



CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR MEDICAID SERVICES
COMMISSIONER'S OFFICE
275 EAST MAIN STREET, 6W-A
FRANKFORT, KENTUCKY 40621-0001
(502) 564-4321 (502) 564-0509 FAX
WWW.KENTUCKY.GOV

ERNE FLETCHER
GOVERNOR

JAMES W. HOLSINGER, JR., M.D.
SECRETARY

March 1, 2004

General Provider Letter #A-62

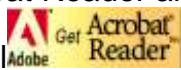
Dear Medicaid Provider:



This is to advise you that all Provider Billing Instructions (BI's) are now available electronically and are located on the Unisys website. You can save and/or print the Billing Instructions (BI's) as needed.

- The Unisys website address is <http://www.kymmis.com/>. (This site requires Internet Explorer 4.0 or above, or Netscape 6.0 (with Java Enabled) to run correctly.)
- Click on the **"Provider Relations"** link on the left side of the page.
- Click on the **"Provider Billing Instructions"** link on the left side of the page.

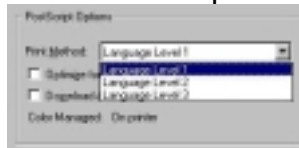
The BI's are arranged by Provider type with a brief **"program"** description to the right of the Provider number.

You will need Acrobat Reader in order to view the BI's.

- If you do not have Acrobat Reader and wish to download it, click on the "Get Acrobat Reader" button  located near the top of the page and follow the prompts.
This is a free download.
- Then just move you mouse pointer over the BI you are interested in **(it will change to a pointing finger)**

- Click on the BI that you want and the BI will open in Acrobat Reader.
- If you wish to save the BI, click on the Save icon  that is shown on the tool bar immediately above the BI.
- If you wish to print the BI, just click the Printer icon  on the tool bar immediately above the BI.

With some computers you may get an error page when you try to print the document. If this should happen, you will need to set the “Post Script Print Options” to “Language



Level 1”, located in the print dialog box at the lower left drop down list. Select “Language Level 1” and click OK to print the document. Then the document should print.

If you should have any questions, please send your email to: fftweb@unisys.com, or call Provider Enrollment at 877/838-5085.

Sincerely,



Russ Fendly
Commissioner