

July 5, 2006

Dear SPD Contract RNs:

### **Background**

This letter serves to address questions regarding a notice distributed by DHS titled ***Important Information About National Provider Identifiers*** (see enclosure).

As an *SPD Contract RN*, you are a Medicaid health care provider and will be required to apply for an NPI and Taxonomy code. The NPI will *eventually* replace your current six-digit Medicaid provider number. The NPI is a 10-digit, numeric identifier that does not expire or change, and is administered by the Centers for Medicare & Medicaid Services (CMS).

Although you are free to choose any appropriate Taxonomy code when applying for your NPI, the SPD Contract RN Service will be reimbursing providers that are identified by a *specific Provider Type and Taxonomy code*.

**Important - The following is the recommended Provider Type and Taxonomy code for the SPD Contract RN Service:**

**Provider Type for Registered Nurses: *Nursing Service Providers (16)***  
**Taxonomy code: *Registered Nurse – Community Health (163WC1500X)***

**Provider Type for Nurse Practitioners: *Nurse Practitioners (36)***  
**Taxonomy code: *Nurse Practitioner – Community Health (363LC1500X)***

### **Action Required**

Apply for your NPI at the National Plan and Provider Enumeration System (NPPES) website [www.nppes.cms.hhs.gov/NPPES](http://www.nppes.cms.hhs.gov/NPPES)

Make sure you have everything you need prior to starting:

- Nursing license number
- Social security number
- Zip plus 4 digit postal code
- This letter identifying the recommended SPD Contract RN Service Provider Types and Taxonomy codes.

Keep in mind that you cannot stop and save the electronic application document, even if you've created an ID and Password. Also, the "ADD Identification" query on the NPI application form is for your current six-digit provider number.

During the NPI application process, it is critical that you record the exact Provider Type and Taxonomy applied for. It is recommended that you print the screen containing this information for your records. You can also call the NPI Enumerator at 1.800.465.3203 and request a paper NPI application form.

After your application request has been processed, you will receive notification of your ten-digit NPI from the National Plan and Provider Enumeration System.

### **Register your NPI with the Office of Medical Assistance Programs**

After you receive notification of your NPI, you will need to register your NPI and Taxonomy code(s) with the Office of Medical Assistance Programs (OMAP). The second page of the enclosure is an OMAP NPI registration form for you to complete and mail as directed on the form. Please note that the "OMAP ID No." request field refers to your current six digit provider number.

### **Helpful Resources**

- DHS NPI website with additional links:  
<http://www.oregon.gov/DHS/admin/hipaa/npi/main.shtml>
- DHS EDI Support Services 800.422.5047 (option 2) or 503.947.5347

Gretchen Koch Thompson  
Seniors and People with Disabilities  
Office of Licensing and Quality of Care  
Community Based Care Nursing Coordinator  
503.945.6484  
[Gretchen.L.Thompson@State.or.us](mailto:Gretchen.L.Thompson@State.or.us)

Enclosure:

*Important Information About National Provider Identifiers (OMAP 06-105)*

OMAP is now collecting National Provider Identifiers (NPIs) in preparation for use in DHS systems by May 23, 2007. In order to build the necessary crosswalks, **we need a record of your NPI and taxonomy code(s) by January 15, 2007.**

### Why do I need this new number?

The Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of standard unique identifiers for all health care providers to improve the efficiency and effectiveness of the electronic transmission of health information.

The 10-digit NPIs were created to replace all unique numbers that have been assigned by various payers, such as OMAP's six-digit provider number.

### Where do I get an NPI?

The Centers for Medicare and Medicaid Services (CMS) established the National Plan and Provider Enumeration System (NPPES) to assign these unique identifiers. You may apply online by following the directions on their Web site: <<https://nppes.cms.hhs.gov/NPPES/Welcome.do>>.

Once you receive an NPI, notify our EDI Support Team using the fax form on the reverse side of this announcement or at <<http://www.oregon.gov/DHS/admin/hipaa/publications.shtml>>. Include your OMAP provider number, NPI and the taxonomy code(s) you selected.

### What taxonomy code(s) should I use?

The taxonomy code allows a single provider (individual, group, or institution) to identify their specialty category, similar to your OMAP provider type. Providers may choose more than one taxonomy code.

A provider can change taxonomy code(s) with the NPPES at any time. OMAP may recommend which Taxonomy code you need to use for continuous, uninterrupted payments in our MMIS system. We will notify you of the preferred codes as they become available.

### When will OMAP use the NPI for paying claims?

OMAP will not require the use of NPIs on claim submissions until **May 23, 2007**. If you are a small health care plan, you might be subject to a later deadline, May 23, 2008. Refer to the rules within the Federal Register to determine your individual status: <<http://a257.g.akamaitech.net/7/257/2422/14mar20010800/edocket.access.gpo.gov/2004/pdf/04-1149.pdf>>. Other payers' implementation dates will vary.

### Can I Use my NPI on OMAP claims now?

OMAP will accept the NPI on electronic claim transactions, however, **you must also use your OMAP six-digit number** because our computerized systems will only recognize OMAP numbers at this time.

### What if I bill on paper?

The Department made a business decision to also require NPIs on paper claims effective May 23, 2007.

## **Register your National Provider Identifier (NPI) with OMAP**

|   |                    |                         |
|---|--------------------|-------------------------|
| <b>Provider name</b>  | <b>Address</b>     | <b>City, State, Zip</b> |
|   |                    |                         |
| <b>Phone</b>  | <b>Fax</b>         | <b>E-mail</b>           |
|   |                    |                         |
| <b>Tax ID</b>   | <b>OMAP ID No.</b> | <b>NPI</b>              |
|   |                    |                         |
| <b>Taxonomy code(s)</b>   | [list up to three] |                         |
|   |                    |                         |
| <b>Do you submit claims electronically?</b>   |                    |                         |
| <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> no, but I'd like to |                    |                         |

*Return your completed form to:*

OMAP HFO—NPI  
 500 Summer Street NE, E-44  
 Salem, OR 97301-1079  
 Fax to (503) 947-5359

### **Questions?**

**F** Contact the EDI Support Team at  
 (503) 947-5347 or  
 1-800-422-5047 (Option 2)  
 E-mail <[dhs.hipaateesting@state.or.us](mailto:dhs.hipaateesting@state.or.us)>

Department of Human Services  
 Office of Medical Assistance Programs  
 500 Summer Street, E-35  
 Salem, OR 97301-1077