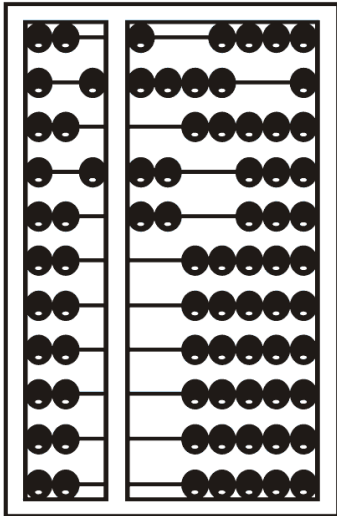


JAMES MCGUINNESS  
& ASSOCIATES INC.  
Consultants



# Credential Verification

# Topics Covered

- \* **What is Credential Verification**
- \* **Why do we need Credential Verification**
- \* **Who can complete the verification process**
  - \* Who should complete the verification process
- \* **Verifying Name**
- \* **Verifying License**
  - \* If the license information is wrong in CPSE Portal, how do I change it?
- \* **What if CPSE Portal does not match NYS**
  - \* If the name does not exactly match NYS because...
- \* **Name change on NYS Office of the Professions**
- \* **Verifying your NPI #**
  - \* What if the information on NPPES doesn't match?
  - \* If the NPI # is wrong in CPSE Portal, how do I correct it?
- \* **If a therapist's name is wrong in CPSE Portal, how do I correct it?**

# Topics Covered

- \* **Service Provider Credential Listing Screen - Agency**
- \* **Credential Verification by therapist:**
  - \* With login and Without login
- \* **Credential Verification by agency office staff**
- \* **When license expires**
- \* **Credential Verification Approvals**
- \* **Knowledge Base Articles**
- \* **Ordering, Prescribing, Referring, Attending OPRA (SLPs ONLY)**
- \* **Enrolled OPRA Practitioners Search Page**
- \* **Ordering, Prescribing, Referring, Attending OPRA – Helpful Links / Phone # - eMedNY**
- \* **McGuinness Team Contact Information**
- \* **Upcoming Webinars**
- \* **Follow Up**

# What is Credential Verification?

- \* A simple process to verify that the information about a Licensed Professional (*OT, PT, SLP, OTA, PTA, LMSW, LCSW, etc.*) is correctly entered in CPSE Portal.
- \* The individual's information that needs to be verified:
  - \* First Name, Last Name & Signature
  - \* Profession (*OT, PT, SLP, ....*),
  - \* License #,
  - \* Date of Licensure (original date),
  - \* Date Registered Through
  - \* NPI #

# Credential Verification

- \* All providers licensed through the New York State Office of the Professions (*Occupational Therapists, Physical Therapists, Licensed Clinical Social Workers, etc.*) **as well as** non-licensed professionals (*CFY, Limited Permit OT, Limited Permit PT, TSHH, TSSLD*) that work under the direction/supervision of a licensed professional will need to have their credentials verified.
- \* Verification means that someone (***the therapist and/or agency staff***) will need to review what is on file with the Office of Professions and the NPI Registry to ensure that the information in the Portal is correct and attest that the information is correct.
- \* McGuinness and Associates will review and approve the verified information.

# Why do we need Credential Verification?

- \* Counties have found too many instances of incorrect information in CPSE Portal. This incorrect information then gets propagated to Medicaid, treatment logs, prescriptions, etc.
- \* Examples:
  - \* Therapist has Supervisor's license # listed instead of their own.
  - \* Therapist has Agency NPI listed instead of their own.
  - \* Therapist has typo in license number.
  - \* Therapist's name was changed, but CPSE Portal was not updated.
  - \* Therapist is listed as a Licensed Speech and Language Pathologist when they were not licensed (CFY / TSHH / TSSLD).
  - \* Therapist's license needs to be re-registered.

# Who can complete the verification process?

- \* Any service provider that has a login to the CPSE Portal can verify their own credentials.
- \* A licensed professional that does not have a login to CPSE Portal (*because their agency uploads data from another system*), can also verify their own credentials using their NPI and license number.
- \* An agency can verify the credentials of any service provider that works for them.

# Who “should” complete the verification process?

- \* Ideally, the individual should verify their own credentials.
- \* However, it is really an agency preference. If the agency feels it is easier for their staff to do it for their therapists, that works. If they want to do it for some therapists but not others, that works too.



# Verifying Name

- \* The screen will show the therapists first name, last name and how their signature should appear.
- \* Verify
  - \* The first name is their full first name and it is spelled properly.
  - \* The last name is their full (*hyphenated, etc.*) current (*any name changes*) last name
  - \* The signature is spelled out exactly as it would appear if the individual signed their professional name, with punctuation, titles, credentials, etc.

# Verifying Name

- \* Review First Name, if correct click “Verify”
- \* Review Last Name, if correct click “Verify”
- \* Review Signature, if correct click “Verify”

After you click the red “verify” button, the status changes to green and says, “verified.”

verification		
First Name	<input type="text" value="Casandra"/>	<input type="button" value="Verify"/>
Last Name	<input type="text" value="McKeon"/>	<input type="button" value="Verify"/>
Signature	<input type="text" value="Casandra McKeon SLP-CCC"/>	<input type="button" value="Verify"/>

Verification		
First Name	<input type="text" value="Casandra"/>	<input checked="" type="button" value="Verified"/>
Last Name	<input type="text" value="McKeon"/>	<input checked="" type="button" value="Verified"/>
Signature	<input type="text" value="Casandra McKeon SLP-CCC"/>	<input checked="" type="button" value="Verified"/>

# Verifying License

- \* Compare the CPSE Portal information on left to NYS Office of the Professions on the right to verify it is the same person.
- \* You can edit/update the License #, date of licensure and registered through date.
- \* You can also use the “Update Verification with SED Dates” to fill in those fields.

Verification		
First Name	<input type="text" value="Casandra"/>	<input checked="" type="checkbox"/> Verified
Last Name	<input type="text" value="McKeon"/>	<input checked="" type="checkbox"/> Verified
Signature	<input type="text" value="Casandra McKeon SLP-CCC"/>	<input checked="" type="checkbox"/> Verified
Profession	<input type="text" value="Licensed Speech &amp; Language Pathologist"/>	<input type="checkbox"/> Verify
License No	<input type="text" value="020673"/> <input type="button" value="Update"/>	<input type="checkbox"/> Verify
Date Of Licensure	<input type="text" value="12/16/2010"/> <input type="button" value="Update"/>	<input type="checkbox"/> Verify
Registered Through	<input type="text" value="4/30/2019"/> <input type="button" value="Update"/>	<input type="checkbox"/> Verify

License Information From NYSED Office of the Professions

According to data retrieved on: 1/8/2019  
Name: **MCKEON CASANDRA PATRICIA** Address: **BALLSTON LAKE NY**  
License: **020673** Profession: **SPEECH - LANGUAGE PATHOLOGY**  
Status: **REGISTERED** Date of Licensure: **12/16/2010** RegisteredThrough: **04/19**

The screenshot shows the NYSED.gov website with the following details:  
- Header: NYSED.gov, Office of the Professions, Search OP  
- Navigation: RSS, News, Online Services, Professions, State Boards, Enforcement, Corporate Entities, Consumers, Find Answers  
- Section: Online Services, Verification Services  
- Content: Verification Searches, License Information \* (03/08/2021), Name: MCKEON CASANDRA PATRICIA, Address: MECHANICVILLE NY, Profession: SPEECH - LANGUAGE PATHOLOGY, License No: 020673, Date of Licensure: 12/16/2010, Additional Qualification: Not applicable in this profession, Status: REGISTERED, Registered through last day of: 04/22  
- Footer: \* Use of this online verification service signifies that you have read and agree to the terms and conditions of use. See HLP glossary for further explanations of terms used on this page. Use your browser's back key to return to licensee list.

# Verifying License

- \* The verification screen will display the NYS Office Of the Professions online verification page for the license number and profession entered into CPSE Portal. You will verify the following information:
  - \* Verify that the individual's profession and license # are correct in CPSE Portal by seeing that the NYS verification page shows the information for the same individual.
  - \* Verify that the Date of Licensure in CPSE Portal is correct by comparing to what NYS has on file.
  - \* Verify that the "Registered Through" date in CPSE Portal is correct by comparing to what NYS has on file.

# If the license information is wrong in CPSE Portal, how do I change it?

- \* If the profession is wrong (e.g., OT vs OTA), the agency can use the Service Provider Credential Listing process to edit credentials.
- \* Either the service provider or the agency can edit the license #, date of issue and registered through date on the verification screen.
- \* The service provider can correct this information under **My Account > My Profile**.

# What if CPSE Portal name does not match NYS?

- \* The goal of verifications is to verify that the data in CPSE Portal is correct.
- \* The NYS Office of the Professions displays a person's full name, which may include the middle name.
  - \* The goal is not to match the first and last name in CPSE Portal to the first last and middle name on the NYS website.
  - \* The goal is to make sure the first and last name in CPSE Portal are correct and that the license number is correct.
  - \* The question for verification is not whether they match, but whether the CPSE Portal has the correct information.

# If the name does not exactly match NYS because...

- \* NYS has a middle name, and the CPSE Portal does not..... there is **no issue**.
- \* Name is spelled incorrectly in CPSE Portal..... **correct it in CPSE Portal** before verifying it is correct.
- \* Name is spelled incorrectly on the NYS website..... therapist should **contact NYS** to correct the spelling.
- \* Therapist changed their name and it has not been updated in the CPSE Portal..... **correct it in the CPSE Portal** before verifying it is correct.
- \* Therapist changed their name and it has not been updated on the NYS website..... therapist should **contact NYS** to have it corrected.

# Name change on NYS Office of the Professions

- \* According to the New York State Office of Professions:

<http://www.op.nysed.gov/prof/geninfo.htm>

*“\*Once you are licensed, Education Law requires that you notify the Department of any change in your name or mailing address **within 30 days** of the change. Failure to do so may be considered professional misconduct. It may also delay renewal and result in late fees to renew the registration of a professional license.”*

- \* Complete document in link to change your name with NYSED:

<http://www.op.nysed.gov/documents/anchange.pdf>



# Verifying your NPI #

- \* The screen will display the individual's information from the NPPES NPI registry.
- \* You should verify that:
  - \* The NPPES information is for an **individual** and **not** a corporation.
  - \* The NPPES information is for the same therapist that you are verifying, thus meaning their NPI is correct.


NPPES [Click here for NPPES website](#)

NPI  This NPI is for an

First Name

Last Name

Credentials



# What if the information on NPPES doesn't match?

- \* We assume that at this point, you are sure that the name in the CPSE Portal is correct, so...
  - \* Is the name from NPPES a corporation and not a person? If so, **do not verify** and contact the CPSE Portal Support team with the correct NPI.
  - \* Is the name from NPPES an entirely different person? If so, **do not verify** and contact the CPSE Portal Support Team with the correct NPI.
  - \* Is the name from NPPES the same person, but spelled incorrectly or not updated after a name change? If so, **you can verify** that the NPI is the correct NPI for the person, and the therapist should contact NPPES to update their information.
    - \* <https://npiregistry.cms.hhs.gov/>

# If the NPI # is wrong in CPSE Portal, how do I correct it?

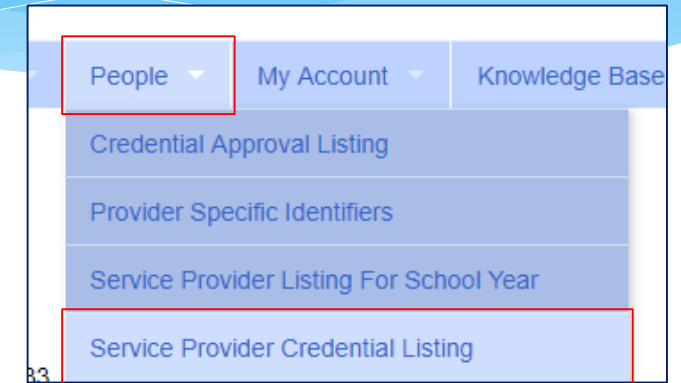
- \* You cannot change your NPI # in the Portal if it is wrong.
- \* You must contact CPSE Portal support ([support@CPSEPortal.com](mailto:support@CPSEPortal.com)) with the correct NPI.

# If a therapist's name is wrong in CPSE Portal, how do I correct it?

- \* If the therapist has a login to CPSE Portal...
  - \* If they only work for your agency, then you the agency can change it.
  - \* If they work for multiple agencies, the therapist must log in and change it by going to ***My Account -> User Account Details.***
- \* If the therapist does not have a login to the CPSE Portal, the agency can change it by using the Service Provider Credential Listing screen by going to ***People -> Service Provider Credential Listing .***

# Agency Service Provider Credential Listing screen

Go to **People** -> **Service Provider Credential Listing**



## Service Providers Listing with Credentials

Filters

County:  Provider:

Active on:

Last Name	First Name	NPI	NPI Status	NPI Registry Name	Profession	License	Original Issue Date	Registered Through Date	Cert #	Username	
AHMED	ROSEANN				Special Education Teacher						Edit
AYERS	EARLENE	1427508852		MISZKO, PANOREA	Special Education Teacher						Edit
BEASLEY	MELIDA	1346571726		MILLER, SHARON	Licensed Speech & Language Pathologist						Edit
Benner	MaryRose	1023261047		BENNER, MARY ROSE	Licensed Occupational Therapist						Edit
BLACKWELL	DOMINIQUE	1992939078		GRANT, BREANNA	Licensed Clinical Social Worker						Edit
BRADFORD	FAY	1982946422		SANSEVERE, MARY JANE	Special Education Teacher						View
BRENNAN	MARISA	1528203916		BOUCHARD-NICHOLS, MARLIS	Licensed Occupational Therapist						Edit

Agency can change ones that say "Edit"

Agency cannot change ones that say "View", therapist must logn to change



# Credential Verification by therapist with login

**CPSE PORTAL** Hello, Betty . You are currently logged in

Home Activities Attendance Caseload Maintenance Lookup Reports My Account Knowledge Base

[Hide](#)

User Profile

Username: **Betty**  
First Name: **Betty**  
Last Name: **Greene**  
Email: **lmell@jmcguinness.com**

[Edit User Account](#)

[Hide](#)

My Professional Profile

Name: **Betty Greene**  
NPI: **1003017674** (BETTY GREENE)

**My License(s)**

Profession	License	Original Date Of Licensure	Registered Through Date	License Lookup	Verification Status	Verify
Licensed Speech & Language Pathologist	011587	12/23/1999	01/31/2020	<a href="#">Lookup</a>	REQUIRES VERIFICATION	<a href="#">Verify</a>

**My signature**  
*Betty Greene CCC-SLP*  
Betty Greene CCC-SLP

[Edit My Profile](#)

# Credential Verification by therapist with login

The image displays two screenshots from the NYSED Office of the Professions website. The left screenshot shows a 'Credential Verification' form for Shannon Stark, a Licensed Speech & Language Pathologist. The form includes fields for First Name, Last Name, Signature, Profession, License No, Date of Licensure, Registered Through, and NPI, each with a 'Verify' button. A 'Verify' button is also present for the NPI. Below the form is a button that says 'I attest the above information is accurate'. The right screenshot shows the 'Verification Searches' page on the NYSED.gov website. A red arrow points to the 'Update Verification with SED Dates' button on the left. The search results show the following information:

License Information From NYSED Office of the Professions  
According to data retrieved on 6/29/2018  
Name: STARK SHANNON G Address: BINGHAMTON NY  
License: 010654 Profession: SPEECH - LANGUAGE PATHOLOGY  
Status: REGISTERED Date of Licensure: 09/15/1998 Registered Through: 12/18

Update Verification with SED Dates

NYSED.gov Office of the Professions  
Search OP

Online Services  
Verifications  
Licensees, by name  
Licensees, by license number  
Permits, by name  
Pharmacy Establishments  
Professional Business Entities (other than pharmacies)  
Help with Searches  
Terms of Use  
Registration Renewal  
Renewal Information

Verification Searches  
The information furnished at this web site is from the Office of Professions' official database and is updated daily, Monday through Friday. The Office of Professions considers this information to be a secure, primary source for license verification.

License Information \*  
06/29/2018

Name : STARK SHANNON G  
Address : BINGHAMTON NY  
Profession : SPEECH - LANGUAGE PATHOLOGY  
License No: 010654  
Date of Licensure : 09/15/1998  
Additional Qualification : Not applicable in this profession  
Status : REGISTERED  
Registered through last day of : 12/18

\* Use of this online verification service signifies that you have read and agree to the [terms and conditions of use](#). See [IFIP necessary](#) for further explanations of terms used on this page.

• Use your browser's back key to return to licensee list.

# Credential Verification by therapist without login



The screenshot shows the CPSE Portal interface. At the top left is the logo with 'CPSE' in colored boxes and 'PORTAL' in large black text. At the top right is the logo for 'JAMES McGUIRE & ASSOCIATES Consultants' featuring a calculator icon. The main heading is 'Credential Verification for Therapists without a CPSE Portal login'. Below this is a sub-heading 'NPI and License' and a prompt 'Please Enter your NPI and License'. The form contains three input fields: 'NPI' (text box), 'Profession' (dropdown menu with '--Select Profession--'), and 'License #' (text box). A 'Proceed to Verification' button is located at the bottom of the form.

**CPSE PORTAL**

JAMES McGUIRE & ASSOCIATES  
Consultants

### Credential Verification for Therapists without a CPSE Portal login

NPI and License

Please Enter your NPI and License

NPI

Profession

License #

<https://www.cpseportal.com/NonCPSEUserCredentialVerification/EnterCredentials.aspx>



# Credential Verification by agency office staff

People ▾ My Account ▾ Knowledge B


- Credential Approval Listing
- Provider Specific Identifiers
- Service Provider Listing For School Year
- Service Provider Credential Listing
- Service Providers With Multiple Licenses
- Service Providers With License Issues
- Service Provider Credential Verification Listing**
- Users
- People
- Invitations

Go to *People* -> *Service Provider Credential Listing*

Filters

County  Provider

Profession   Include Previously Verified



Person Name	NPI	Profession	Credential Type	Credential Number	From Date	To Date	Status	Verify	History
BEASLEY, MELIDA	1346571726	SLP	License	010753	11/12/1998	12/31/2020	REQUIRES VERIFICATION	<a href="#">Verify</a>	<a href="#">History</a>
Benner, MaryRose	1023261047	OT	License	009248	12/13/1999	12/31/2019	REQUIRES VERIFICATION	<a href="#">Verify</a>	<a href="#">History</a>
BLACKWELL, DOMINIQUE	1992939078	LCSW	License	080709	05/02/2013	02/28/2019	REQUIRES VERIFICATION	<a href="#">Verify</a>	<a href="#">History</a>
BRENNAN, MARISA	1528203916	OT	License	007750	10/22/1996	02/29/2020	REQUIRES VERIFICATION	<a href="#">Verify</a>	<a href="#">History</a>
Brezina, Elena	1003051277	SLP	License	009939	01/01/2017	02/01/2020	REQUIRES VERIFICATION	<a href="#">Verify</a>	<a href="#">History</a>
CARLSON, CARMEN	1811145802	OT	License	020866	08/05/2016	07/31/2019	REQUIRES VERIFICATION	<a href="#">Verify</a>	<a href="#">History</a>

# Credential Verification by agency office staff

- \* The verification screen has three main sections:
  - \* The list of information from the service providers profile (name, NPI, license, etc.) that needs to be verified and attested that it is correct (upper left)
  - \* The information for their license as it appears on the NYS Office of the Professions website (right hand side)
  - \* The information from the National NPI Registry for their NPI (bottom left)
- \* Be sure to compare the **two exactly**, as you will be attesting that the information in the Portal is accurate.

The screenshot displays the 'CPE PORTAL' interface for 'Credential Verification'. The top navigation bar includes links for Home, File Transfer, Activities, Attendance, Billing, Careback/Maintenance, Logout, Reports, Medical, People, My Account, and Knowledge Base. The main content area is titled 'Credential Verification' and is divided into three primary sections:

- Upper Left (Service Provider Profile):** A form with fields for First Name (Brian), Last Name (Ryan), Signature (Brian Ryan M.A., CCC-SLP), Profession (Licensed Speech & Language Pathologist), License No. (123478), Date of Licensure (7/25/2008), Registered Through (8/31/2019), and NPI (1001012345). Each field has a 'Verify' button. A button at the bottom reads 'I attest the above information is accurate'.
- Bottom Left (NPPES):** A section for NPPES verification, including a link to the NPPES website and a form for NPI (1001012345) and individual verification (First Name: BRIAN, Last Name: RYAN, Credentials: M.A., CCC-SLP). A button at the bottom reads 'Credentials Needing Verification'.
- Right Hand Side (License Information):** License information from NYSED for the Office of the Professions. It shows Name: RYAN BURNE BRIAN, Address: PLATTSBURGH NY, License No.: 123478, Profession: SPEECH - LANGUAGE PATHOLOGY, Status: REGISTERED, and Date of Licensure: 07/25/2008. A red arrow points to the 'Update Verification with SED Data' button.

The sidebar on the right contains the 'Office of the Professions' logo and a search bar, along with a list of 'Online Services' including Verifications, License Information, and Registration Renewal.

# Credential Verification by agency office staff

- \* Once you have confirmed that all of the data is accurate and all of the “verify” boxes are checked, click “I attest.”
- \* The prompt to enter your pin will then pop up. Your name and signature will auto-populate based upon your profile on CPSE Portal.
  - \* Enter pin and select “I agree.”
- \* You will then see the confirmation underneath the verification.

**Enter PIN** ✕

By entering my pin number, I/We certify that my NPI and license information are both up to date and correctly entered into the CPSE Portal.

Name:

Signing As:

NPI:

Date:

Pin:

**i** Credential verification confirmed

# Credential Verification by agency office staff

- \* If you get this message:

 Your profile does not have a signature. Please edit your profile and enter your signature.

- \* This means, that you do not have your Signature Title and Credentials filled out. This does NOT have to do with the service provider you are verifying, but rather, the agency admin.
- \* You will need to go to your profile and add this in.

## My Profile

Personal and Professional | User Information | Favorites ♥

Information in CPSE Database

Last Name

First Name

NPI

Signature, Title, and Credentials   
(e.g.: Mary Brown, CCC-SLP)

Personal and Professional | User Information | Favorites ♥

Information in CPSE Database

Last Name

First Name

NPI

Signature, Title, and Credentials   
(e.g.: Mary Brown, CCC-SLP)

# When license expires

- \* Go to **My Account > My Profile**.
- \* Under the Personal and Professional tab you will choose the Edit button.
- \* You will then receive the Edit License / Certification / Profession pop up box.
- \* You will enter your new license expiration date.
- \* You will **NOT** change the license Effective Date, as this date will remain your original license start date.

Personal and Professional | User Information | Favorites ▾

Information in CPSE Database

Last Name:


First Name:

NPI:

Signature, Title, and Credentials:   
(e.g.: Mary Brown, CCC-SLP)

Licenses / Certifications / Professions [NYS Office of the Professions]

	Description	Credential Type	#	State	NY Profession Code	From	To	Active		
SLP	Licensed Speech & Language Pathologist	License	008342	NY	058	12/20/1994	4/30/2021	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>



Edit License / Certification / Profession

Profession:

Credential Type:

License Number:

Issuing State:

Effective Date:

Expiration Date:



# Credential Verification Approvals

- \* McGuinness & Associates will be approving all Rockland County credential verifications.
- \* If there is a issue with your credentials during the approval process, the therapist & the billing administrator for the agency will receive an email from the CPSE Portal.
  - \* The email will explain what is wrong, and in most cases you will be given a conditional approval with a time frame to correct the issue.
- \* If credentials are not corrected, you **WILL NOT** be able to bill for said therapist. This also applies to independent providers.

# Knowledge Base Articles

- \* Credential verification by individual with login

- \* <http://support.cpseportal.com/kb/a150/credential-verification-providers.aspx?KBSearchID=16524>

- \* Credential verification by individual without login

- \* <http://support.cpseportal.com/kb/a151/credential-verification-no-cpse-portal-login.aspx?KBSearchID=16524>

- \* Credential verification by agency office staff

- \* <http://support.cpseportal.com/kb/a149/credential-verification-agencies.aspx?KBSearchID=16524>

# ORDERING, PRESCRIBING, REFERRING, ATTENDING (for SLPs Only)

- ❑ In order for Medicaid to pay on a claim, the ordering/referring provider must be enrolled with Medicaid as an Ordering, Prescribing, Referring or Attending (OPRA) provider. *(If you are a “servicing provider” only – not ordering/referring, OPRA enrollment is not required.)*
- ❑ Most counties require that their SLPs *(who are recommending/ordering)* be OPRA enrolled so the services they provide will be Medicaid reimbursable.
- ❑ How do you know if you are enrolled? The link below will allow you to search eMedNY to determine your eligibility.

**Enrolled Practitioner’s Search Page:** (to check your enrollment status):

<https://www.emedny.org/info/opra.aspx>



# Enrolled Practitioner's Search (Including OPRAs)

- \* Enter your NPI>Click Search
- \* If not enrolled, you will see, “**NO RESULTS FOUND.**”
- \* If enrolled, you will see your information and, “**1 match found**”



The screenshot shows the eMedNY website interface. At the top, there is a navigation bar with buttons for 'What's New', 'Information', 'Provider Enrollment', 'Provider Manuals', 'Provider Outreach and Training', 'Contacts', and 'eMedNY HIPAA Support'. Below this is the main heading 'ENROLLED PRACTITIONERS SEARCH (including OPRAs)'. A red arrow points to the search form, which has a title 'Find Enrolled Practitioners (including OPRAs)'. The form includes a 'Search By:' section with radio buttons for 'NPI' (selected), 'License Number', and 'Provider Name'. Below this is an 'NPI number:' field containing '1508012717' and a 'SEARCH' button. A red arrow points down from the search form to a table with the heading '1 match found'. The table has four columns: 'NPI', 'LICENSE NUMBER', 'PROFESSION CODE', and 'NAME'. The first row contains the values: '1508012717', '00008342', '058', and 'GEBAUER BETTY P'.

**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)**

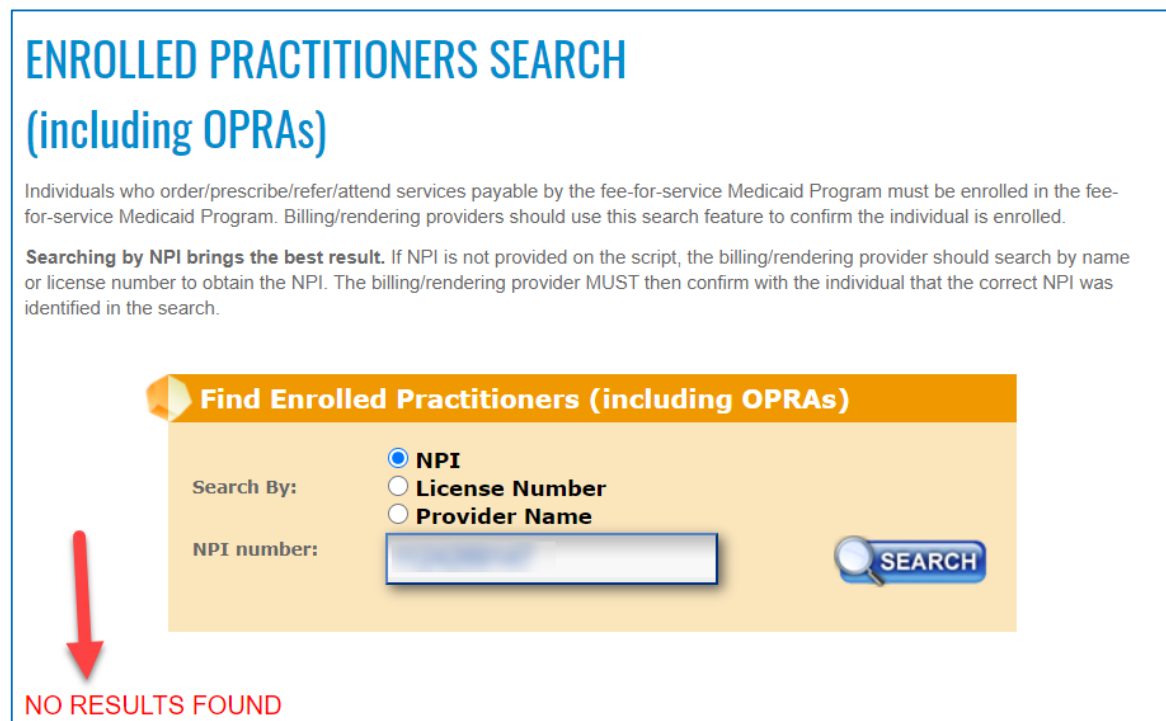
Search By:

- NPI
- License Number
- Provider Name

NPI number: 1508012717 **SEARCH**

**1 match found**

NPI	LICENSE NUMBER	PROFESSION CODE	NAME
1508012717	00008342	058	GEBAUER BETTY P



The screenshot shows the eMedNY website interface. At the top, there is a navigation bar with buttons for 'What's New', 'Information', 'Provider Enrollment', 'Provider Manuals', 'Provider Outreach and Training', 'Contacts', and 'eMedNY HIPAA Support'. Below this is the main heading 'ENROLLED PRACTITIONERS SEARCH (including OPRAs)'. A red arrow points to the search form, which has a title 'Find Enrolled Practitioners (including OPRAs)'. The form includes a 'Search By:' section with radio buttons for 'NPI' (selected), 'License Number', and 'Provider Name'. Below this is an empty 'NPI number:' field and a 'SEARCH' button. A red arrow points down from the search form to the text 'NO RESULTS FOUND'.

**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
- Provider Name

NPI number: **SEARCH**

**NO RESULTS FOUND**

# Ordering, Prescribing, Referring, Attending – OPRA Helpful Links / Phone # - eMedNY

- ❑ **eMedNY Call Center Phone Number: 1-800-373-9000**
- ❑ **Provider Enrollment & Maintenance Screen:**  
New Enrollment • Revalidation • Reinstatement/Reactivation  
<https://www.emedny.org/info/ProviderEnrollment/ther/index.aspx>
- ❑ **Revalidation Information:** (Enrolled – Required to Revalidate)  
<https://www.emedny.org/info/ProviderEnrollment/revalidation/index.aspx>
- ❑ **Enrolled Practitioner's Search Page:** (to check your enrollment status):  
<https://www.emedny.org/info/opra.aspx>
- ❑ **Link to Frequently Asked Questions (FAQs):**  
[https://www.emedny.org/info/ProviderEnrollment/ProviderMaintForms/Core\\_OPRA\\_FAQs.pdf](https://www.emedny.org/info/ProviderEnrollment/ProviderMaintForms/Core_OPRA_FAQs.pdf)
- ❑ **Link to Change your Address**  
<https://www.emedny.org/info/ProviderEnrollment/changeaddress.aspx>

# McGuinness Medicaid Team

If you have questions, please contact:

Deborah Frank, McGuinness Medicaid Specialist –  
[dfrank@mcguinness.com](mailto:dfrank@mcguinness.com) – 518-393-3635 Ext. #41

Kelly Knowles, McGuinness Medicaid/Portal/e-STAC's CRM –  
[kknowles@mcguinness.com](mailto:kknowles@mcguinness.com) – 518-393-3635 Ext. #28

# Upcoming Webinars

- \* **Digital Speech Recommendations (for SLPs) – (9/28/21) (Target Audience – SLPs)**
  - \* • 10:00 AM – <https://attendee.gotowebinar.com/register/3990640486982033934>
  - \* • 2:00 PM – <https://attendee.gotowebinar.com/register/1458467407237173006>
  - \* This webinar will cover the following topics:
    - \* • Benefits of Using the Digital Speech Recommendation – Side-by-side Comparison (Digital vs. Paper)
    - \* • Required Elements of a Written Order
    - \* • One-Time Set-up
    - \* • How to Create the Digital Speech Recommendation
    - \* • Troubleshooting the Digital Speech Recommendation Process
    - \* • Reports
    - \* • Unmatched Children & Enrollments

# Upcoming Webinars

## \* **Medicaid-Compliant Written Orders – (9/30/21) – (Target Audience – Everyone)**

\* • 10:00 AM – <https://attendee.gotowebinar.com/register/7798097521365718798>

\* • 2:00 PM – <https://attendee.gotowebinar.com/register/1709904825788819216>

\* This webinar will cover the following topics:

- \* • Required elements of a Medicaid Written Order,
- \* • What you should be checking to ensure a verified order,
- \* • The valid vs. invalid way to express the eight required items on your prescription,
- \* • When a new order is required,
- \* • How to make corrections on Medicaid documentation,
- \* • Electronic/digital signatures and attestations,
- \* • Links that will assist you with Medicaid compliance.
- \* • Benefits of using the Digital Speech Recommendation,
- \* • A side-by-side comparison of the digital option verses the handwritten paper option.

# Follow-Up

- \* This presentation will be recorded and the PowerPoint presentation will be uploaded to the Portal Knowledge Base for future reference.
- \* **Helpful Knowledge Base Articles:**
  - \* **For individual verification**  
<http://support.cpseportal.com/kb/a150/credential-verification-providers.aspx>
  - \* **For Agencies**  
<http://support.cpseportal.com/kb/a149/credential-verification-agencies.aspx>
  - \* **For Providers with NO CPSE Portal Login**  
<http://support.cpseportal.com/kb/a151/credential-verification-no-cpse-portal-login.aspx>
- \* **OPRA Information:** <http://support.cpseportal.com/kb/a255/opra-enrollment-information-website.aspx>
- \* Search for help in our **Knowledge Base:** <http://support.cpseportal.com/main/default.aspx>
- \* Email the **CPSE Portal Support Team:** [support@CPSEPortal.com](mailto:support@CPSEPortal.com)