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IMPORTANT BILLING INSTRUCTIONS FOR ARTICLE 16 CLINIC PROVIDERS

This article provides claims submission instructions for Office of Mental Retardation and Developmental Disabilities (OMRDD) Article 16 clinic services delivered after March 15, 2003. For all clinic services, except intake visits, the "Servicing/referring ID" field (data element 85-12) must be completed as follows:

- **If Article 16 clinic services are delivered by a licensed professional**, the "Servicing/referring ID" field must be completed with the State Education (SED) license number for the professional delivering the service. The "license type code" field is completed with the appropriate license type code.
- **If Article 16 clinic services are delivered by a student-in-training practitioner under the direct supervision of a SED licensed practitioner**, the "Servicing/referring ID" field must be completed with the SED license number for the professional **supervising** the service. The "license type code" field is completed with the appropriate license type code.
- **If Article 16 clinic services are delivered by an Applied Behavioral Sciences Specialist** as defined in NYCRR §679.99 (t), the "Servicing/referring ID" field must be completed with the SED license number for the licensed psychologist **supervising** the service. The "license type code" field is completed with the appropriate license type code.
- **If Article 16 clinic services are delivered by a rehabilitation counselor**, the "Servicing/referring ID" field must be completed with "**unlicensed practitioner number**". When using the unlicensed practitioner number the license type code field is left blank.

When intake visits are delivered by licensed professionals, the "Servicing/referring ID" field should be completed with the licensed professional's SED license number. When intake visits are delivered by authorized clinic employees who are **not** licensed professionals, the "Servicing/referring ID" field should be completed with "unlicensed practitioner number" and the license type code field is left blank.

Note that OMRDD is monitoring the use of the unlicensed practitioner number on Medicaid claims to ensure that it is being used only for rehabilitation counseling services and intake visits delivered by unlicensed staff.

For additional information on clinic claim submissions and a list of license type codes, please refer to the June 2002 **Medicaid Update**. Requests for this edition can be made via email at: MEDUPDTE@health.state.ny.us.

Any questions concerning this matter should be directed to Mr. Wake Gardner of the OMRDD Revenue Systems Unit at (518) 402-4333.