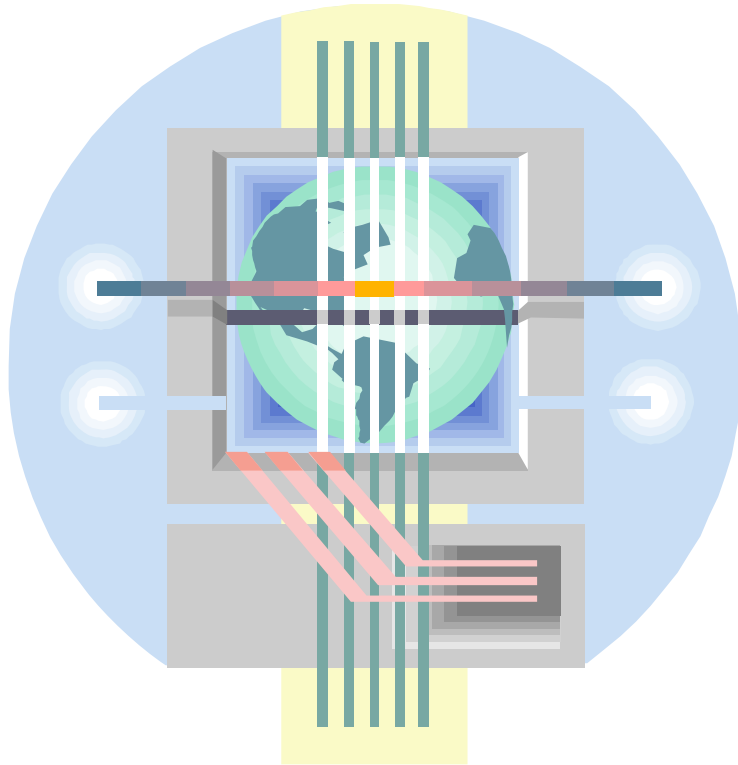


# *WinASAP 2003*

# **WinASAP 2003**



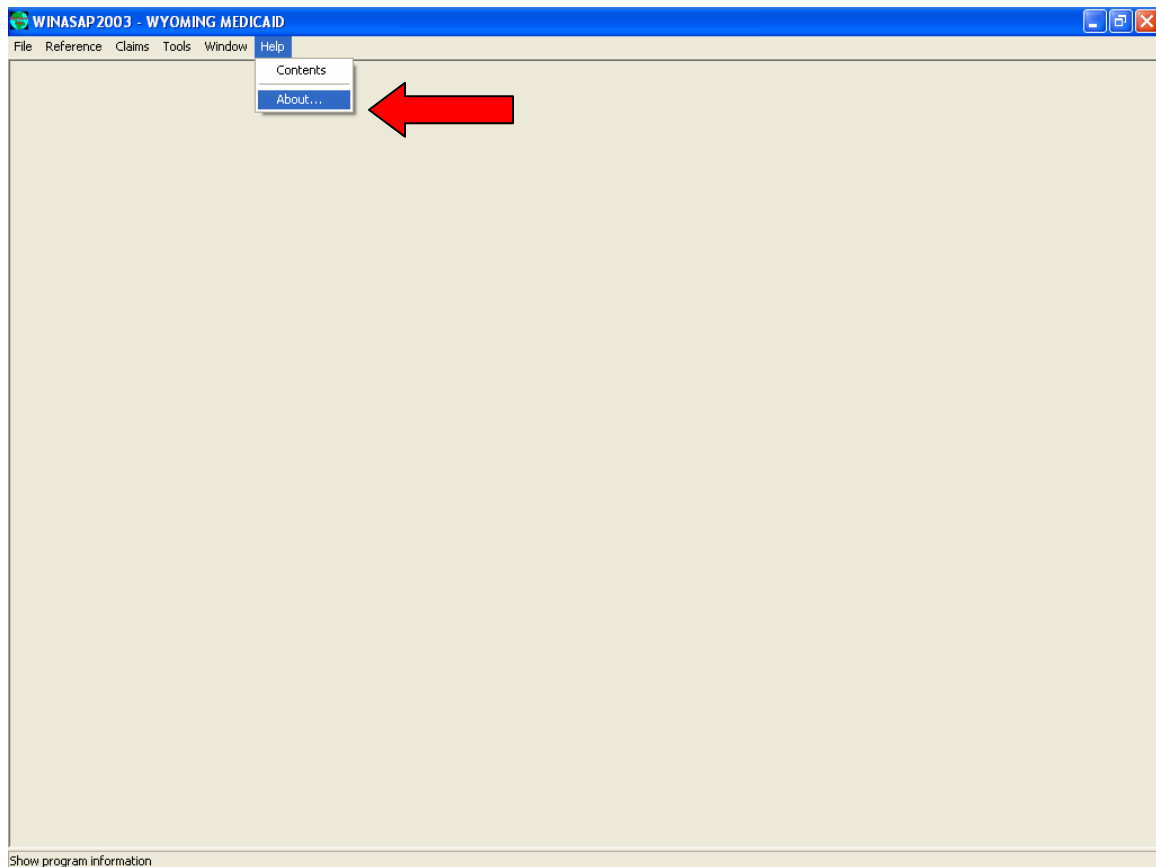
## **NPI Conversion Instructions**

**WINASAP 2003**

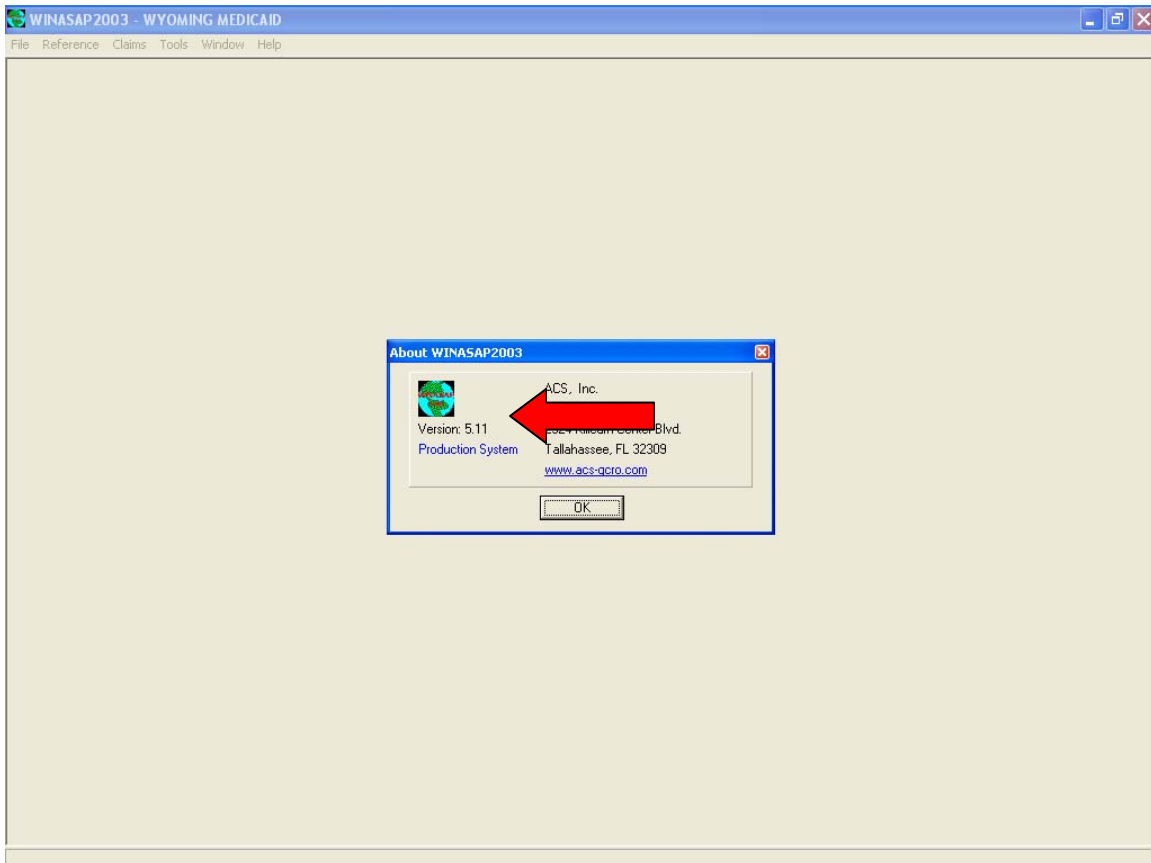
May 18, 2007

On 5/29/07, ACS will begin accepting HIPAA compliant claims containing the NPI number for billing. In order to update your WINASAP system to bill with a compliant transaction, you will need to follow these steps to update your taxonomy and NPI information in your system. Please note: Do not complete these steps before 5/17/2007 as ACS will not be ready to accept NPI numbers for billing before coming back online after the blackout period on 5/29/07.

Before completing the following steps, please verify which WINASAP 2003 version you are currently using. The current version is WINASAP 5.11. To verify what version of the program you are using follow the instructions below:



- **Choose the Help menu**
- **Select the About option**



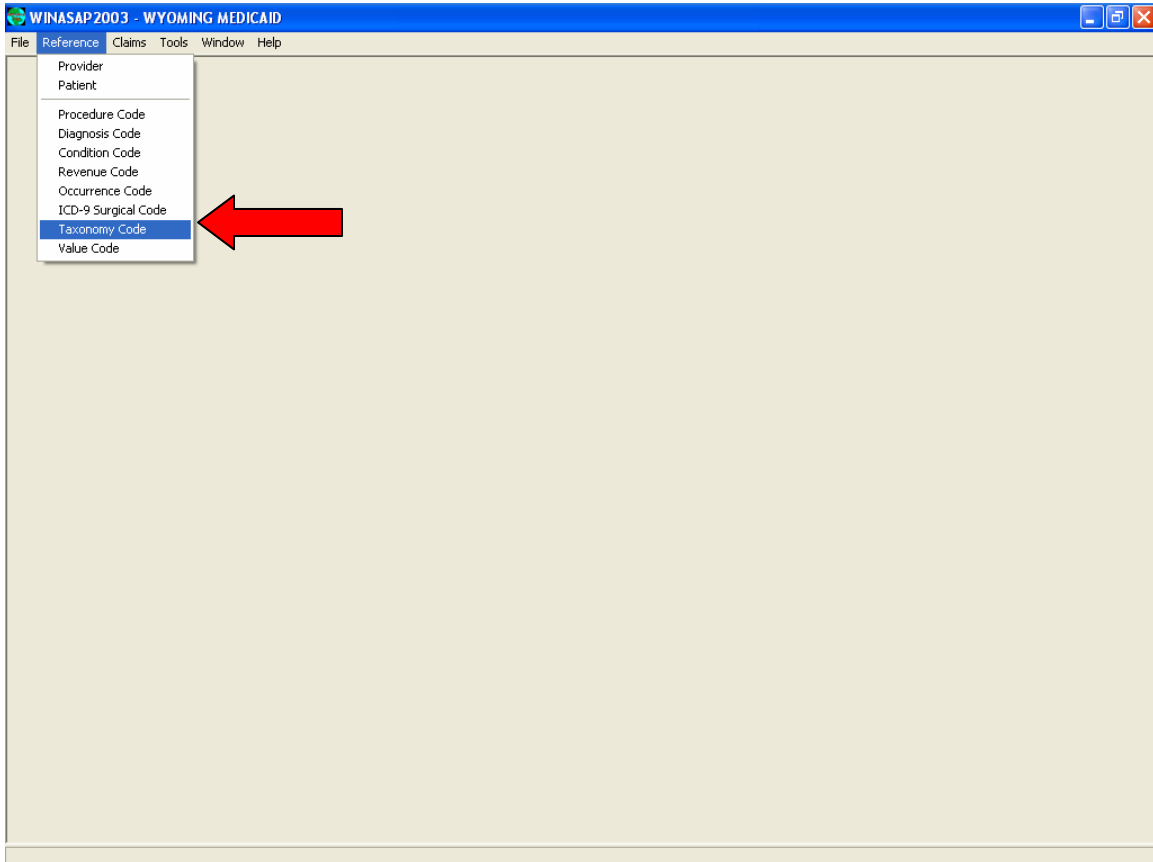
**In the display window, under the icon, you will see the version of WINASAP2003 that you are using.**

**If you are using version 5.11, go to the next page to begin the NPI conversion process.**

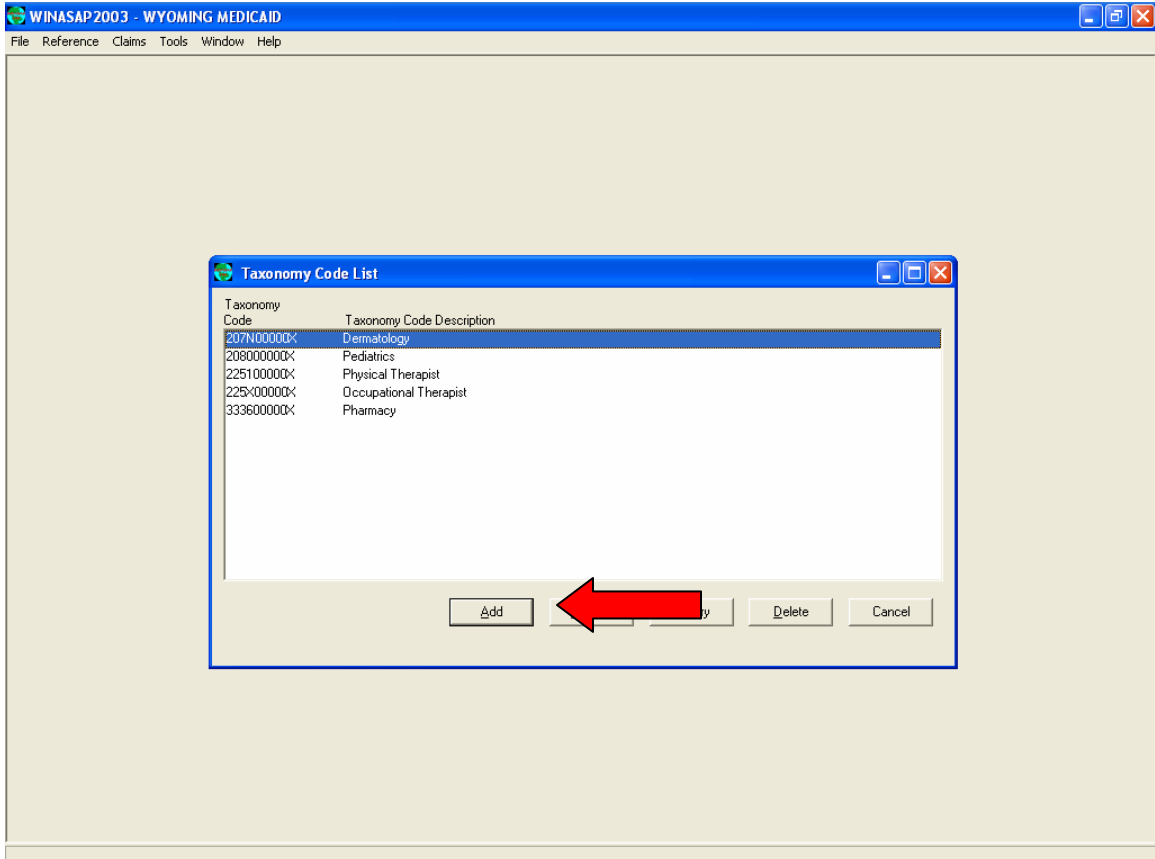
**If you are NOT using version 5.11 and are NOT an Atypical (Waiver) provider, please upgrade to the current version using the following steps and disregard the rest of this instruction packet:**

- 1. The current WINASAP2003 software version is 5.12.**
- 2. Instructions have been completed to assist in upgrading your software application, they are located on the EqualityCare website at: [http://wyequalitycare.acs-inc.com/download/WINASAP\\_Upgrade\\_Instructions.pdf](http://wyequalitycare.acs-inc.com/download/WINASAP_Upgrade_Instructions.pdf)**
- 3. You can download WINASAP2003 version 5.12 from the ACS EDI Gateway website at: <http://www.acs-gcro.com>.**
  - Select: “WINASAP version 5.12 is now available for download. Click here to download.”**
  - Select: “Software Download”:** click on the icon to download the software. Please be sure to print a copy of the release notes for your review.
- 4. Do not continue with this NPI conversion tutorial.**

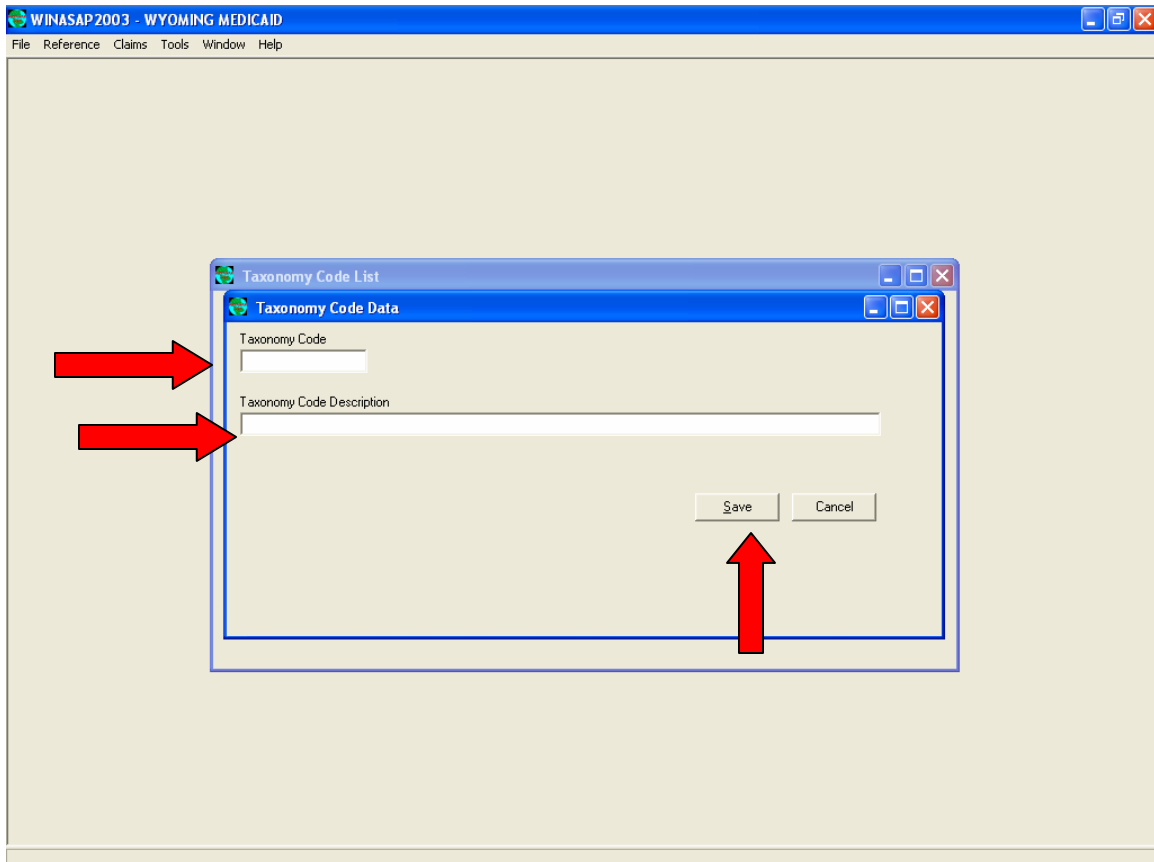
**One of the items that will be required to have a compliant transaction will be the taxonomy code of the billing and treating providers involved in the claim. Once we set up a reference file of possible taxonomies, we will be able to use them to indicate which provider numbers have which taxonomies.**



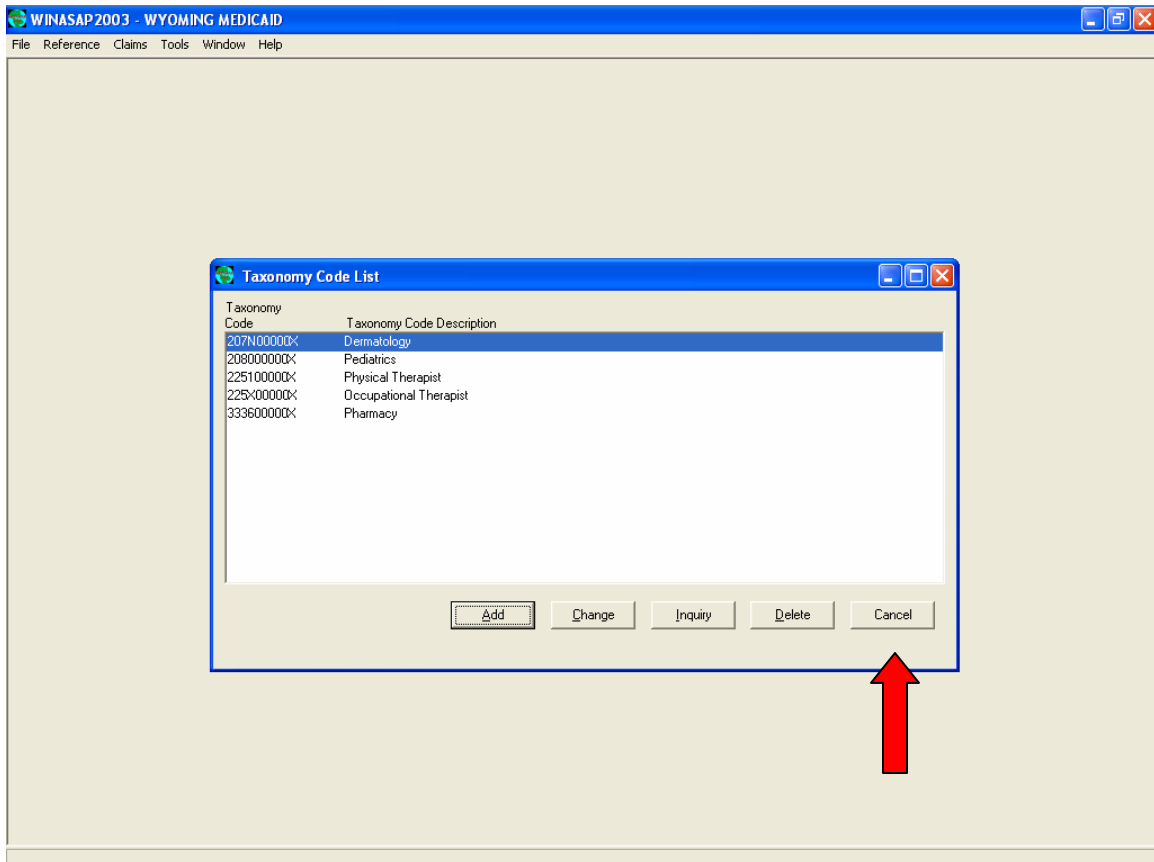
- **Choose Reference menu**
- **Select Taxonomy Code**



- **Select Add to begin entering a taxonomy code that you may use in the future.**

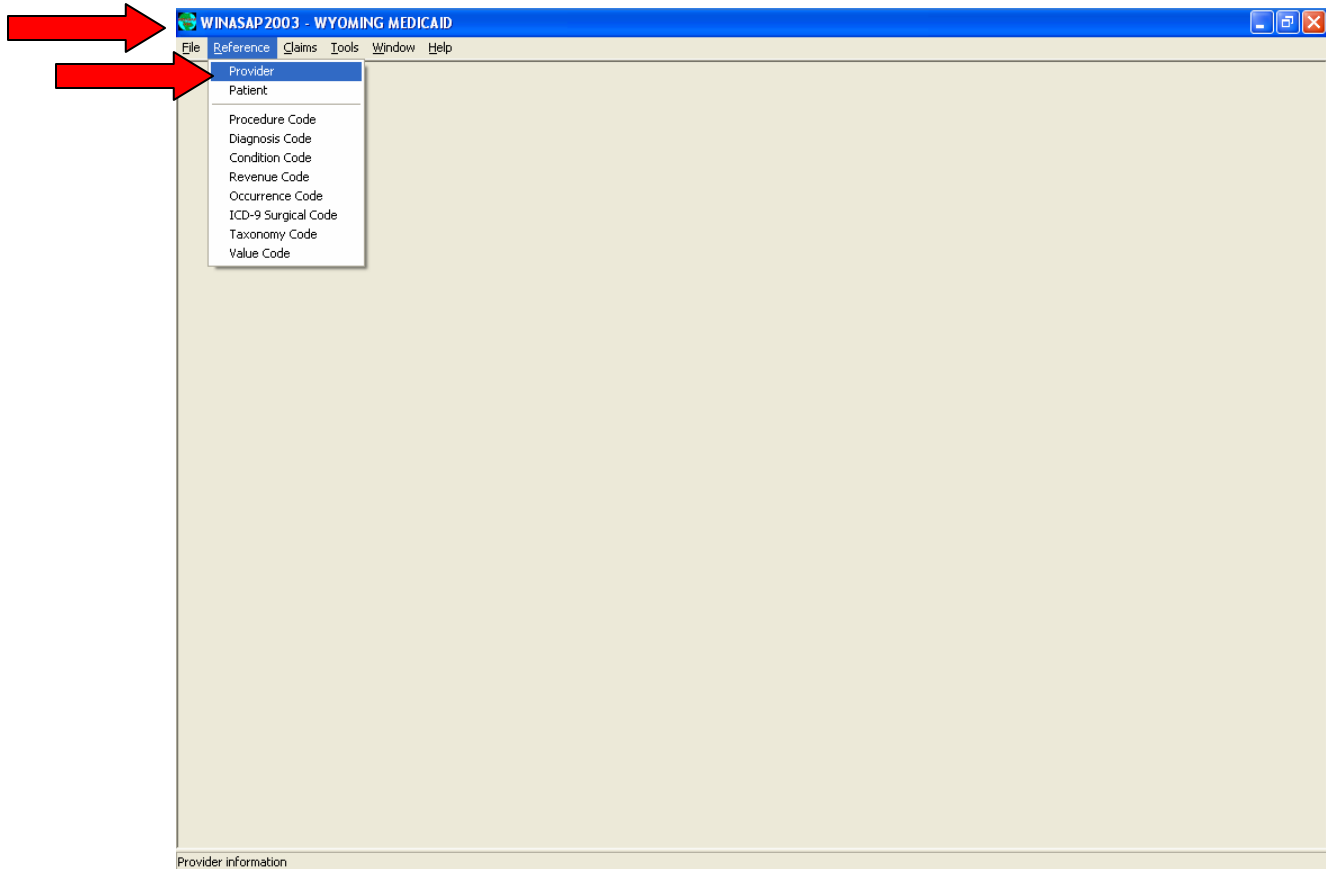


- **Enter the 10-character taxonomy code – No punctuation, no spaces, no dashes, etc. Example: 207L00000X**
- **Enter a description of the taxonomy. Example: Anesthesiologist**
- **Select Save to close this window.**
- **Repeat these steps until you have listed ALL taxonomy codes you might need to use when billing for your providers.**



- **After listing all of your taxonomy codes, select **Cancel** to close this window. You have already saved each taxonomy entry by selecting save after each entry.**

**The next step to creating a compliant transaction is to update the provider reference files with the associated NPI and taxonomy code.**



- **Choose the Reference menu**
- **Select Provider**

WINASAP 2003 - WYOMING MEDICAID

File Reference Claims Tools Window Help

Provider List

ID Type	ID Number	Provider Name	Organization Name	City	St	Provider Telephone #	Medicaid ID
EIN	871234555	Smith, Provider		Test City	WY	(307) 555-5555	111222300
NPI	1231231231	Dermatologist, Doctor		Cheyenne	WY	(307) 111-2222	111111111
NPI	1231231231	Pediatrician, Doctor		Cheyenne	WY	(307) 111-2222	111111111
NPI	1231231231	Dermatology Also, Doctor		Cheyenne	WY		121212121

Add Copy **Change** Inquiry Delete Cancel

Listing 1 of 4

- Highlight the provider number you would like to update.
- Select Change to open the provider's file

WINASAP 2003 - WYOMING MEDICAID

File Reference Claims Tools Window Help

Provider List

ID Type	ID Number	Provider Name	Organization Name	City	St	Provider Telephone #	Medicaid ID
EIN	871234555	Smith, Provider		Test City	WY	(307) 555-5555	111222300
NPI	1231231231	Dermatologist, Doctor		Cheyenne	WY	(307) 111-2222	111111111
NPI	1231231231						111111111
NPI	1231231231						121212121

**Provider Data**

Provider Data | Secondary Identification |

**Provider Identification**

Provider ID Type: HCFA National Provider ID    Provider ID #: 1231231231

Provider Taxonomy Code: 207N00000X : Dermatology

**Provider Name**

Entity Type: Person

Organization Name: \_\_\_\_\_

Last Name: Dermatologist

First Name: Doctor

Middle Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

**Provider Address**

Address: 123 W 1st St

Address (cont'd): \_\_\_\_\_

City: Cheyenne

State: WY

Zip Code: 82007-

**Contact Information**

Contact Name: Amy Buxton

Telephone #: (307) 111-2222    Ext: \_\_\_\_\_

Fax #: ( ) - \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Contact Information**

Contact Name: \_\_\_\_\_

Telephone #: ( ) - \_\_\_\_\_    Ext: \_\_\_\_\_

Fax #: ( ) - \_\_\_\_\_

Email: \_\_\_\_\_

Next Page    Save    Cancel

Listing 2 of 4

- **Using the drop down list for the Provider ID Type, select HCFA National Provider ID.**
- **In the Provider ID # field enter the NPI number assigned to this provider.**
- **Using the drop down list for Provider Taxonomy Code, select the appropriate primary taxonomy code for this provider.**
- **Select Next Page to go to the Secondary Identification Page.**

WINASAP 2003 - WYOMING MEDICAID

File Reference Claims Tools Window Help

Provider List

ID Type	ID Number	Provider Name	Organization Name	City	St	Provider Telephone #	Medicaid ID
EIN	871234555	Smith, Provider		Test City	WY	(307) 555-5555	111222300
NPI	1231231231	Dermatologist, Doctor		Cheyenne	WY	(307) 111-2222	111111111
NPI	1231231231						111111111
NPI	1231231231						121212121

Provider Data

Provider Data Secondary Identification

Identification Type:  Identification Number:

Identification Type:  Identification Number:

Identification Type:  Identification Number:

Identification Type:  Identification Number:

Identification Type:  Identification Number:

Identification Type:  Identification Number:

Prev Page Save Cancel

Listing 2 of 4

- **This page can be blank or it can contain your Wyoming EqualityCare ID number.**
- **If there is information in the Identification Type field, verify that it shows Medicaid Provider Number.**
- **In the Identification Number field verify that your Wyoming EqualityCare number is entered.**
- **Select Save.**
- **Repeat these steps for each entered provider. If a provider has multiple taxonomies that will be used for billing, enter a separate record for each NPI and taxonomy combination.**
- **When completed, select Cancel to close the Provider List. You have already saved your information each time you have selected Save when in a provider record.**

The screenshot shows the 'Professional Claim Data' window in the WINASAP 2003 - WYOMING MEDICAID application. The window is divided into several sections: Claim Data, Patient Information, Provider Information, and Claim Data. A red arrow points to the Provider Information table.

**Provider Information Table:**

ID Type	Provider #	Name	Taxonomy Code	Medicaid ID	vider ID:
EIN	871234555	Smith, Provider		111222300	
NPI	1231231231	Dermatologist, Doctor	207N00000X ...	111111111	
NPI	1231231231	Pediatrician, Doctor	208000000X ...	111111111	
NPI	1231231231	Dermatology Also, Doctor	207N00000X ...	121212121	

Below the table, there are fields for 'Diagnosis Code 1 (Principal Diagnosis)', 'Other Diagnosis Codes' (fields 2-8), 'Place of Service', 'Claim Frequency', and 'Type Code'. Buttons for 'Next Page', 'Save', and 'Cancel' are at the bottom right.

- **When billing a claim, your drop down list for the Billing Provider ID, Pay-to-Provider ID, and Rendering Provider ID will now show you the NPI number and taxonomy code you have previously saved under each provider.**

**Congratulations! You are now ready to send compliant transactions complete with your NPI and taxonomy code information!**