

INVESTIGATION, REVENUE AND ENFORCEMENT ADMINISTRATION  
DIVISION OF LIENS AND RECOVERY



## LIENS & RECOVERY FACT SHEET

### PARTNERSHIP

The New York City Human Resources Administration Division of Liens and Recovery, in agreement with the New York State Office of the Medicaid Inspector General (OMIG), is working with Health Management Systems Inc. (HMS) to aid the collection of Medicaid and Cash Assistance liens. HMS can be reached toll free at (844) 449-3444.

### DEFINITIONS

**UPDATED LIEN AMOUNT:** Precise and up to date. Lawsuit/Action not settled.

**FINAL LIEN AMOUNT:** Precise and up to date. Lawsuit/Action settled.

**LIEN:** Medical & Cash Assistance provided to the individual from date of incident, forward (N.Y.S. SSL104-b).

**CLAIM:** Assistance provided to the individual & their family over the past 10 years (N.Y.S. SSL104).

**PRELIMINARY LIEN:** Computer generated Lien indicating client received Medicaid after the incident date.

### LIEN REQUEST

To **expedite** requests for **UPDATED** and **FINAL** liens, submit your request electronically via the internet by accessing:  
<http://www1.nyc.gov/site/hra/help/program-integrity-liens-form.page>

or use the traditional method of faxing the enclosed request form to (844) 449-3445.

**Providing the following information will allow Liens and Recovery to calculate lien amounts in a more timely manner:**

- **Plaintiff's Name, Social Security Number, and Date of Birth**
- **Date of Occurrence - Place of Occurrence**
- **Nature of Injury**
- **Claim/File Number**
- **Name & address of each allegedly liable third party, their attorney & insurance company**
- **Caption & Index Number of the personal injury lawsuit**
- **Copy of the pleadings**

SUBPOENAS/SERVICE OF PROCESS	MOTIONS	OTHER LIEN ISSUES
HRA/Office of Legal Affairs Service Desk 4 World Trade Center 150 Greenwich Street – 38 <sup>th</sup> Floor New York, NY 10007	HRA/Office of Legal Affairs Liens and Recovery Litigation Unit 4 World Trade Center 150 Greenwich Street – 38 <sup>th</sup> Floor New York, NY 10007	P.O. Box 3786 Church Street Station New York, NY 10008-3786 <i>or email: Liensrecovery@hra.nyc.gov</i>

The Division of Liens and Recovery **cannot** accept or endorse two-party checks for deposit.

For timely crediting of client's account mail all payments to lock box:

New York City  
Human Resources Administration  
Division of Liens and Recovery  
P.O. Box 414799  
Boston, MA 02241-4799