



# INDIANA MEDICAID UPDATE

December 23, 1998

**TO: All Indiana Medicaid Providers**

**SUBJECT: Updated Lockbox Address**

The purpose of this bulletin is to notify all Indiana Medicaid providers that effective January 1, 1999, all overpayments, accounts receivable, and check related refunds should be mailed to the lockbox address listed below. Appropriate use of this lockbox is critical to the timely processing of the correspondence received. Mail received at the lockbox which is not accompanied by a check must be redirected to the correct location, and may result in a processing delay.

### **Medicaid Program Refunds**

**ONLY outstanding accounts receivable payments and refund/adjustment checks should be mailed to the new lockbox address, with the appropriate documentation attached to the check.** Checks should be made payable to Indiana Medicaid. Please send checks to:

EDS  
P.O. Box 1937 Department 104  
Indianapolis, IN 46206

### **Medicaid Payment Checks**

Checks issued by the Indiana Medicaid program which are being returned by the provider for any reason (i.e., sent to the wrong address, duplicate payments, wrong provider or recipient, etc.) should be sent to:

EDS  
950 North Meridian Street  
9<sup>th</sup> Floor  
Indianapolis, IN 46206

**Purchase Requests**

Payments submitted with purchase requests for the Indiana Medical Assistance Provider Manual, Max Fee Schedules or NECS should be made payable to EDS and sent to:

EDS  
P.O. Box 68420  
Indianapolis, IN 46268-0420

**Claim Forms/Non-Check Adjustments**

Providers must use the appropriate P.O. Box for claim submission and submission of adjustment requests which are not accompanied by a check. DO NOT send these items to the above lockbox address for processing as you will experience delays in having your claims or adjustments processed. Please refer to Bulletin E98-42, which is included with this bulletin, for the P.O. Box to which these items should be addressed.

Paid claim adjustment requests without an attached check should be sent to:

EDS Adjustments  
P.O. Box 68765  
Indianapolis, IN 46268-0765

If you have any questions regarding the information contained in this bulletin, please contact the EDS Provider Assistance Unit at 1-800-577-1278, or for local providers at (317) 655-3240.