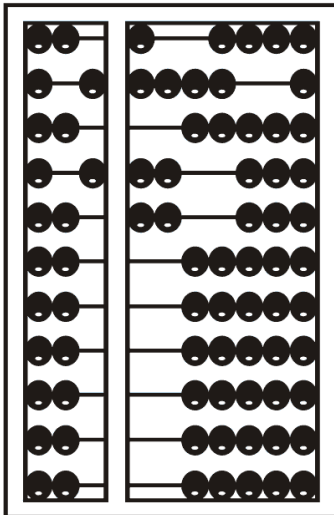


JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants



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
- Amy Ward, McGuinness Medicaid Team

DISCLAIMER

- ❑ 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>

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/Medicare-Enrolled-Provider-Listing/keti-qx5t/data_preview).

The screenshot shows the website interface for the eMedNY Enrolled Provider Listing Database. The header includes the URL 'HEALTH.DATA.NY.GOV' and navigation links for 'HEALTH DATA NY', 'DATA.NY.GOV', 'DEVELOPERS', 'HELP', and 'ABOUT'. A search bar is located on the right side of the header. The main navigation menu includes 'About', 'Data', and 'Related Content'. 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'. Below the navigation, the page title is 'Medicaid Enrolled Provider Listing'. A search bar is present with the text 'NPI goes here' and an arrow pointing to it. The table header includes 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 contains the text 'Medicaid type should say OPRA' and 'Information will populate here if the provider is enrolled. You will be able to see their next anticipated revalidation date.' Below the table, 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'.

eMedNY Enrolled Provider Listing

HEALTH.DATA.NY.GOV

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

About **Data** Related Content

Actions ▾

Medicaid Enrolled Provider Listing

make sure you are in the Data tab

NPI goes here

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. You will be able to see their next anticipated revalidation date.



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

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-██████████ 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	Options
2026-██████████	Individual	Ordering/Prescribing/Referring/Attending	██████████	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

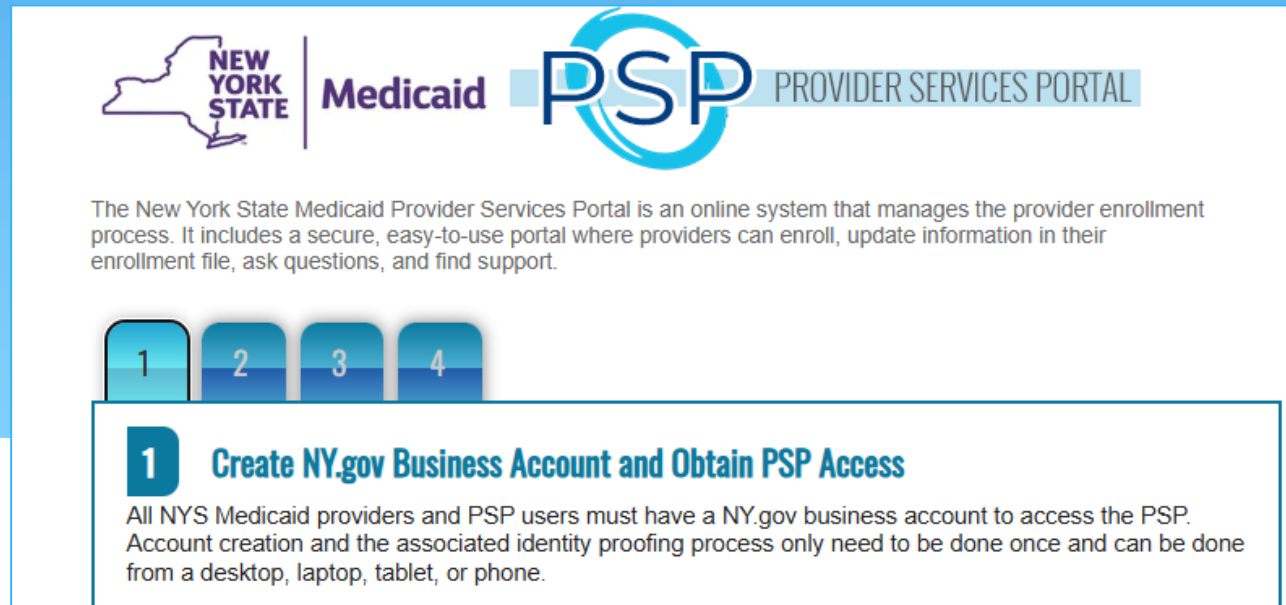
- ❑ *Another tip for tracking an SLPs application progress is to have the SLP contact the McGuinness Medicaid helpdesk with all the relevant OPRA information (proof of submission, proof of approval, etc.). When they contact us, they should cc a billing admin on these emails, so that all pertinent parties 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 four steps required for enrollment.
 - It also contains several helpful resources.



The screenshot shows the top of the PSP landing page. On the left is the New York State logo. To its right is the word "Medicaid" in a purple font. Further right is the "PSP" logo, which consists of the letters "PSP" in a blue, stylized font with a circular arrow around them. To the right of the "PSP" logo is the text "PROVIDER SERVICES PORTAL" in a grey, sans-serif font. Below the logos 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, update information in their enrollment file, ask questions, and find support." Below this text is a horizontal row of four numbered steps, each in a blue rounded square. Step 1 is highlighted with a white background and a blue border. Below the steps is a white box with a blue border containing the details for step 1.

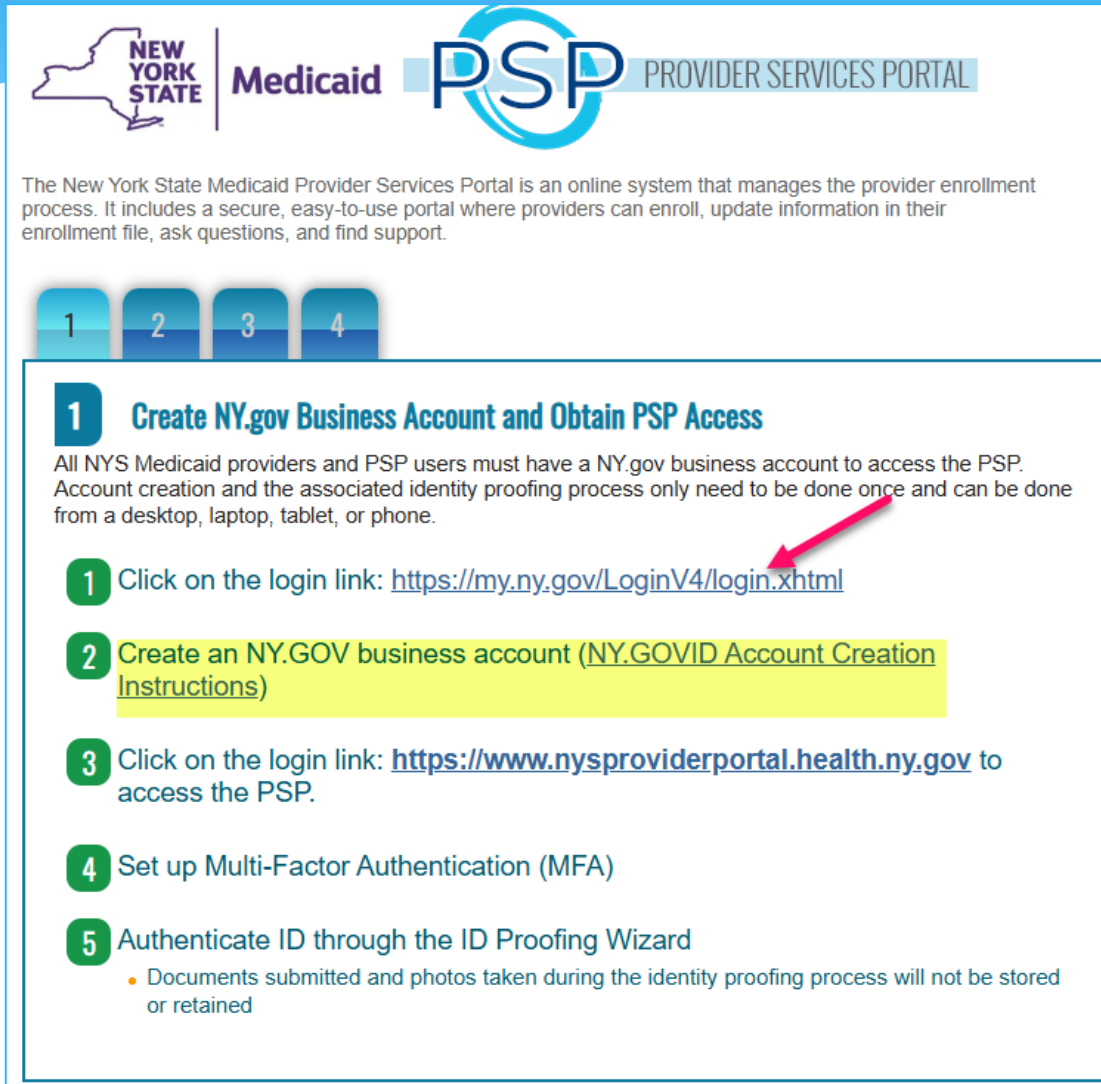
NEW YORK STATE | **Medicaid** **PSP** PROVIDER SERVICES PORTAL



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, update information in their enrollment file, ask questions, and find support.

1 **Create NY.gov Business Account and Obtain PSP Access**

All NYS Medicaid providers and PSP users must have a NY.gov business account to access the PSP. 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.

PSP Landing Page – Step 1



 **Medicaid**  **PROVIDER SERVICES PORTAL**

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, update information in their enrollment file, ask questions, and find support.

- 1** Create NY.gov Business Account and Obtain PSP Access
- 2** Create an NY.GOV business account (NY.GOV ID Account Creation Instructions)
- 3** Click on the login link: <https://www.nysproviderportal.health.ny.gov> to access the PSP.
- 4** Set up Multi-Factor Authentication (MFA)
- 5** Authenticate ID through the ID Proofing Wizard
 - Documents submitted and photos taken during the identity proofing process will not be stored or retained

❑ You will need to create a NYGOV ***Business*** account. You will not be able to access the PSP using your personal NYGOV account.

❑ The following link brings you to a document including instructions on how to create this account and how to complete the identity verification process :

https://www.emedny.org/PSP/NYGOV_ID_Account_Overview.pdf

PSP Landing Page – Step 2

- ❑ 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**.



2 Start an Enrollment Application

Providers will enter basic information about themselves and/or their organization, including contact information and identifiers required to create an application.

The system will assign a unique Application ID (IMPORTANT, always write down this ID). With this ID providers can:

- track the status of an application, and
- return later to complete or update the application (if it has not yet been submitted).

PSP Landing Page – Step 3

1 2 3 4

3 Complete the Enrollment Application

Detailed information will be requested related to 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 to later for modification or completion as long as the application status is "In Process."
- Providers can upload required documentation, such as licenses, certifications, or other required documents.

** Applications started but not submitted within 45 days will be deleted. If deleted, you must begin the application process again.*

Once all required information has been entered and documentation has been uploaded, the application should be:

- reviewed for accuracy, and
- submitted to the State for review.
- NOTE: The provider will be required to log in via their own unique NY.gov business account and have to review their application and click the submit button.

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 4

1

2

3

4

4 Review of an Enrollment Application and Determination of Enrollment:

Once an application is submitted and under review

- all information will be verified for accuracy and completeness,
- eligibility and compliance with Medicaid program requirements will be confirmed, and
- notifications will be sent to the provider as applicable (e.g., rejected and returned application, request for additional information, documents or corrections), and**
- an application's progress can be monitored in the system using the Application ID.

*** If you receive a notification, respond promptly to avoid delays in processing or withdrawal of the application (after 45 days). If withdrawn, you must begin the application process again.*

When review of the application is complete,

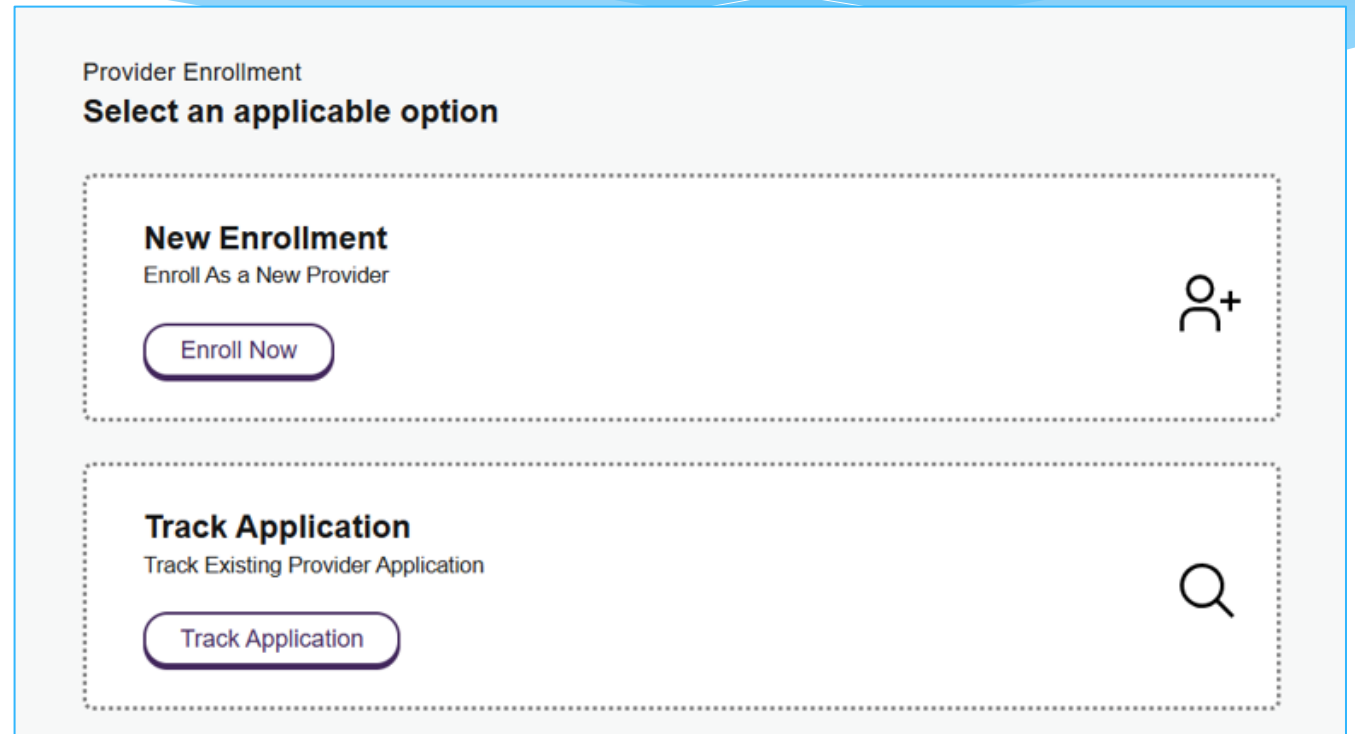
- the application status is updated in the system and a notification is sent by e-mail;
- the system updates the provider's status to "Active," (provider can begin participating in the NYS Medicaid program) or "Denied," as applicable; and
- the provider will receive a determination in writing that includes 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.



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 ✓

Service (Billing)*.

Demographic Details

First Name *

Last Name *

NPI *

Date of Birth *

SSN *

Contacts

Primary Email Address *

[Back to Instructions](#)

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>

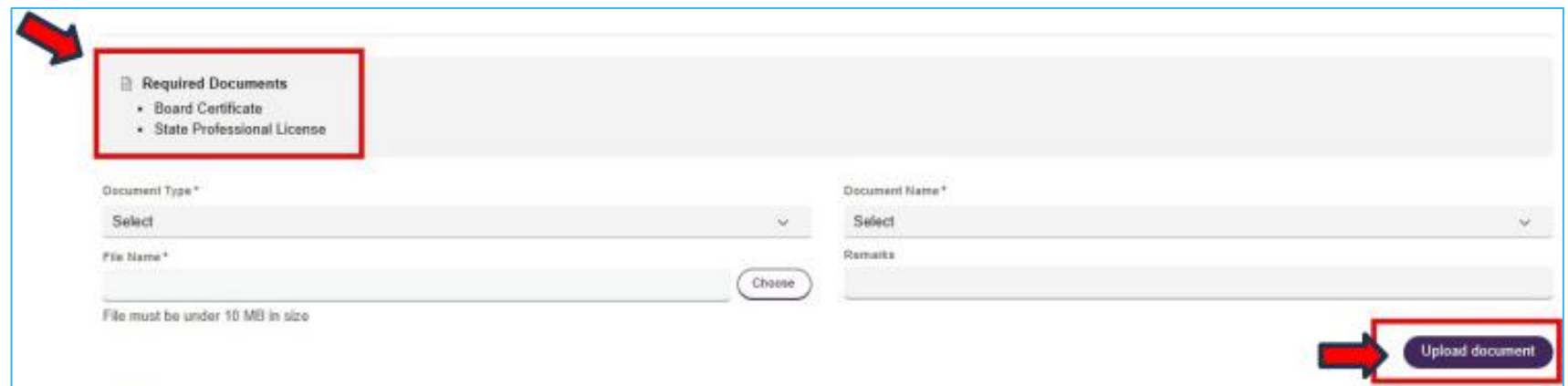
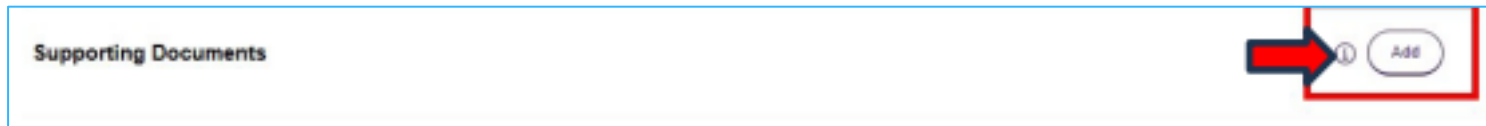
When a milestone has been completed, you will receive a notice stating that you've completed it.



*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. At the top left, a red arrow points to a red-bordered box containing a list of 'Required Documents' with sub-items 'Board Certificate' and 'State Professional License'. Below this are two dropdown menus for 'Document Type*' and 'Document Name*', both with 'Select' as the current value. There is a 'File Name*' field with a 'Choose' button next to it. Below the file name field, it says 'File must be under 10 MB in size'. To the right of the file name field is a 'Remarks' field. At the bottom right, a red-bordered box contains an 'Upload document' button, with a red arrow pointing to it from the left.

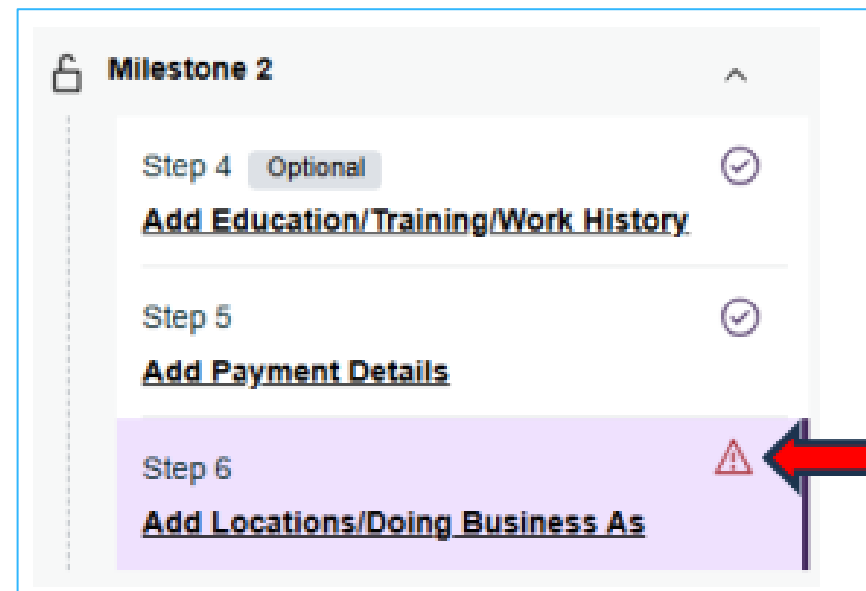
These steps are listed in detail in the eMedNY Milestone #1 Guide: <https://www.emedny.org/PSP/PSP-Milestone1.pdf>

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.

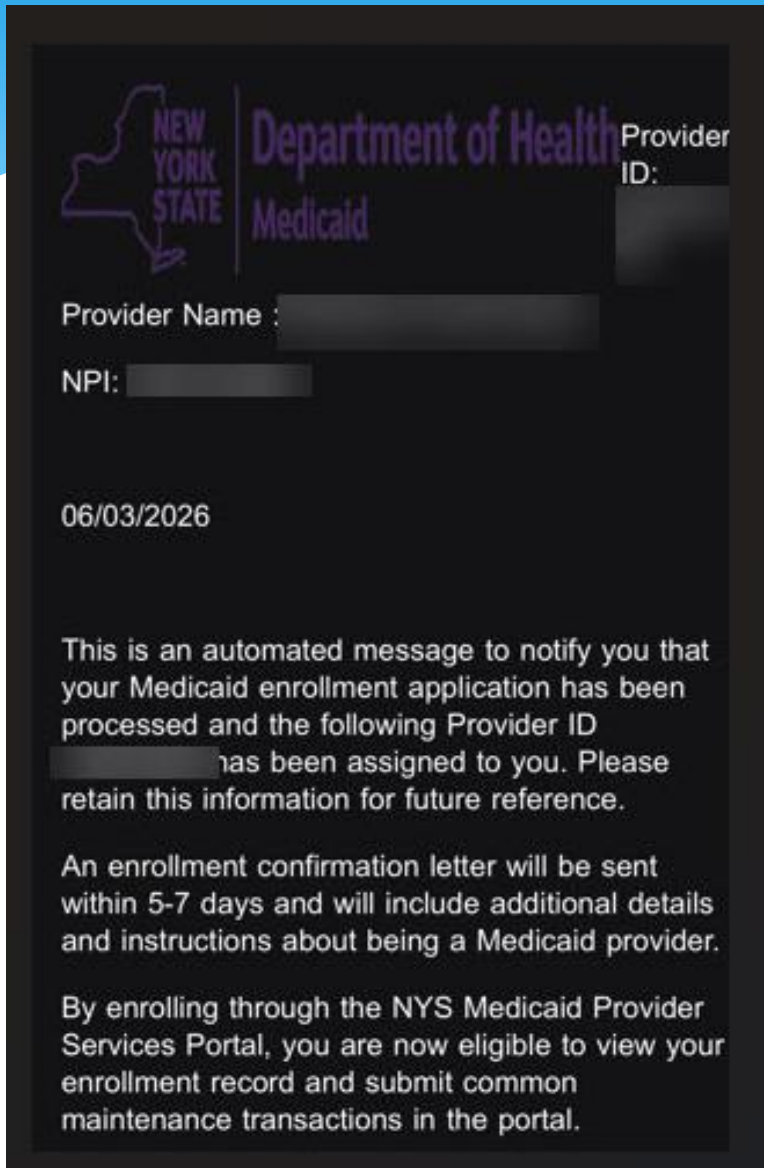
Section 3.8 (pg. 42) of the eMedNY PSP User Guide
https://www.emedny.org/PSP/PSM_UserGuide.pdf

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



- 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



Revalidation

Revalidation is being transitioned from a paper process to the [Provider Services Portal \(PSP\)](#). Any communication or updates related to revalidation will be sent via Listserv and/or Medicaid Update.

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://www.emedny.org/info/ProviderEnrollment/revalidation/>

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.

that manages the provider enrollment
, update information in their

PSP FAQs

PSP Resources
(training and reference guides)

Helpful Links

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

ACCESS

Business account to access the PSP.
need to be done once and can be done

[/login.xhtml](#)

[D Account Creation](#)

[portal.health.ny.gov](#) to

Sign Up for LISTSERV®

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 and may include information on provider manual updates, fee schedules, edit status changes, billing requirements and Notifications will be sent as necessary to keep subscribers informed and up to date about eMedNY/Medicaid initiatives 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 and/or unsubscribe to. Please only click Submit once or this will generate multiple request emails. If you are not present displays the listing of all mailing lists, please [contact us.](#))

Overview Category	✓Subscribe	✗Unsubscribe
eMedNY General Updates	<input type="checkbox"/>	<input type="checkbox"/>
ePACES	<input type="checkbox"/>	<input type="checkbox"/>
Primary Care	<input type="checkbox"/>	<input type="checkbox"/>
PTAR	<input type="checkbox"/>	<input type="checkbox"/>

Provider Type	✓Subscribe	✗Unsubscribe
Acupuncture	<input type="checkbox"/>	<input type="checkbox"/>
Applied Behavior Analysis (ABA)	<input type="checkbox"/>	<input type="checkbox"/>

Resources



*** 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 LISTSERV®](#)

- ❑ [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
LISTSERV®

* 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

* 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
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

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- **Kelly Knowles**, McGuinness Medicaid Team – kknowles@jmcguinness.com
- **Ellen Farney**, McGuinness Medicaid Team – efarney@jmcguinness.com
- **Darcy McMullen**, McGuinness Medicaid Team – dmcullen@jmcguinness.com
- **Stephanie Arbour**, McGuinness Medicaid Team – sarbour@jmcguinness.com
- **Amy Ward**, McGuinness Medicaid Team - award@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