

# PAYMENT REFERENCE GUIDE



**1**

## CHECK YOUR INBOX FOR AN EMAIL FROM THE FOLLOWING CONTACT

Contact Title: doh.sm.CSP.Fiscal.Unit  
Contact Email: cspfiscal@health.ny.gov

**2**

## IF THE EMAIL IS NOT IN YOUR INBOX

Check your junk mail and quarantine folders. Make sure to accept emails from cspfiscal@health.ny.gov.

**3**

## OPEN EMAIL AND ATTACHMENT\*

The attachment is the patient services summary (PSS), which lists the services performed that month that will be reimbursed. The PSS is password protected. To view the attachment, enter the password "CSP."

\*If the PSS is inaccurate, you need to email Michele\_Tufano@urmc.rochester.edu and cspfiscal@health.ny.gov with the changes.

**4**

## REPLY TO EMAIL

If there are no changes and you are ready to receive payment, reply to the email: "We confirm that we have provided the services on the attached listing and request reimbursement for the reposted services."

**5**

## KEEP A COPY OF THE EMAIL AND PSS

You will need to keep the email and PSS to match the payments when you are reimbursed. Checks will not come with the list of patients.