

EqualityCare NPI Registration Form

A registration form must be completed for each EqualityCare number even if one NPI replaces several EqualityCare numbers. Failure to submit an NPI Registration Form for each EqualityCare number will result in your claims being rejected or denied. Using an NPI without registering it first with ACS will also result in your claims being rejected or denied. Please direct questions to the ACS NPI Unit by calling (800) 251-1268 and selecting option 6.

ATTENTION GROUP PRACTICES!

While EqualityCare cannot require a group practice to obtain a unique NPI for their group, our claims processing system does not support paying claims to group practices without a group number. If you decide not to obtain a unique NPI for your group practice, we will have no choice but to terminate your group's enrollment.

1. Enter your **business or provider name** and address below. **(Physical address is required.)**

Name

Address 1

Address 2

City State Nine-Digit Zip

2. Enter your nine-digit **EqualityCare provider number**: _____
3. All EqualityCare providers must obtain a **National Provider Identifier (NPI) by August 31, 2007**. The only exception is for some waiver providers (see note below). **Attach a copy of the confirmation letter or email you received from the National Plan and Provider Enumeration System (NPES)**. Enter your ten-digit NPI here: _____

Waiver providers certified in the following areas are required to obtain an NPI:

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

4. In the spaces below, list the ten-character **Taxonomy Code(s)** you selected when you applied for your NPI. As an alternative, you may attach a copy of the confirmation letter or email you received from the National Plan and Provider Enumeration System (NPES). However, verify the letter or email you attach lists each taxonomy code you entered on your NPI application.

5. Enter the name, telephone number and email address of the person the ACS NPI Unit should contact if questions arise.

Contact Name: _____

Contact Number: _____

Contact Email Address: _____

If you register your NPI with ACS, but are unable to use it because your system, software vendor, billing agent or clearinghouse is not ready to generate NPI-compliant claims, you must complete an NPI Contingency/Corrective Action Plan and submit it to ACS by May 25, 2007. Submitting an NPI Contingency/Corrective Action Plan will allow you to continue using your EqualityCare number until August 31, 2007 **OR** your system, software vendor, billing agent or clearinghouse is ready to generate NPI-compliant transactions, **whichever comes first**. The plan can be printed from the EqualityCare website at <http://wyequalitycare.acs-inc.com/NPI.html>.

Return this form to:
ACS NPI Unit
P.O. Box 667
Cheyenne, WY 82003-0667