



National Provider Identifier (NPI)

DD Waiver HIPAA NEWS

January 2007 · No. 2007-01

National Provider Identifier

The Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* mandated the adoption of standard unique identifiers for health care providers. To fulfill this mandate, the National Provider Identifier (NPI) was created.

The NPI is a new 10-digit identification number issued through the National Plan and Provider Enumeration System (NPPES). Effective May 23, 2007, it replaces all payer-specific provider numbers, including the 9-digit EqualityCare (Medicaid) number.

Affected Waiver Providers

Beginning May 23, 2007, waiver providers that are certified in the following areas will be required to use an NPI when submitting claims to EqualityCare or plans of care to the Developmental Disabilities Division (DDD):

- ◆ Case Management
- ◆ Skilled Nursing
- ◆ Occupational Therapy
- ◆ Physical Therapy
- ◆ Speech Therapy
- ◆ Respiratory Therapy
- ◆ Dietician Services

Waiver providers that have not already obtained their NPI should apply for one soon. As the May 2007 deadline approaches, it may take longer for the NPPES to process applications and issue confirmation notices.

Taxonomy Code Requirement

Effective May 23, 2007, all enrolled waiver providers are required to use a 10-character taxonomy code, along with their NPI, when billing claims. Waiver providers will use the same taxonomy code they entered on their NPI application to designate their provider type. A future bulletin will explain where to enter the taxonomy code on WINASAP 2003 and EqualityCare Web Portal.

Provider Verification Form and Updated Provider Agreement

In January 2007, EqualityCare will mail a Provider Verification Form and an updated Provider Agreement to every active provider. It is imperative that both documents be completed and mailed back by March 2, 2007. Providers that do not return the documents in a timely manner risk having their claims delayed or rejected after May 23, 2007.

More Information

- ◆ To learn more about the NPI, the application process, and to access educational resources, visit: <http://www.cms.hhs.gov/NationalProviderStand/>
- ◆ To see a web-based instructional tool that provides an overview of the NPI and a step-by-step demonstration of the NPI paper application, visit: <http://www.cms.hhs.gov/apps/npi/npiviwlet.asp>

Key Dates

- ◇ January 2007— EqualityCare will mail a Provider Verification Form and updated Provider Agreement to every active EqualityCare provider. The verification form and agreement must be returned by March 2, 2007.
- ◇ May 23, 2007—The NPI replaces the current 9-digit EqualityCare (Medicaid) number on electronic claims. DD providers must begin including a taxonomy code along with their NPI on electronic claims.

ALERT!
EqualityCare is not accepting the NPI on electronic claims at this time.
ALERT!

(Message from CMS) NPI: GET IT. SHARE IT. USE IT.

As the industry transitions to NPI compliance, remember that there is no charge to get an NPI. Providers may apply online for their NPI, free of charge, by visiting nppes.cms.hhs.gov or by calling 1-800-465-3203 to request a paper application. The CMS NPI page, located at www.cms.hhs.gov/NationalProviderStand/, is the only source for official CMS education and information on the NPI initiative; all products located on this site are free of charge.

CMS continues to urge providers to include their current provider numbers on their NPI applications. If reporting a Medicaid number, include the associated state name. If providers have already applied for their NPI, CMS asks them to go back into the NPPES and update their information with their current provider numbers. This information is critical for payers, such as EqualityCare, in the development of crosswalks to aid in the transition to the NPI.

Getting an NPI is free—not having one can be costly!



How to Apply for an NPI

Waiver providers that do not already have an NPI have two options to apply for one:

1. Apply for an NPI online using the NPPES web-based application system. The web address is <https://nppes.cms.hhs.gov>.

2. Request a paper application by calling 1-800-465-3203.

Before starting the NPI application process, you must determine whether you are applying as an individual or an organization. Based on that decision, follow the appropriate set of instructions listed below.

Instructions for Individuals

1. Collect the following information prior to applying for you NPI:

SSN or ITIN

Date, State and Country of Birth

Gender

Mailing Address

Practice Address and Phone Number

EqualityCare Provider Number

Contact Person Name, Phone Number and Email Address

2. Select a taxonomy code. The NPI application requires providers to indicate their type and specialization by selecting one or more 10-character taxonomy code. DDD recommends its providers choose from the list below for waiver services.

13—Dietary & Nutritional Service Providers

133V00000X—Dietician, Registered

16—Nursing Service Providers

163000000X—Registered Nurse

17—Other Service Providers

**171M00000X—Case Manager/
Care Coordinator**

22—Respiratory, Rehabilitative, & Restorative Service Providers

225100000X—Physical Therapist

**225X00000X—Occupational
Therapist**

**227800000X—Respiratory Therapist,
Certified**

23—Speech, Language and Hearing Service Providers

235Z00000X—Speech Pathologist

Once you've chosen a taxonomy code, write it down in the space provided on the next page. Beginning May 23, 2007, you'll need this code and your NPI to bill waiver claims.

3. Logon to <https://nppes.cms.hhs.gov>

4. Click on the NPI link next to "If you are a **Health Care Provider...**".
5. Click on "Apply Online for an NPI".
6. Read the "NPI Application Instructions" and then click on "Begin Application Form" at the bottom of the page.
7. Create a unique "NPI User ID" and "Password" and then select a "Secret Question" and enter the corresponding "Answer". Before proceeding to the next step, write this information down in the spaces provided on the next page. You will need your User ID and Password should you ever need to update your NPI profile. Click "Next" to continue.
8. Select "Entity Type" by clicking on the radio button next to "Type 1". Click "Next" to continue.
9. Complete the "Provider Name Information" and "Other Identifying Information" sections of the form. Click "Next" to continue.

NOTE: You are required to indicate whether you are a "Sole Proprietor". A sole proprietor is an individual who is the sole owner of his or her business; income and losses are taxed on the individual's personal income tax return.

10. Enter your "Domestic Mailing Address Information" and click "Next" to continue.

NOTE: The NPPES web-based application systems may display a "Mail Address Standardization" form after you click "Next". Read the instructions and then click on the appropriate button at the bottom of the page.

11. Enter your "Domestic Practice Location Information". If your practice location is the same as your mailing address, click "Same As Mailing Address". Remember to enter a phone number since it's a required field. Click "Next" to continue.

NOTE: The NPPES web-based application systems may display a "Mail Address Standardization" form after you click "Next". Read the instruc-

tions and then click on the appropriate button at the bottom of the page.

12. Enter your "Other Identification Numbers". To enter your 9-digit EqualityCare number, click "Add Identifier". Once the next form appears, select "Medicaid" for "Type", enter your EqualityCare number as the "Identification Number", select "WY" for "State" and enter "EqualityCare" as the "Description". If you have other provider numbers, such as a Medicare number, click "Save & Add Another"; other wise click "Save". When you're finished, click "Next" to continue.
13. Add the 10-character "Provider Taxonomy" you chose in Step 2 by clicking on "Add Taxonomy". Once the form appears, begin by selecting an "Individual Provider Type Code" from the list. The code you select must correspond to the first two digits of your taxonomy code. For example, the taxonomy code for case manager is 171M00000X, so case managers will select 17 (Other Service Providers) from the list. Click "Next" to continue. Now select your 10-character taxonomy code from the list and click "Save". Click "Next" to continue.
14. Enter your "Contact Person Information". If you are the only contact person, click "Same As Provider". Click "Next" to continue.
15. Read the "Certification Statement" and then click on the checkbox at the top of the page to certify that you agree. Click "Submit" to complete your NPI application.
16. Read the confirmation page. It explains how long it will take the NPPES to process your application. Once your application is processed, you will receive a notice from the NPPES via email. The notice will contain your new 10-digit NPI and the taxonomy code you selected. Save this email since you will need to attach a copy of it to the Provider Verification Form that EqualityCare will mail in January.

Instructions for Organizations

1. Collect the following information prior to applying for your NPI:

Organization Name

Employer Identification Number (EIN)

Name and Phone Number of Authorized Official

Organization Mailing Address

Practice Location Address and Phone Number

Contact Person Name, Phone Number and Email Address

2. Select a taxonomy code. The NPI application requires providers to indicate their type and specialization by selecting a 10-character taxonomy code. DDD recommends its waiver organizations choose 251C00000X (Day Training, Developmentally Disabled Services) as their taxonomy code. Write this code down in the space provided below. Beginning May 23, 2007, you'll need this code and your NPI to bill waiver claims.
3. Logon to <https://nppes.cms.hhs.gov>
4. Click on the NPI link next to "If you are a Health Care Provider..."
5. Click on "Apply Online for an NPI".
6. Read the "NPI Application Instructions" and then click on "Begin Application Form" at the bottom of the page.
7. Create a unique "NPI User ID" and "Password" and then select a "Secret Question" and enter the corresponding "Answer". Before

proceeding to the next step, write this information down in the spaces provided below. You will need your User ID and Password should you ever need to update your NPI profile. Click "Next" to continue.

8. Select "Entity Type" by clicking on the radio button next to "Type 2". Click "Next" to continue.
9. Complete the "Organization Name" and "Authorized Official For The Organization" sections of the form. Click "Next" to continue.
10. Enter your "Domestic Mailing Address Information" and click "Next" to continue.
NOTE: The NPPES web-based application systems may display a "Mail Address Standardization" form after you click "Next". Read the instructions and then click on the appropriate button at the bottom of the page.
11. Enter your "Domestic Practice Location Information". If your practice location is the same as your mailing address, click "Same As Mailing Address". Remember to enter a phone number since it's a required field. Click "Next" to continue.
NOTE: The NPPES web-based application systems may display a "Mail Address Standardization" form after you click "Next". Read the instructions and then click on the appropriate button at the bottom of the page.
12. Enter your "Other Identification Numbers". To enter your 9-digit EqualityCare number, click "Add Identifier". Once the next form

appears, select "Medicaid" for "Type", enter your EqualityCare number as the "Identification Number", select "WY" for "State" and enter "EqualityCare" as the "Description". If you have other provider numbers, such as a Medicare number, click "Save & Add Another"; other wise click "Save". When you're finished, click "Next" to continue.

13. Add a 10-character "Provider Taxonomy" by clicking on "Add Taxonomy". Once the form appears, begin by selecting 25 (Agencies) as the Provider Type Code and click "Next" to continue. Now select taxonomy code 251C00000X from the list and click "Save". Click "Next" to continue.
14. Enter the "Contact Person Information". If the contact person and the authorized official are the same, click "Same As Authorized Official". Click "Next" to continue.
15. Read the "Certification Statement" and then click on the checkbox at the top of the page to certify that you agree. Click "Submit" to complete your NPI application.
16. Read the confirmation page. It explains how long it will take the NPPES to process your application. Once your application is processed, you will receive a notice from the NPPES via email. The notice will contain your organization's 10-digit NPI and the taxonomy code you selected. Save this email since you will need to attach a copy of it to the Provider Verification Form that EqualityCare will mail in January.

Waiver providers certified in skilled nursing, occupational therapy, physical therapy, speech therapy, respiratory therapy or dietician services must obtain an NPI by May 23, 2007.

NPI:

--	--	--	--	--	--	--	--	--	--

Taxonomy Code:

--	--	--	--	--	--	--	--	--	--

NPI User ID: _____

NPI Password: _____

Secret Answer: _____



OFFICE OF HEALTHCARE FINANCING

6101 Yellowstone Rd., Ste. 210

What's new with HIPAA?

National Provider Identifiers (NPI)!
Check out what's happening with Wyoming Medicaid and NPI.

HIPAA NEWS

The Wyoming Department of Health is the primary State agency for providing health and human services. It administers programs maintaining the health and safety of all citizens of Wyoming.

Wyoming Department of Health
Commit to your health.

Mission

We envision a Wyoming in which all citizens are able to achieve their maximum health potential; a Wyoming in which early intervention, wellness, health promotion, and health maintenance programs are the primary approach for solving health problems; a Wyoming in which all citizens have regular access to basic health care; a Wyoming in which at-risk citizens receive culturally appropriate and sensitive services; a Wyoming in which we and future generations are healthy, vital, and productive so as to seize the opportunity to live our individual dreams and enjoy the benefits of our bountiful resources and natural beauty.

Our mission is to promote, protect and enhance the health of all Wyoming Citizens.

Wyoming Department of Health
Office of Healthcare Financing



Visit our website at <http://wdh.state.wy.us/medicaid>