



State of New Jersey
Department of Human Services
Division of Medical Assistance and Health Services

MEDICAID ALERT

May 1994

- TO:** All Providers
- SUBJECT:** Revised List of Specified Post Office Box Numbers for Unisys Mail
- EFFECTIVE:** Immediately
- BACKGROUND:** Use of various Post Office Box Numbers allows Unisys to more quickly and efficiently handle incoming mail from providers. Unfortunately, numerous claims have been sent by providers to incorrect Post Office (P.O.) Box Numbers, resulting in slower handling of incoming claims.
- PURPOSE:** To remind all providers of the appropriate Post Office Box Numbers for Unisys mail. Providers are advised not to use Call Numbers (CNs) as this will slow down the processing of the claim.
- ACTION:** Providers are asked to designate the appropriate Post Office Box Numbers for all Medicaid Communications to Unisys. Please note that:
1. P.O. Box Number 4752 is for administrative mail only. This box number should not be used for provider claim forms.
 2. P.O. Box Number 4804 is for the return of Provider Enrollment forms.
 3. P.O. Box Number 4815 should be used only by providers submitting the 1500 N.J., Transportation, or Pharmacy claims that are computer generated on the new scannable red forms.

The P.O. Box Numbers are listed below. Please use the appropriate P.O. Box Numbers when sending claims to Unisys. Material should be mailed to:

Unisys Corp.
P.O. Box XXXX
Trenton, NJ 08650-XXXX

The zip code should be followed by the appropriate P.O. Box Numbers.

Example: 08650-4801 is for Provider Correspondence.

<u>MAIL TYPE</u>	<u>POST OFFICE BOX NUMBERS</u>
Administrative Mail	4752
Provider Correspondence	4801
Adjustment Requests	4802
Refund Requests/Garden State Health Plan (GSHP)	4803
Prior Authorization (PA)	
Provider Enrollment	4804
Long Term Care - Turn Around Document (TAD)	4805
UB82/92 Hospital Inpatient/Outpatient and Home Health Agency Services	4806
Pharmacy Services	4807
Providers Using the 1500 NJ	4808
Claim Correction Form (CCF)	4809
and Medicaid Crossover	
EPSDT Services	4810
Dental Services	4811
Vision Care Services	4812
Transportation Services	4813
Computer Operations	4814
Optical Character Recognition Forms (OCR)	4815

For further information regarding this Medicaid Alert, please contact the Unisys Provider Services Unit at 1-800-776-6334.

RETAIN THIS MEDICAID ALERT CHRONOLOGICALLY BEHIND THE ALERTS TAB
(GREEN TAB MARKED "4")