://www.emedny.org/PSP/PSP-Milestone4.pdf>

Notification of Approval



NEW YORK STATE Department of Health Medicaid

Provider ID: [REDACTED]

Provider Name : [REDACTED]

NPI: [REDACTED]

06/03/2026

This is an automated message to notify you that your Medicaid enrollment application has been processed and the following Provider ID [REDACTED] has been assigned to you. Please retain this information for future reference.

An enrollment confirmation letter will be sent within 5-7 days and will include additional details and instructions about being a Medicaid provider.

By enrolling through the NYS Medicaid Provider Services Portal, you are now eligible to view your enrollment record and submit common maintenance transactions in the portal.

- ☐ This is an example of the email an SLP will receive when their Medicaid enrollment application is approved.
- ☐ They will receive a welcome letter 5-7 days after the receipt of the email.
- ☐ This can be sent to the Medicaid helpdesk as proof of approval. We will also accept the Medicaid provider ID alone as we can verify it using the Medicaid Enrolled Provider Listing.

Revalidation

REVALIDATION

- ❑ It is important to note that OPRA enrollment needs to be **revalidated every five (5) years** from either the **enrollment effective date** (as specified in the *Medicaid Welcome Letter*) or the **last date revalidation** was completed (as indicated on the *Successful Completion of Revalidation Letter*).
 - ❑ eMedNY will reach out to you when it is time for you to revalidate. Over the last couple of years, they have been behind in sending out revalidation notices, so you may go over 5 years before receiving this notice.
- ❑ It is important that SLPs keep their **address current** with eMedNY so the SLP will receive the **Revalidation Letter**. *

*This notification **may** come electronically now, though it is still important to keep your address updated in the Provider Services Portal.

REVALIDATION



New Process for Revalidation

Pursuant to recent federal requirements, New York State has begun the process of revalidating all providers by June 2028. With the roll-out of the New York State Medicaid Provider Services Portal (PSP) , all revalidations must be submitted in the PSP. Please refer to https://health.ny.gov/health_care/medicaid/integrity/provider_revalidation.htm for more information related to changes in the revalidation process and recently implemented enrollment moratoriums.

Please Note: Communications regarding the revalidation process will be coming via email from ProviderEnrollment@acentra.com.

Provider Enrollment & Maintenance

Currently New Enrollment, Reinstatement and Maintenance for **ALL PROVIDERS** is available on the NYS Medicaid Provider Services Portal (PSP). (Revalidations should not be attempted until notified individually to do so).

https://health.ny.gov/health_care/medicaid/integrity/provider_revalidation.htm

REVALIDATION - IMPORTANT

All SLPs who are currently enrolled in OPRA should create a NYGOV business account and access the PSP using an email address they check regularly.

If this is done, they can help ensure that they will receive any email notifications sent by eMedNY.

They will also be able to update their mailing address in the PSP.

Paper Maintenance Update

- ❑ All paper maintenance transactions for NYS Medicaid providers will no longer be accepted beginning on 7/1/26. They now need to be completed through the eMedNY PSP.
- ❑ This includes address changes.

Medicaid Provider Enrollment Transition Changes to Paper Maintenance Submissions for All Providers

Beginning July 1st, paper maintenance transactions for all New York State (NYS) Medicaid provider types will no longer be accepted, and all provider maintenance must be completed in the NYS Medicaid Provider Services Portal (PSP). Examples of maintenance transactions include address changes, affiliations, managing employee disclosures, specialty updates, etc.

Complete paper maintenance transactions (including required documentation) mailed to eMedNY, postmarked by July 1st, and received prior to close of business July 10th will still be accepted. Paper maintenance transactions received after July 10th will be returned, regardless of date postmarked, with instructions for providers to submit the transaction in the PSP.

To submit maintenance transactions in the new PSP:

- To register and access the PSP, providers must first create a NY.gov business account. Account creation and the associated identity proofing process only need to be done once and can be done from a desktop, laptop, tablet or phone. *Documents submitted and photos taken during the identity proofing process will not be retained.*
- Once a NY.gov business account has been created, providers can log into the PSP and navigate through the registration process to "claim/link to" their enrollment files. For more information related to this process, please visit <https://www.emedny.org/PSP/>.
- Providers can view and update existing provider information during and after the registration process.

QUESTIONS

HOW TO BE OPRA COMPLIANT WITH A NON-OPRA ENROLLED PROVIDER

HOW TO BE OPRA COMPLIANT WITH A NON-ENROLLED PROVIDER

- ❑ If your agency has a non-OPRA enrolled SLP providing Speech services, you may want to have an **OPRA-enrolled SLP observe** the child(ren) *on the non-enrolled SLP's caseload*.
- ❑ After the observation session has been completed, the OPRA-enrolled SLP should create a digital speech recommendation for the child.
- ❑ After the OPRA-enrolled SLP creates the digital speech recommendation, the non-enrolled SLP can service the child and the resulting services will be Medicaid reimbursable.
- ❑ This process ensures that the county will receive Medicaid reimbursement until the non-enrolled SLP obtains their OPRA status.

Resources

Sign up for LIST SERV Emails

- ❑ To receive email updates about various eMedNY process, sign up for LIS SERV emails on the PSP landing page.
- ❑ You will be able to check off which kinds of notifications you would like to receive.



eMedNY LISTSERV®

Welcome to the eMedNY LISTSERV®. The eMedNY LISTSERV® is a new Medicaid mailing system that offers provide subscribers the opportunity to receive a variety of notifications from eMedNY. The email notifications are provided as a PDF and may include information on provider manual updates, fee schedules, edit status changes, billing requirements and other information. Notifications will be sent as necessary to keep subscribers informed and up to date about eMedNY/Medicaid initiatives in the provider community.

To subscribe or unsubscribe, please choose the list(s) you want, enter and confirm your email address below, then click the "SUBMIT" button. You may subscribe to as many lists as you would like. (After clicking Submit, your request will be processed and you will be presented a page listing all of the lists you have subscribed to and/or unsubscribed to. Please only click Submit once or this will generate multiple request emails. If you are not presently subscribed to any lists, please [contact us](#).)

Overview Category	✓Subscribe	✗Unsubscribe
eMedNY General Updates	☐	☐
ePACES	☐	☐
Primary Care	☐	☐
PTAR	☐	☐

Provider Type	✓Subscribe	✗Unsubscribe
Acupuncture	☐	☐
Applied Behavior Analysis (ABA)	☐	☐

Resources



❑ PSP User Guide

- ❑ This is an extensive 107-page guide that breaks down each section of the application. The table of contents is hyperlinked so you can jump to the section you need easily.

❑ https://www.emedny.org/PSP/PSM_UserGuide.pdf

Resources

❑ PSP Resources

❑ This page is where you can access all the milestone guides. Be sure to view the *individual* milestone guides.

❑ <https://www.emedny.org/PSP/docs/>

* Featured Links

-  [PSP User Guide](#)
-  [PSP FAQs](#)
-  [PSP Resources](#)
(training and reference guides)

* Helpful Links

- [Provider Index](#)
- [Provider Enrollment Guide](#)
- [Provider Training Sessions](#)
-  [Training Session](#)
-  [PSP EFT Agreement Video](#)

 Sign Up for
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* Featured Links

- [PSP User Guide](#)
- [PSP FAQs](#)

* Quick Reference Guides

- [Documents for New Submissions](#)
- [NY.GOV ID Account Overview](#)
- [PSP - Modifications](#)
- [PSP - Managing Domain Administrators](#)

Individual

- [PSP - Individual Milestone 1](#)
- [PSP - Individual Milestone 2](#)
- [PSP - Individual Milestone 3](#)
- [PSP - Individual Milestone 4](#)

Facility/Agency/Organization (FAO) & Group

- [PSP - FAO & Group Milestone 1](#)
- [PSP - FAO & Group Milestone 2](#)
- [PSP - FAO & Group Milestone 3](#)
- [PSP - FAO & Group Milestone 4](#)
- [PSP - FAO & Group Milestone 5](#)

Resources

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- [Provider Index](#)
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- [Provider Training Sessions](#)

 [Training Session](#)

 [PSP EFT Agreement Video](#)



Sign Up for
LISTSERV®

☐ [Provider Training Sessions](#)

- ☐ eMedNY offers their own trainings. There are two Provider Services Portal (PSP) trainings coming up in July. I highly recommend signing up for these trainings to better understand how the site works.

☐ <https://www.emedny.org/training/>

Resources

← July 2026 →				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7	8 ePACES for Private Duty Nursing 10:30 AM - 12:30 PM REGISTER ▶	9 Provider Services Portal - Practitioner 9:30 AM - 11:00 AM REGISTER ▶	10
13 Medicaid Eligibility Verification System (MEVS) 10:30 AM - 12:00 PM REGISTER ▶ eMedNY Website Review 1:30 PM - 2:30 PM REGISTER ▶	14	15 ePACES for Physician 1:30 PM - 3:30 PM REGISTER ▶	16 Provider Services Portal 1:30 PM - 3:00 PM REGISTER ▶	17
20	21 ePACES for Institutional 9:30 AM - 11:30 AM REGISTER ▶	22 Provider Services Portal 10:30 AM - 12:00 PM REGISTER ▶ ePACES for Professional 1:30 PM - 3:30 PM REGISTER ▶	23	24 ePACES Dispensing Validation System (DVS) for DME 10:30 AM - 11:30 AM REGISTER ▶
	28 Provider Services Portal 9:30 AM - 11:00 AM REGISTER ▶			

The webinar agenda includes:

- General Information
- eMedNY.org – Provider Services Portal (PSP) Homepage
- NY.GOV ID Log-In
- Provider Services Portal Overview
 - Create and Track Applications
 - Description of Milestones
 - Uploading Documents
 - Application Signature and Submission
 - Application Status
- Reminders
- Reference and Contact Information

<https://www.emedny.org/training/>

Resources

- ❑ PSP Landing Page: <https://www.emedny.org/PSP/#psm=step1>
- ❑ eMedNY Provider Enrollment & Management User Manual for Providers:
https://www.emedny.org/PSP/PSM_UserGuide.pdf
- ❑ PSP Milestone #1 Guide: <https://www.emedny.org/PSP/PSP-Milestone1.pdf>
- ❑ PSP Milestone #2 Guide: <https://www.emedny.org/PSP/PSP-Milestone2.pdf>
- ❑ PSP Milestone #3 Guide: <https://www.emedny.org/PSP/PSP-Milestone3.pdf>
- ❑ PSP Milestone #4 Guide: <https://www.emedny.org/PSP/PSP-Milestone4.pdf>
- ❑ PSP FAQ: <https://www.emedny.org/PSP/FAQs/> (may not be fully up to date)
- ❑ eMedNY PSP Training Webinar: https://www.emedny.org/training/PDF/PSP_Training_Webinar.pdf

Follow-up

- ❑ If you are an SLP currently going through the OPRA enrollment process, or you are a billing admin overseeing SLPs going through the process – **we would love to know about your experience.**
- ❑ Please send any information and/or screenshots of the process/PSP to Ellen Farney (efarney@jmcguinness.com)
 - ❑ This will help us understand the new process better so that we can assist SLPs in a greater capacity moving forward.
 - ❑ All personally identifying information will be removed from your images if they are ever used in a future training!

McGuinness Medicaid-in-Education Contact Information

James McGuinness and Associates, Inc.
1482 Erie Boulevard
Schenectady, NY 12305
Phone: (518) 393-3635
Fax: (518) 393-9938

Deborah Frank, McGuinness Medicaid Specialist – dfrank@jmcguinness.com

- **Kelly Knowles**, McGuinness Medicaid Team – kknowles@jmcguinness.com
- **Ellen Farney**, McGuinness Medicaid Team – efarney@jmcguinness.com
- **Darcy McMullen**, McGuinness Medicaid Team – dmcmullen@jmcguinness.com
- **Stephanie Arbour**, McGuinness Medicaid Team – sarbour@jmcguinness.com
- **Haley Wilson**, McGuinness Medicaid Team - hwilson@jmcguinness.com

MEDICAID REFERENCES

Medicaid Questions & Answers:

https://www.oms.nysed.gov/medicaid/q_and_a/q_and_a_combined_revised_12_9_16.pdf

- Q&A #94 – *Timing for writing a Speech referral*
- Q&A #204 – OPRA
- Q&A #206 – OPRA
- Q&A #219 – OPRA