



National Provider Identifier Fact Book for State Sponsored Business

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UniCare is a WellPoint Company

Contact Information

UniCare Website

www.unicare.com

Kansas

Customer Care Center1-866-408-7106

Community Resource Centers

825 South Kansas Avenue
Topeka, KS 666121-877-604-0462

327 North Hillside Avenue
Wichita, KS 67214.....1-877-264-4534

Texas

Customer Care Center (STAR)1-866-480-4830

Customer Care Center (CHIP).....1-866-480-4835

Community Resource Center

1801 N. Lamar St., Suite 130
Dallas, TX 752021-800-618-3084

West Virginia

Customer Care Center1-800-782-0095

Community Resource Center

1207 Quarrier St., Suite 100
Charleston, WV 25301.....1- 888-611-9958

NPI 101 – Frequently Asked Questions

What is the National Provider Identifier (NPI)?

The NPI is one provision of the Administrative Simplification portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The NPI is a single identification number that is assigned by the federal government to health care providers.

What does the NPI look like?

The NPI is a 10-digit, all-numeric identifier that includes one check digit in the tenth position to ensure accuracy. The NPI doesn't contain any embedded intelligence. In other words, you are not able to determine a provider's state, region, specialty, or any other information directly from the NPI.

What is the purpose of the NPI?

The purpose of the NPI is to simplify billing for each provider by having one standard provider identifier when submitting electronic transactions to payers. It is intended to improve the efficiency of the health care system and help to reduce fraud and abuse.

Who must comply with NPI requirements?

NPIs are required by regulation to be used to identify health care providers in HIPAA standard transactions. The NPI must be used in all HIPAA transactions by all covered entities – health plans, health care clearinghouses, and health care providers.

What are HIPAA transactions?

American National Standards Institute (ANSI) is a committee that defines

standards for many American industries. Thus far, HIPAA has mandated that nine ANSI transactions must be used for specific electronic health care transactions. These transactions include:

- 837 Claim,
- 835 Remittance Advice,
- 834 Enrollment,
- 270 Eligibility Inquiry,
- 271 Eligibility Response,
- 276 Claim Status Inquiry,
- 277 Claims Status Response,
- 278 Referral, and
- 820 Premium Payment.

It is expected that additional transactions will be mandated in the future. Please look on UniCare's State Sponsored website for additional NPI information, including the 837P and 837I Enumeration and Contractual charts.

Where can I find more help on electronic billing?

We have analyzed claims trends to help ensure a smooth NPI transition. UniCare's State Sponsored Business website has additional information on NPI and claims and billing questions.

We developed the Professional 837 Enumeration and Contractual Chart and the Institutional 837 Institutional Enumeration and Contractual Chart to assist our providers. Strictly reference tools, the charts are guides for entering Type 1 and Type 2 NPI information appropriately, under three different scenarios. Please note the charts only apply to providers submitting NPI numbers.

Please refer to UniCare's State Sponsored Business website for detailed information

on how successfully to submit claims to UniCare's State Sponsored Business.

How is an NPI generated?

The NPI is generated by a new system called the National Plan and Provider Enumeration System (NPPES) and issued by the U.S. Department of Health and Human Services (HHS) through the Centers for Medicare and Medicaid Services (CMS).

How is a provider issued an NPI?

Providers can apply to NPPES for an NPI and are required to have an NPI by May 23, 2008, when exchanging electronic transactions. To apply for an NPI, providers can:

- Apply online by going to the NPPES website at **<https://nppes.cms.hhs.gov/NPPES>**.
- Download a CMS-10114 NPI application from the CMS website at: **http://www.cms.hhs.gov/NationalProviderIdentStand/03_apply.asp**.
- Request a CMS-10114 NPI application from the NPI Enumerator.
 - Phone: **1-800-465-3203** or TTY **1-800-692-2326**
 - Email: **customerservice@npienumerator.com**
 - Mail: **NPI Enumerator, P.O. BOX 6059, Fargo, ND 58108-6059**

Providers need to supply adequate information to ensure that they can be identified uniquely by NPPES. Should any of that information change in the future, NPPES must be notified within 30 days.

What is an Entity Type Code?

An Entity Type Code is a category indicator that determines the type of provider that is being assigned an NPI:

- **Entity Type Code 1** is issued to health care providers who are individual human beings. Examples include physicians, dentists, chiropractors, pharmacists, and nurses.
- **Entity Type Code 2** is issued to organizations such as hospitals, residential treatment centers, laboratories, group practices, etc.

Are NPIs only issued for hospitals and physicians?

No. Any "health care provider" as defined in the NPI Final Rule may apply for an NPI. In addition to hospitals and physicians, NPIs are issued to institutional and other health care providers such as:

- Skilled nursing facilities;
- Home health agencies;
- Comprehensive outpatient rehabilitation facilities;
- Assorted clinics and centers;
- Clinical laboratories;
- Various licensed/certified health care practitioners such as dentists, chiropractors, pharmacists, etc.; and
- Suppliers of durable medical equipment.

They also are issued to any appropriately licensed or certified health care practitioners or organizations, including pharmacies, nursing homes and many types of therapists, technicians, aides, and any other individual or organization that furnishes health care services or supplies. In other words, an NPI applies to any health care individual or organization that

bills and is paid for health care services or supplies. If organizations, such as hospitals, are made up of components or separate physical locations that qualify as separate health care facilities, they also may be issued their own NPI. These types of arrangements are referred to as “subparts” in the NPI Final Rule.

What is a subpart?

Subparts of organizational health care providers are eligible to be assigned NPIs. A subpart can be uniquely identified, for example, by separate physical location, by separate license, or by certification.

While we cannot tell you how to structure your organization in regard to enumerating, our recommendation is for each incorporated practice to secure an Entity Type 2 NPI to assure that the proper entity is reimbursed for services that are rendered by the individual provider.

If a provider has numerous health plan IDs, does each health plan require an additional NPI?

No. The NPI is the single provider identifier that replaces each of the different health plans’ numerous identifiers. This regulation requires each of the health plans to use the NPI as the sole identifier for each provider. A provider needs to apply only once for an NPI.

What if a doctor changes practices, moves, or changes specialties?

Even if a provider moves, changes specialty, or changes practices, the provider retains the same NPI but must notify NPPES and supply the new information. The NPI is intended to identify the provider throughout his or her career. Organization NPIs also are

intended to be permanent except in rare situations such as when a health care provider does not wish to continue an association with a previously used NPI or when a health care provider’s NPI has been used fraudulently by another.

If I get an NPI or change my NPI information do I need to tell you?

Yes. For your convenience, we have included a form at the end of this document. Please fax the completed form to **1-877-608-6752**.

Is a NPI required on paper transaction?

The NPI mandate does allow payers to require the use of the NPI on all transactions, including paper, to improve processing efficiency. We require you to submit your NPI on paper transactions so that we may comply with specific state requirements pertaining to the processing and reporting of claims data for State Sponsored Business members, and to minimize any claims payment disruption. Existing identification numbers can continue to be used in paper and non-HIPAA electronic transactions after the mandatory compliance date.

Where can I learn more about NPI?

To learn more about NPI from CMS, visit **<http://www.cms.hhs.gov/NationalProviderIdentifierStand/>**.

In addition, we encourage you to log on to the UniCare website to find the most up-to-date information regarding HIPAA and the compliance status of UniCare.

When did UniCare begin accepting the NPI?

UniCare began accepting NPIs effective October 1, 2006. As of May 23, 2007, we accepted NPIs without legacy ID on

electronic claims, and CMS-1500 (08/05) and UB-04 paper claim forms transactions.

We don't want our providers to miss a single payment because of NPI noncompliance. Use the following guidelines for preparing and submitting your claims:

- Billing NPI, name and address
- Rendering NPI, name and address
- Service Facility NPI (if appropriate)
- Billing Taxonomy Codes and Qualifiers
- Rendering Taxonomy Codes and Qualifiers
- Tax ID Number

What happens if I'm not ready to use NPI-only to submit claims?

UniCare's State Sponsored Business NPI contingency period formally ended on May 23, 2008. We are currently processing NPI-only claims and encourage all providers to move to NPI-only submission on transactions. If a provider is currently submitting with dual identifiers, we encourage the provider to submit claims to UniCare's State Sponsored Business with NPI-only identifiers. We will work with providers and providers' contracted vendors to maintain current business operations, while supporting providers' efforts to comply with the requirements of HIPAA's NPI Rule.

Provider Checklist

If you haven't already done so, you may be asking yourself, what can I do to prepare for the NPI? Keep in mind that the NPI replaces all legacy identifiers of providers, practices, facilities, and others that have been assigned by payors for reimbursement. Since NPIs play a critical

role in reimbursement, organizational providers should determine if they have subparts and begin to obtain NPIs for those subparts in a timely manner. Listed below are some key steps to consider.

1. Determine your organizational structure – are you an Entity Type 2 Organization that requires subparts?
2. Review your current identifiers and how they relate to your NPIs or future NPIs.
3. Identify any gaps when you compare your current reimbursement schedules with your current identifiers and how that is different with your NPIs.
4. Discuss your current enumeration scheme and future enumeration plans with your staff and with your payors so that if any modifications are necessary for reimbursement, you won't experience any delay.
5. Request your NPIs and any necessary subparts.
6. Communicate your NPIs and/or subparts to all of your trading partners to minimize any disruption to reimbursement processes.
7. Review your current system software and work with your software vendor to ensure that your systems are capable of submitting and receiving NPIs within your electronic transactions.

For Kansas providers only: Once you have your NPI, please submit the information to the state of Kansas for attestation.

Attestation is a process of registering and reporting your NPI with your state Medicaid agency. Providers should ensure

that all the information on the Kansas Medical Assistance Program (KMAP) provider file is correct. Although it is important that all information is kept current, the following is a list of the items that KMAP needs providers to update and verify are correct:

- NPI
- Provider Name
- Address
- ZIP Code+4 Digits
- Federal Tax Identification Number (FEIN)

Providers can also access KMAP's provider file on the secure portion of the KMAP Web site at <https://www.kmap-state-ks.us/>.

For Texas providers only: Once you have your NPI, please submit the information to the state of Texas for attestation.

Attestation is a process of registering and reporting your NPI with your state Medicaid agency. Providers seeing Texas Medicaid patients are required to register and attest their NPI with the state of Texas Medicaid & Healthcare Partnership (TMHP). You can attest your NPIs on the TMHP website at www.tmhp.com.

Important: If you have not attested your NPI and related data, or do not use your attested NPI and related data, we will deny your claims and other transactions.

How to Submit Your NPI on Electronic Transactions

The NPI is reported within the provider loops on the electronic transaction. The elements we require are:

- NM108 qualifier is "XX" for NPI submission

- NM109 field displays the 10 digit NPI
- Tax ID is required in the Ref segment when NPI is reported in the NM109
- REF01 qualifiers (EI =Tax ID, SY = Soc Sec. #)
- REF02 field displays the Providers/Facilities Tax ID or SS #
- PRV Loop 2000A PRV02 field should include **ZZ** to indicate Health Care Provider Taxonomy code
- PRV Loop 2000A PRV03 field displays Provider Taxonomy code
- PRV Loop 2310B PRV02 field should include **ZZ** to indicate Health Care Provider Taxonomy code
- PRV Loop 2310B PRV03 field displays Provider Taxonomy code

Please refer to the UniCare companion guides before submitting the NPI on electronic transactions.

We've expanded our website at www.unicare.com to include NPI information specific to UniCare. We encourage you to routinely visit this site to obtain the most up-to-date information. Information specific to UniCare's State Sponsored Business can be found on the **Provider Resources** page of that portion of our website.

For Texas providers only: Please submit claims with the appropriate benefit code for those services which it is a requirement to do so. For electronic claims, the benefit code should be added in SBR Loop 2000B, SBR03. For paper claims, the benefit code should be included on the CMS-1500 Claim Form in box 11c. Valid benefit codes are listed below. Please note

that if a claim is submitted without the benefit code when it is required, UniCare will return the claim to you for resubmission. If a benefit code is not applicable, then leave the field blank.

Benefit Code	Service
CA1	County Indigent Health Care Program
CCP	Comprehensive Care Program
CSN	CSHCN Services Program
DE1	THSteps Dental
DM2	Texas Medicaid Home Health DME
DM3	CSHCN Services Program Home Health DME
ECI	Early Childhood Intervention Providers
EP1	THSteps Medical
FP3	Family Planning Agencies
HA1	Hearing Aid Dispensers
IM1	Immunization
MA1	Maternity
MH2	Mental Health Case Management
TB1	Tuberculosis Clinics
WC1	Women, Infants, and Children (WIC) Clinic

Paper Claims Forms

Paper claim forms have been revised to accommodate NPI along with other modifications. UniCare began the transition to the revised claim forms (CMS-1500 Version 8/05 and UB-04) on October 1, 2006.

NOTE – Always file the Tax ID number even when billing the NPI number.

CMS-1500 (version 08/05) Claim Form

On the revised CMS-1500 claim form, you need to include:

- Referring provider NPI in box 17b
- Rendering NPI (Unshaded field of Box 24J)

- Rendering Taxonomy Codes and ZZ Qualifier (Shaded field of Box 24J and 24I)
- Servicing provider location and Service Facility NPI (Box 32 and 32A, if appropriate)
- Billing NPI, name and address (Box 33A and Box 33)
- Billing Taxonomy Codes and ZZ Qualifier (Box 33B)
- Tax ID Number (Box 25)

For more information, please visit our website at www.unicare.com and the NUCC website at www.nucc.org.

UB-04 Claim Form

Likewise, a revised version of the facility claim form – formerly called UB-92 and now renamed UB-04 – has been available since October 1, 2006. On the UB-04, you need to include:

- Billing NPI name and address (Box 56 and 1, respectively)
- Billing Taxonomy Codes and ZZ Qualifier [Box 81 (a-d)]
- Attending physician NPI in field 76
- Operating physician NPI in field 77
- Other provider types NPI in fields 78 and 79
- Tax ID Number (Box 5)

Informational Websites

Many organizations undertook various activities to support the success and implementation of NPI. For your information, we have provided some of these organizations and their respective web sites.

Government Organizations

- Centers for Medicare & Medicaid Services NPI Website: www.cms.hhs.gov/NationalProviderIdentifierStand/
- National Plan and Provider Enumeration System (NPPES) Enumerator: <https://nppes.cms.hhs.gov/NPPES>

Professional and Trade Associations/Workgroups

- American Hospital Association: www.aha.org/hipaa/resources/scanheadline.asp
- American Health Information Management Association: www.ahima.org
- American Medical Association: www.ama-assn.org
- National Council for Prescription Drug Programs: www.ncdpd.org
- Medical Group Management Association: www.mgma.com

Paper Claim Forms:

- UB-04: National Uniform Billing Committee (NUBC): www.nubc.org
- CMS-1500: National Uniform Claim Committee (NUCC): www.nucc.org

Data and Transaction Standards

- Electronic Healthcare Network Accreditation Commission (EHNAC): www.ehnac.org
- Workgroup for Electronic Data Interchange: www.wedi.org

Taxonomy Codes and Implementation Guides

- Washington Publishing Company (WPC): www.wpc-edi.com

UniCare HIPAA NPI Readiness Statement

The National Provider Identifier (NPI) is a component of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The NPI is a 10-digit, single-provider ID that is assigned by CMS (Centers for Medicare and Medicaid Services) through NPPES (National Plan and Provider Enumeration System) to uniquely identify a physician, other health care professional or institution within specified electronic HIPAA transactions. It is intended to improve the efficiency of the health care system and reduce fraud and abuse. Ultimately, the NPI replaces all existing identification numbers including the Medicare, Medicaid, Unique Physician Identification Number (UPIN), and plan provider identification numbers.

UniCare reviewed the requirements of the National Provider Identifier (NPI) and assessed current and future capability and analyzed impacts formalizing an implementation strategy. The mandated compliance date was May 23, 2007.

To help meet the compliance efforts of our business partners, we expanded our newsletters and provider websites to include NPI information specific to UniCare. The site is accessible so that you may obtain the most up-to-date information.

NPI Glossary

Bulk Enumeration: See Electronic File Interchange (EFI).

Clearinghouse: Authorized vendor or company that accepts electronic data transmissions and translates health care data to or from standard formats.

CMS: Centers for Medicare & Medicaid Services.

Covered Entities (CE): Under HIPAA, this is a health plan, a health care clearinghouse, or a health care organization that transmits any health information in electronic form in connection with a covered HIPAA transaction.

Covered Health Care Provider: Under HIPAA, a health care provider is someone who is trained and licensed to give health care or a place that is licensed to give health care. A covered health care provider is a health care provider who is covered under the NPI Final Rule (transmits any health information in electronic form in connection with a standard HIPAA transaction).

Electronic File Interchange (EFI): Distribution of NPIs to a large number of health care providers, all at once. This process of bulk or mass enumeration is coordinated by authorized organizations through the NPI enumerator.

Employer Identification Number (EIN): Also known as the Tax Identification Number (TIN), or the Federal Tax Identification Number, it is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number is

sometimes utilized for provider identification purposes. Covered entities are required to use the EIN in HIPAA standard transactions that require EINs in certain data fields.

Entity Type Code: The type of health care provider that is being assigned an NPI. The entity type code can be either Entity Type 1 (human beings) or Entity Type 2 (organizations).

Entity Type 1: Is issued to individual human beings (not organizational) including, but not limited to, physicians, dentists, and chiropractors. The NPI is a permanent identifier and is assigned for the provider's life.

Entity Type 2: Is issued to organizations, including but not limited to hospitals, residential treatment centers, laboratories, and group practices. Subparts of organization health care providers are eligible to be assigned NPIs. This is a permanent identifier and is assigned for the life of the organization.

Enumerator: An organization under contract with HHS to assign NPIs. In addition to processing NPI applications, the NPI Enumerator also assists providers with questions about their applications or updates to their NPI application.

HIPAA: Health Insurance Portability and Accountability Act of 1996.

Legacy/Plan Identifiers: Identification numbers assigned by health plans.

Legal Entity: The covered entity ultimately responsible for complying with the HIPAA rules and ensuring that its subparts and/or health care components are in compliance.

National Provider Identifier (NPI): The National Provider Identifier (NPI) is one provision of the Administrative Simplification portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The NPI is a 10-position, all-numeric identifier that is assigned by the federal government to health care providers. The NPI is used to identify physicians, hospitals and other medical professionals in all electronic standard HIPAA transactions.

It is intended to improve the efficiency of the health care system and help to reduce fraud and abuse.

National Plan and Provider Enumerator Services (NPPES): The administrative system for supporting a national plan and provider registry. This is a comprehensive uniform system for identifying and uniquely enumerating health care providers and plans at the national level. Formerly National Provider Systems (NPS).

Non-Health care Services: Atypical or nontraditional services that are indirectly related to health care but do not fall with the definition of health care services. These could include taxi, home and vehicle modifications, or insect control. These types of services are not eligible to receive an NPI.

Payer: Health carrier or plan.

Social Security Number (SSN): A number assigned by the Social Security Administration (SSA) to the individual being identified. An SSN could be used as a TIN (Tax ID Number).

Small Health Plan: A health plan with annual receipts of \$5 million or less.

Standard HIPAA Transaction: A transaction that any health plan, any health care clearinghouse and any health care provider transmits containing any health information in electronic form in the standard format such as 835, 837, etc.

Subparts: A component or separate physical location of an Entity Type 2 Organization health care provider. Examples of subparts include outpatient departments, surgical centers, psychiatric units, and laboratories that are tied to a hospital/facility.

Tax Identification Number (TIN): The number used to identify an individual or entity for federal income tax purposes (can be used interchangeably with the EIN). A tax ID may be either the SSN or an EIN. The number depends on the type of business, corporation, sole proprietor, etc. A Tax ID Number is sometimes used to identify a provider.

Taxonomy Code: An administrative code set that classifies health care providers by type, classification, and specialization.

Transactions and Code Sets: Rules that regulate and standardize electronic exchanges of health care information.

UPIN: Unique Physician Identification Number.

How Do I Report New or Updated NPI Information?

Having your correct NPI numbers on file ensures more accurate and timely claims processing. The first step is to apply for your NPI with NPPES (see “*How a provider is issued an NPI?*”).

However, while we wait to receive your NPI from CMS, you may take the opportunity to do so now. Make a copy of this page, complete the information below, sign and date the page, and fax it to: **1-877-608-6752. Thank you.**

Type of Request

New NPI information

Update/Change of NPI information

Please indicate the type of change below:

Provider name: _____

Physical address (include city, state and ZIP code): _____

Phone number: _____

Billing NPI: _____

Rendering NPI: _____

Tax ID number: _____

Contact person: _____

Contact person phone number: _____

Email address: _____

Signature

Date

Print Name and Title