



# National Provider Identifier (NPI)

## LTC Waiver HIPAA NEWS

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### 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 perform case management will be required to use an NPI in place of their current 9-digit provider number when submitting claims to EqualityCare or plans of care to the Aging Division. 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 the CMS-1500,

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.

### Revised CMS-1500 Claim Form

EqualityCare is adopting the National Uniform Claim Committee's (NUCC) recommended timeline for transitioning providers to the revised CMS-1500 claim form. All waiver providers that bill their claims on the CMS-1500 must switch to the revised form by April 1, 2007. To see the revised claim form, visit the NUCC's website at <http://www.nucc.org> and click on **1500 Claim Form** at the top of the page.

### 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/np/npiviewlet.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.
- ◇ April 1, 2007—Waiver providers billing on paper must switch to the revised CMS-1500 claim form.
- ◇ May 23, 2007—The NPI replaces the current 9-digit EqualityCare (Medicaid) number on paper and electronic claims.

Waiver providers must begin including a taxonomy code along with their NPI on paper and electronic claims.

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

### (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](http://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/](http://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.

## Instructions for Applying Online

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. The Aging Division recommends its waiver organizations choose 251B00000X (Case Management) 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 251B00000X 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.

NPI:

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Taxonomy Code:

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NPI User ID: \_\_\_\_\_

NPI Password: \_\_\_\_\_

Secret Answer: \_\_\_\_\_



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# HIPAA NEWS

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

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