National Provider Identifier

This presentation provides information on the federal requirement for the National Provider Identifier (NPI), and how DHS will implement this requirement.

We hope you find this information useful.

~ DHS EDI Support ~

DHS
Oregon Department
of Human Services

What is NPI?

- It is mandated by the Administrative Simplification provisions of the federal Health Insurance Portability and Accountability Act (HIPAA).

- It is a unique 10-digit identifier for all health care providers that replaces all payer-specific identifying numbers, such as the 6-digit DMAP provider number.

- NPI never changes:
  - It is good for life of the provider
  - It may be deactivated/reactivated

Why do you need an NPI?

- HIPAA Administrative Simplification provisions mandate NPI to improve the efficiency and effectiveness of the electronic transmission of health information.

- All health care providers, intermediaries and insurers must use the NPI when exchanging medical information in an electronic format.

Who <u>does not</u> need an NPI?

- Atypical service providers who do not provide health care-related services do not need an NPI.

- Examples include:
  - Billing service
  - Non-emergent transportation:
    - Bus
    - Private vehicle
    - Taxi
    - Transportation broker

Who does need an NPI?

- NPI applies to any health care provider who transmits health information in a HIPAA-compliant electronic transaction:
  - 837 Professional (CMS1500)
  - 837 Institutional (UB-04)
  - 837 Dental (ADA)
  - 835 (Remittance Advice)
- NPI Final Rule states that only health care providers as defined in 45 CFR 160.103 are eligible for NPI:
  - "A provider of medical or health services and any other person or organization who furnishes, bills, or is paid for health care in the normal course of business."

Provider types who need NPI

- Type 1 providers are individual health care providers such as physicians, dentists, and sole proprietors.
- Type 2 providers are health care organizations (or organization subparts).
  - Type 2 providers include physician groups, hospitals, nursing homes, and the corporation formed when an individual incorporates.
  - If a Type 2 provider has a subpart that furnishes health care and is not a separate legal entity (such as a hospital pharmacy), they must determine if that subpart requires its own NPI.

DHS requirements for NPI

- All DHS providers, except for those that fit the description of an atypical service provider, must do the following if they haven't already done so:
  - Apply for an NPI with the NPI Enumerator (NPPES)
  - Report NPI and taxonomy code(s) to DHS
  - Report appropriate changes to their NPI and taxonomy code(s) as they occur
  - Submit paper claims with both their NPI and DMAP provider numbers
  - Submit EDI transactions with their NPI and taxonomy code(s)

How to obtain an NPI

How to apply

- Online: Go to the National Plan and Provider Enumeration System (NPPES) Web site at https://nppes.cms.hhs.gov.

- Mail: Complete the NPI Application/Update form and mail it to:

    NPI Enumerator
    P.O. Box 6059
    Fargo, ND 58108-6059

- If known, make sure to include your selected taxonomy code(s) in your application.

What is the NPI Enumerator?

- Fox Systems is the federal government's contracted NPI Enumerator.

- The NPI Enumerator processes provider requests to assign, update, deactivate, or reactivate NPIs. It also:
  - Handles issues related to unique identification.
  - Maintains a call center to assist providers with the processing of their application.
  - Maintains the National Plan and Enumeration System (NPPES) – The federal registry of NPI and taxonomy code(s) for all health care providers and health plans.

Before you apply for an NPI

- Collect the following information:
    - SSN or individual Taxpayer Identification Number (TIN)
    - Date of birth
    - Country of birth
    - State of birth (if country of birth is U.S.A.)
    - Gender
    - Mailing address
    - Practice location address and phone number
    - Taxonomy code(s)
    - State license or certification information (required for certain Taxonomy Codes)
    - Contact phone number and e-mail address

Taxonomy codes

What is a taxonomy code?

- A taxonomy code is a unique ten-character alpha-numeric code that allows the provider (individual, group, or institution) to identify their specialty category.

- The code list is structured into three distinct levels:
    - Provider type
    - Classification
    - Area of specialization

- Washington Publishing Company maintains the master list of taxonomy codes.

Washington Publishing Web site:

www.wpc-edi.com/codes/taxonomy

About your taxonomy codes

- Use codes that most accurately describe your business. Consider the type of services provided and for which DHS division.

- You can update your NPI data with NPPES to change taxonomy codes at any time.

- If you forget your taxonomy codes and need them for billing, you can find out about them in two ways:
  - Call the NPI Enumerator at 800-465-3203, or
  - Look it up in the online NPI Registry at https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do

Register your NPI with DHS

Why register?

- Registering with DHS ensures that your NPI is linked to your DMAP provider number in our claims processing system.

- This link ensures timely and accurate claims processing.

- When you register your NPI and taxonomy code(s) with DHS, we crosswalk these numbers to your DMAP provider number(s).
  - If DHS obtains a one-to-one match between your NPI and DMAP number, only your NPI is required.
  - If DHS cannot obtain a one-to-one match, DHS will require taxonomy codes to complete the crosswalk.

How to register your NPI

- Once you have received your NPI and taxonomy code(s), you must report them to DHS so that we can link these numbers to your DMAP provider number.

- Send DHS your information in one of the following formats:

  - The DHS NPI Registration Form (DMAP 1038)

  - An Excel spreadsheet containing all the information requested on the DMAP 1038.

  - The Excel spreadsheet developed by the TCS HIPAA workgroup.

  - The XML file created by NPPES for mass enumeration of CMS-approved Electronic File Interchange Organizations (go to the CMS EFIO home page for more information)
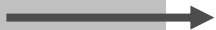
DMAP 1038 form

Print Form   **Reset Form**   **"Save As" to desk top**

Register your National Provider Identifier (NPI) with DMAP

Provider name	Address	City, State, Zip
Phone	Fax	E-mail
Tax ID	DMAP ID No. **(required)**	NPI **(required)**

Taxonomy code(s) **(required)**		

Do you submit claims electronically?
☐ Yes ☐ No

Would you like more information about DHS electronic claims processing?
☐ Yes ☐ No

Return your completed form to:
DHS EDI Support Services
DMAP Operations
500 Summer St. NE, E-44
Salem, OR 97301-1079
—or—
Fax to 503-947-5359
—or—
Complete form, save, and E-mail
to DHS.EDIsupport@state.or.us

Questions? Contact DHS EDI Support Services at:
DHS.EDIsupport@state.or.us
1-888-690-9888 (Option 2) or 503-947-5347

If you have forgotten which taxonomy codes you chose, call the NPPES at 1-800-465-3203.

DMAP 1038 (06/07)

Where to send your registration

- E-mail: DHS.EDIsupport@state.or.us

- Mail: DHS EDI Support Services
  Attention: NPI Registration
  500 Summer Street NE, E44
  Salem, OR 97301

- Fax: 503-947-5359
  Attention: NPI Registration

Claim requirements for NPI

DHS paper claim requirements

- DHS requires eligible providers to use **both** their DHS-registered NPI and 6-digit DMAP provider number on all paper claim forms:
    - CMS-1500
    - UB-04
    - ADA 2006
    - DMAP 505
    - DMAP 1036

- Go to the DMAP Billing Tips page or your OHP provider guidelines for instructions on where to put the NPI and DMAP numbers on your paper claims.

DHS EDI requirements

- After December 31, 2007, DHS will only accept EDI transactions that contain a DHS-registered NPI and taxonomy codes, as indicated in the DHS HIPAA Companion Guides.

- All EDI submitters should complete Business to Business (B2B) testing with DHS by December 31, 2007 to ensure their transactions are NPI-compliant.
    - A claims transaction containing valid NPI values will pass through the system as compliant, but DHS cannot ensure accurate adjudication if you have not completed B2B testing.

Resources

CMS resources

- Go to the CMS [NPI Educational Resources](#) Web page to download material about NPI, including the CMS NPI Training Package.

- The Training Package contains five modules:
  - General information
  - Electronic File Interchange (EFI)
  - Subparts
  - Data dissemination
  - Medicare implementation

DHS resources

- Go to the DHS National Provider Identifier page to view the latest information about DHS implementation of NPI requirements:
  - DHS implementation timelines
  - Provider announcements related to NPI
  - Links to additional NPI resources
  - Frequently asked questions
  - DHS progress reports

- The DHS EDI Bulletins also contain important information about DHS requirements for HIPAA standard transactions and NPI implementation.

Still need help?

- If you need help determining taxonomy codes, registering your NPI, or submitting NPI-compliant EDI transactions to DHS, contact DHS EDI Support Services at:
  - Toll free: 888-690-9888
  - E-mail: DHS.EDIsupport@state.or.us

- If you need assistance billing NPI-compliant paper claims, contact DMAP Provider Services at:
  - Toll free: 800-336-6016
  - E-mail: DMAP.ProviderServices@state.or.us

E D I Electronic Data Interchange makes $ense: it's fast, accurate and cost effective.   DHS

Thank you!