	MEDICAL ASSISTANCE BULLETIN **COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC WELFARE**	
	SUBJECT 1. Announcement of New Forms Printing Contractor 2. Instructions on Ordering Medical Assistance (MA) Forms	**BY** Darlene C. Collins Darlene C. Collins, M.Ed., M.P.H. Deputy Secretary for Medical Assistance Programs
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PURPOSE:

The purpose of this bulletin is to notify providers that the Department has selected Digita-L-Ink as its forms printing contractor and to provide instructions on ordering procedures and the availability of new forms.

SCOPE:

This bulletin applies to all active providers enrolled in the MA Program who order MA forms and invoices on a regular basis.

BACKGROUND/DISCUSSION:

Effective July 1, 1995, a new contractor, Digita-L-Ink, will be responsible for printing and distributing MA forms and invoices. With the selection of a new printing contractor, the Department wants to advise you of the procedures to follow when ordering MA forms and invoices.

PROCEDURES:

A. Ordering MA Forms and Invoices

Procedures for ordering MA forms and invoices are basically the same. However, the Provider Order Form (MA300X) is revised with the new printing contractor's name and address, and includes several new forms which will soon be available. Two of the revised MA300X's are attached to this bulletin for your use. **Use these forms to order any MA forms or invoices listed on the MA300X that you will need in the next few months**. Please note the following information when submitting your orders:

1. **Effective with orders received on or after September 1, 1995, only the revised MA300X, which is dated 7/95 and printed in BLUE AND BLACK ink, will be accepted by the new contractor**. The contractor will not process requests submitted on any MA300X with a revision date prior to 7/95. Also, cards or letters requesting forms cannot be processed.

2. The MA300X may be typed or handwritten, as long as it is legible. Photocopies or carbon copies of an MA300X are not acceptable. Orders must be placed on an original MA300X.

3. When you complete the MA300X, be sure to review the pre-printed information for correctness (i.e., Current Provider Shipping Address, Provider MAID Number, and Provider Type). If this pre-printed information is incorrect, please enter the correct information. **DO NOT USE A POST OFFICE BOX NUMBER FOR YOUR SHIPPING ADDRESS**. Forms are generally shipped via UPS and require a street address for delivery.

4. When placing your order for forms or invoices, be sure to request additional order forms (MA300X) to avoid running out. The order forms are available in packs of 12. The new MA300X forms will be preprinted with your mailing address, which is obtained from your order form.

5. You can expect to receive your supply of forms within two weeks from the time you submit your order. This quick turnaround time should eliminate most emergency orders. You should try to keep a three to six month supply of forms on hand and plan your reorders to avoid depleting your supply.

6. If your supply of order forms is depleted or lost, contact the appropriate toll-free inquiry telephone number for your provider type. A representative will advance you order forms until you obtain your supply.

REMEMBER:

The second part of the revised MA300X is a detachable postcard with the contractor's address preprinted on the form, which allows you to mail your order directly to the correct location. Orders sent to any other location cannot be processed. MA forms/invoices printed by our contractor are available to you at no charge.

B. Availability of New Forms

1. Physician's Invoice or Medical Services/Supplies Invoice (MA319 and MA319C).

   The MA319 and MA319C are now available as a one-part form (without carbon paper). The one-part versions are listed on the attached MA300X as MA319-1 and MA319C-1 respectively. The MA319-1 is available in cartons of 500 and the MA319C-1 in cartons of 1,000. **Orders for the new forms will be accepted beginning August 1, 1995**. (The MA319 and MA319C will continue to be available as a two-part set with carbon.)

2. Encounter Form (MA91)

   In the past, you were expected to photocopy the MA91 from your provider handbook. This form will now be printed in packs of 25 and available for order using the MA300X. Orders for the MA91 will be accepted beginning October 1, 1995.

3. Outpatient Services Authorization Request (MA97)

   In addition to the two-part snap-set, the MA97 will be available in the continuous-feed format beginning October 1, 1995. At that time, you may order them as an MA97C in quantities of 1,000.

Attachment

- MA300X - Medical Assistance Provider Order Form (7/95 version)

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

The appropriate toll-free inquiry line for your provider type.

Visit the Office of Medical Assistance Programs website at www.dpw.state.pa.us/omap.