



427 Guy Park Avenue  
Amsterdam, NY 12010

December 16, 2021

**To: St. Mary's Healthcare Vendor**  
**Attn: Customer Service, Accounts Payable, Accounts Receivable**  
**Subject: Important Updates to St. Mary's Healthcare Billing Process and Address**

As you may already be aware, St. Mary's Healthcare has divested from Ascension Health and returned to an independent hospital organization. As part of this divestiture, **effective February 1, 2022**, St. Mary's Healthcare will reassume responsibility for all accounts payable and receivable operations and will no longer utilize the Ascension Health Ministry Service Center. St. Mary's Healthcare will continue as a non-Ascension participant with The Resource Group GPO for contract pricing.

Beginning **February 1, 2022**, all invoices and payment functions on behalf of St. Mary's Healthcare acute, non-acute and post-acute locations will be processed directly by St. Mary's Healthcare Accounts Payable Department. This communication notifies all suppliers of requirements to facilitate this change.

1. Please utilize the new billing address for all St. Mary's Healthcare invoicing and payment notifications:

St. Mary's Healthcare - Accounts Payable  
P.O. Box 126  
Amsterdam, NY 12010  
(518) 841-7496  
(518) 841-7439  
invoices@nysmha.org

2. Please submit a copy of your company's W-9 to [invoices@nysmha.org](mailto:invoices@nysmha.org) on or before **Friday, January 7, 2022**.
3. If a new customer account number is required because of this change, please notify St. Mary's Healthcare via email to [INVOICES@NYSMHA.ORG](mailto:INVOICES@NYSMHA.ORG) on or before **Friday, January 7, 2022**.
4. If there are any questions or concerns, please contact St. Mary's Healthcare Accounts Payable at 518-841-7496 or 518-841-7439 or email us at [invoices@nysmha.org](mailto:invoices@nysmha.org).

Additionally, the following changes to shipping guidelines are required for all supplier shipments to St. Mary's Healthcare acute, non-acute and post-acute locations:

1. All inbound small parcel shipments must be shipped using FedEx with "THIRD PARTY BILLING" to St. Mary's Healthcare's designated FedEx Inbound account number: **1212-9665-9**.

2. All inbound freight shipments must be shipped using “THIRD PARTY BILLING”. The following billing terms and address must be clearly noted on all shipping documents and freight invoices:

THIRD PARTY BILLING  
c/o St. Mary’s Healthcare – Accounts Payable  
P.O. Box 126  
Amsterdam, NY 12010

3. “COLLECT” is not equivalent to “THIRD PARTY BILLING” terms when completing shipping documents. Invoices submitted by freight companies to the Accounts Payable department with “COLLECT” billing terms may result in charge-back to suppliers and/or denial of supplier-invoiced freight charges.

Thank you for your cooperation and continued support throughout this transition. Please note that failure to send invoices to the new address could result in delay of payment.

Best Regards,

St. Mary’s Healthcare Procurement and Payables Teams