

MEDICAID ALERT

April 24, 2013

**Relocation of MICSA (Medicaid) 34th St. (Manhattan)
Offices to 785 Atlantic Avenue Brooklyn- phase III**

The purpose of this ALERT is to inform Client Representatives, Facilitated Enrollers, Hospitals, Community Based Organizations and all entities that submit applications, renewals or inquiries for Medicaid/Family Health Plus consumers of the following: the program has relocated its administrative offices from **330 W 34th Street in Manhattan to 785 Atlantic Ave, Brooklyn NY 11238**. Areas within MICSA are being moved in stages over 5 weeks. The third group of units: FEAU, Undercare and Surplus moved to Brooklyn on April 22, 2013.

The Reception Unit (located at 340A W 34th Street), which handles Medicaid renewals and under care actions for consumers, will remain in Manhattan until 5/3/13. It will move to 785 Atlantic Avenue Brooklyn, NY on Monday 5/6/13. Effective Monday May 6th, no services for Medicaid clients, and agencies will be available at our current 34th St Location.

Effective April 22, 2013 , the following units be at the new location		
<i>MICSA Units</i>	<i>Previous Telephone</i>	<i>New Telephone #</i>
FEAU – Deborah Merced	(212) 273-3435	(929) 221-1749

<i>MICSA Units</i>	<i>Previous Telephone</i>	<i>New Telephone #</i>
Undercare Processing Division	(212) 630-1716	(929) 221-1690
	(212) 643-0842	(929) 221-1722

Until further notice and because of problems with one of the surplus unit telephone numbers, a temporary number has been provided for Ms. Mathews (929) 221-0838.

<i>MICSA Units</i>	<i>Liaison Name</i>	<i>Previous Telephone</i>	<i>New Telephone #</i>
Surplus	Maria Rivera	(212) 630-1283	(929) 221-0833
	Graciela Matthews	(212) 630-1295	(929) 221-0838
FAX Unit	Angel Phifer-Brown	(212) 630-9810	(929) 221-0835
<u>FAX Unit Number</u> For surplus consumers to fax paid or unpaid Medical bill		(917) 639-0645	(917) 639- 0645

Delivery of Surplus cases

Organizations authorized to submit surplus cases in bulk to the Surplus Unit have already been contacted in regard to the submission schedule that will be in place beginning April 23rd. Building security will be given names for the representatives of organizations scheduled each day. Staff submitting based on scheduled deliveries, should use the staff entrance on 505 Clermont Avenue. Organizations that wish to schedule drop-offs of Surplus cases should contact Bernadette Brown (brownb@hra.nyc.gov) to schedule a drop-off and have the names of the representative making the drop-off added to the building security list. Any organization making an unscheduled delivery will need to use the client entrance on 785 Atlantic Avenue and stand in line in order to receive a pass to proceed to the unit.

Delivery of Undercare actions

Authorized organization that would like to schedule a delivery of actions to the Undercare Unit should e-mail Susan Pelham (pelhams@hra.nyc.gov) or Nancy Herrera (herreran@hra.nyc.gov) to schedule a drop-off and have the names of the representative making the drop-off added to the building security list. Any organization making an unscheduled delivery will need to use the client entrance on 785 Atlantic Avenue and stand inline in order to receive a pass to proceed to the unit.

FEAU

As announced in an earlier ALERT, FEAU will begin accepting deliveries in Brooklyn on Wednesday, April 24, 2013. All Facilitated Enrollers have been informed of their scheduled delivery times. Representatives of organizations making scheduled drop-offs should use the staff entrance on 505 Clermont Avenue.