



To: All Transportation Providers  
From: Wayne Freeman  
Subject: Trip Attestation Trip & Trip Correction Policy  
Date: January 15, 2013

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All trips assigned by MAS and completed by a transportation provider that are correctly coded and do not require a trip correction must be attested to by the transportation provider in the MAS system within 30 days of the trip date of service. The trip will be sent to eMedNY to generate a prior approval for payment. If the trip is not attested to within 30 days of the date of service it will automatically go to a status of overdue.

All trips assigned by MAS and completed by a transportation provider that require a trip correction must be submitted to MAS within 30 days of the trip date of service. Trip correction requests should be submitted by the transportation provider before attesting to the trip to generate a prior approval in eMedNY. If a trip correction is submitted beyond 30 days from the date of service the trip will automatically go to a status of overdue.

**Question;** what happens to the 30 day window to attest to a trip if I have submitted a trip correction?

**Answer;** when you submit a trip correction within the 30 day window determined by NYSDOH, the clock stops for the trip attestation time. It is the transportation provider's responsibility to keep track of trip corrections and when they are completed, the trip must be attested to. Transportation Provider will get a message that a trip attestation is overdue if you wait more than 30 days from the date of service to attest to the trip. Let the MAS supervisor assigned to your county know when this occurs so we can assist you. When a trip correction has been completed, you have a reasonable amount of time to attest to the trip according to NYSDOH policy.

### **NYSDOH Policy**

Department regulation at 18 NYCRR §540.6 indicates that claims for payment of medical care, services, or supplies to eligible Medicaid enrollees be submitted within 90 days of the date of service to be valid and enforceable, unless the claim is delayed due to circumstances outside the control of the provider, and 30 days from the date the claim comes within the control of the provider. Accordingly, the Department allows 30 days for trip attestation and correction requests to be submitted to its contracted transportation managers.

This regulation is outlined in the *Information for All Providers – General Billing* Provider Manual, available online at: <http://www.emedny.org/ProviderManuals/AllProviders/index.html>.

Providers seeking approval of trips outside these timeframes should submit the request to the Department for consideration via email ([Medtrans@health.state.ny.us](mailto:Medtrans@health.state.ny.us)) or fax (518-486-2495 ATTN: Heidi Seney). The Department requires, minimally, the patient CIN, service date/s, origination and destination, procedure code/s and unit/s requested, ordering provider. It is strongly suggested that a cover letter accompany the request explaining the reason for the delay in attestation. The Department will respond to the provider directly with its determination.

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Source: Transportation Provider Policy Manual <http://www.emedny.org/ProviderManuals/Transportation/index.html>.