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July 2, 2007

## Reporting changes to DHS *within 30 days*

DHS EDI  
Bulletin

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Has your telephone number or address changed? Did you recently renew your professional certification or licensure? We ask providers to notify us within 30 days of *any* business changes. Use the Provider Information Update form, [DMAP 3035](#), which you can download from the DHS Web site at

<<http://www.oregon.gov/DHS/healthplan/forms/omapforms.shtml#3000>>.

Contact Provider Enrollment at <[provider.enrollment@state.or.us](mailto:provider.enrollment@state.or.us)> or 1-800-422-5047 with any questions.

### ***Update your Trading Partner Agreement***

Please also keep information up-to-date on your DHS Trading Partner Agreement (TPA). Report any changes in staff, clearinghouses, etc., by filling out the [TPA change form \(Exhibit C\)](#). Send it as soon as possible to the address provided on the form. You can download the TPA change form from the DHS Web site: <[http://www.oregon.gov/DHS/admin/hipaa/testing\\_reg.shtml](http://www.oregon.gov/DHS/admin/hipaa/testing_reg.shtml)>. Click on "EDI packet/TPA change form."

## DHS document revisions

### ***Provider Enrollment Forms updated for NPI***

We are currently updating all the provider enrollment forms to allow space for the National Provider Identifier (NPI) and the associated taxonomy code(s). We will also need your NPI confirmation letter from NPPES to accompany your enrollment or update form. Direct your questions to [Provider Enrollment](#) at 1-800-422-5047.

### ***Newly revised Trading Partner Agreements***

We recently updated the DHS Trading Partner Agreement (TPA) to allow for the National Provider Identifier (NPI) and associated taxonomy codes. On our current version 6.0, dated 6/18/07, these are no longer optional fields for providers qualifying for an NPI.

We have been accepting older versions of the TPA, but on August 1, 2007, we will begin returning all versions other than the TPA 6.0 **from new trading partners** and will require them to resubmit on the 6.0 revision.

Please don't share any old versions of TPA blank forms with new providers. You can download the current version from the DHS Web site at [http://www.oregon.gov/DHS/admin/hipaa/testing\\_reg.shtml](http://www.oregon.gov/DHS/admin/hipaa/testing_reg.shtml). Click on "EDI packet." We also provide a self-paced tutorial online to assist in completing the TPA.

If you need assistance or have any questions, contact DHS EDI Support Services at 1-888-560-9888 or e-mail [DHS.EDIsupport@state.or.us](mailto:DHS.EDIsupport@state.or.us).

## Oregon DHS NPI dual-use period

To allow DHS providers additional time to come into compliance with the NPI rule, DHS did not implement all NPI system changes on May 23, 2007. Instead, DHS is taking a soft approach with what DHS is referring to as a "dual-use period." This will mitigate risk to claims payment integrity and permit providers to use their NPI on claim transactions as well as their DMAP provider number.

The system will process claims submitted with only a DMAP legacy provider number until the end of the dual-use period. It will also process claims submitted with only an NPI number *as long as you have previously registered your NPI with DHS*.

DHS will not be able to process claims in a timely manner if we cannot cross-walk an NPI to a DMAP unique number. If you have not registered your NPI with us yet, you need to submit claims using both your NPI and DMAP unique number. Submitting a claim with both numbers on it does *not* constitute registration, however. Use form DMAP 1038 to register your NPI with DMAP, <http://dhsforms.hr.state.or.us/Forms/Served/OE1038.pdf>.

DHS will continue to return the legacy DMAP number in the claims payment response remittance advice (RA) until the end of our dual-use period.

Information regarding additional exceptions as well as technical details about the dual-use submission will be available in the NPI area of the DHS Web site soon, <http://www.oregon.gov/DHS/admin/hipaa/npi/main.shtml>. We plan to implement system changes allowing only an NPI once we determine the end date of the dual-use period. Watch for announcements of this end date.

## NPI re-testing

### ***Have you re-tested your 837 claims transactions with NPIs?***

DHS expects all electronic claims submitters (providers, clearinghouses, and/or billing services) to test their NPI software changes. As stated in your Production

Invitation, "Re-testing is required for all affected transactions if any of the following apply: Software changes (new vendor, version updates, etc.)."

DHS must have your NPI and taxonomy code(s) on file (*i.e.*, registered) before testing. Failure to test may result in claims that are not posted to the provider remittance advice or that will be denied because the provider is "unknown." NPI-specific modifications are identified in the federal Implementation Guides and DHS Companion Guides. The latter are available at [http://www.oregon.gov/DHS/admin/hipaa/guides\\_man.shtml](http://www.oregon.gov/DHS/admin/hipaa/guides_man.shtml).

***You can always contact DHS EDI Support Services for help at 1-888-560-9888 or by e-mail <[DHS.EDIsupport@state.or.us](mailto:DHS.EDIsupport@state.or.us)>.***