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MEDICAL ASSISTANCE LETTER (MAL) 517

To: Group Physicians
Trading Partners
Directors, County Departments of Job and Family Services
Medical Assistance Coordinators

From: Helen E. Jones-Kelley, Director

Re: **Information Providers Must Know about the National Provider Identifier (NPI) in Order to Get Paid**

NPI.....GET IT.....SHARE IT.....USE IT

The purpose of this Medical Assistance Letter (MAL) is to inform providers enrolled and billing as physician group practices in the Ohio Medicaid program that they are required to obtain a National Provider Identifier (NPI) by May 23, 2007. An NPI is a unique, ten-digit, entity type 2, identifier received from the National Plan and Provider Enumeration System (NPPES). This MAL also provides information on applying for your NPI, disclosing your NPI to ODJFS, and using your NPI when submitting claims to ODJFS.

Physician group practices will also be required to use the unique (entity type 1) NPI numbers for each individual physician providing/rendering services for the group practice on claims* submitted to ODJFS. The group practice should work with the individual physicians in the group to determine if the group will obtain the individual physician numbers from NPPES for the practice's physicians or the individual physicians will independently obtain their own individual physician numbers from NPPES and then share the numbers with the group practice. For every Ohio Medicaid provider/billing number you currently have and use today for your Medicaid business, your practice must have a corresponding, unique NPI number.

After receiving the physician group NPI and the individual physician NPI numbers and until May 23, 2007, all physician group practices conducting business with Medicaid in an electronic format (i.e., submit EDI claims, receive electronic remittance advices and/or communicate electronically with trading partners and payers) must submit both their group NPI number and their current group Medicaid provider number (now referred to as the Medicaid legacy number or the Ohio Medicaid legacy number) in accordance with the Ohio Medicaid EDI companion guide and/or the instructions contained in this MAL. In addition, they must submit both the individual physician NPI number and the corresponding

individual Medicaid legacy number in accordance with the Ohio Medicaid EDI companion guide and/or the instructions contained in this MAL.* Until May 23, 2007, claims received by ODJFS from physician group practices will continue to be accepted and processed if the claims contain a valid Medicaid legacy number or both a valid NPI and valid Ohio Medicaid legacy number in the required provider fields. Prior to May 23, 2007, claims *submitted without* an Ohio Medicaid legacy number (i.e., claims submitted only with an NPI number) in the required provider fields will be rejected or denied.*

Physician claims submitted to ODJFS on or after May 23, 2007 will be rejected and/or denied if the group and/or individual NPI number is not in the required field(s) on the claim. Physician claims submitted on or after May 23, 2007 will not require the Ohio Medicaid legacy number if ODJFS has a record of your NPI number and has linked the NPI to your Ohio Medicaid legacy number.

Physicians and physician group practices must:

- enumerate through NPPES,
- receive their NPI, and
- disclose their NPI to ODJFS prior to the May 23, 2007 deadline.

Physicians and physician group practices must be ready to submit their NPI(s) on claims by May 23, 2007.*

* *See special instructions for paper and tape claims (below in this MAL).*

I. How do I get an NPI?

Physician group practices can receive an (entity type 2) NPI number for the physician group practice and an individual (entity type 1) physician provider number for each physician in the group practice by submitting an application to NPPES. To obtain a National Provider Identifier, providers should contact NPPES directly at <http://nppes.cms.hhs.gov> or by phone at **1-800-465-3203 (or 1-800-692-2326 (TTY))**. Providers can apply for an NPI electronically or by paper.

When you apply for your physician group practice NPI, ODJFS encourages you to submit the following information with your NPI application: Ohio Medicare legacy (PIN/UPIN) number, Ohio Medicaid legacy number, taxonomy number, social security number and/or IRS individual tax identification number (TIN). It is also very important to make it clear on the NPI application when you are applying for an NPI for the group practice and when you are applying for an individual NPI for one of the physicians in your practice.

If you are applying for a group NPI, check the box on the NPI application for “an organization that renders health care.” Please submit as the primary taxonomy for the group practice either the taxonomy number **193400000X** (if you are a single specialty practice) or the taxonomy number **193200000X** (if you are a multi-specialty practice). Other physician taxonomy numbers may be given as secondary taxonomy numbers to further describe the practice and the type of specialty services provided by the practice.

If you are applying for an NPI for an individual physician in the group (i.e., an entity type 1 NPI), check the box on the NPI application for “an individual who provides health care.” Please

submit as the primary taxonomy number for the individual physician the taxonomy code that best describes the physician's specialty. You may submit more than one physician taxonomy number.

A listing of taxonomy codes for allopathic or osteopathic physicians can be found at <http://www.wpc-edi.com/codes/taxonomy>.

II. **How do I bill ODJFS using the NPI?**

If your practice received this MAL, at least once during the last twelve months you/your practice submitted claim(s) as a group practice.

Billing NPI on EDI 837 Professional Claims

The information in this section is technical but is intended to assist your practice in making the appropriate arrangements with your trading partner to receive your NPI number and to submit your NPI number on your EDI claims and other transactions. A copy of this MAL will also be issued to each EDI trading partner doing business with ODJFS.

The NPI number must be entered in the primary identifier field on ASCII X12 837 health care transactions. The NPI (entity type 2) assigned to the group practice must be sent with the XX qualifier in the NM108 and the group (entity type 2) NPI in the NM109 of the 2010AB (for the pay to provider information) loop and/or 2010AA (for the billing provider information) loop. Prior to May 23, 2007, the Medicaid legacy provider number assigned to the group practice must also be sent with the 1D qualifier in the secondary identification qualifier location REF01 and the group Medicaid legacy number in the secondary identification location REF02 of loops 2010AB and/or 2010AA. The rendering provider loop (2310B loop) must also be completed and contain information about the physician who rendered the service. Group physician practices must submit the (entity type 1) NPI assigned to the individual physician that provided the service in the NM109 of 2310B with the qualifier value of XX in the NM108 of the 2310B loop and submit the Medicaid legacy number assigned to the individual physician in the REF02 of the 2310B loop with a 1D qualifier in the REF01 of the 2310B loop. When a group practice submits claims, the pay to numbers should always belong to the group and the rendering provider number must always be a valid individual physician or other valid individual practitioner that can provide Ohio Medicaid covered services under a physician group practice. Only one individual (entity type 1) NPI number can be associated with an (unique) individual Ohio Medicaid legacy number. An individual physician's NPI should never be submitted to ODJFS with an individual Medicaid legacy number that belongs to another physician or another individual, group or organizational entity.

Instructions for submitting NPI on claims for a physician group are also contained in the ODJFS EDI 837 Professional Companion Guide, which is available at: <http://jfs.ohio.gov/OHP/providers/npi.stm> (see the box titled "Trading Partner").

Billing on Paper Claims or by Tape

** Special Instructions for Paper and Tape formats*

At this time, ODJFS only accepts the Center for Medicare and Medicaid Services (CMS)1500 (12-90) paper form, also referred to as CMS 1500 (12-90) or old CMS 1500. ODJFS will continue to only accept the *old* CMS 1500 until a date for the adoption of the *new* CMS 1500 (or CMS 1500 (08/05)) is established and announced by ODJFS. ODJFS is making every effort to be ready to adopt the new CMS 1500 form by May 23, 2007, but there is a possibility that the old CMS 1500 will continue to be required for a period of time after May 23, 2007. Providers who currently use tape formats must transition to EDI claim formats by May 23, 2007.

Providers submitting tape formats or the old CMS 1500 (the required paper form until otherwise announced) must submit a Medicaid legacy number wherever a provider number (identifier) is required on the claim. Submitting an NPI number on these formats (i.e., the old CMS 1500 or tape) will cause the claim to reject or may cause the claim to pay inappropriately.

When the new paper CMS 1500 is adopted by ODJFS, NPI numbers will be required on the new claim form and the processing and submission rules that apply to EDI claims will also apply to the new paper CMS 1500 form.

III. Is the physician group practice required to get an NPI?

The Code of Federal Regulations, CFR 45, Subpart D, Section 162.410 (a) (1) through (a) (6), requires physicians and physician group practices to obtain NPI numbers, to use their NPI on all standard transactions where a provider identifier is required, and to disclose their NPI, when requested, to any entity that needs the NPI to identify that physician in a standard transaction, including transactions sent to and received from any health plan (i.e., Medicaid, Medicare or any other health plan). ODJFS must also comply with the federal regulations.

IV. Is the physician group practice required to share with ODJFS the NPI numbers assigned to the group and the individual physicians that practice in the group?

Yes, the group practice must disclose the NPI number assigned to the group to ODJFS. The group practice must also disclose the NPI numbers assigned to each individual physician that practices in the group to ODJFS, unless the individual physician has independently disclosed his or her individual NPI number to ODJFS.

Instructions on how to disclose your NPI information to ODJFS can be obtained under “SHARE IT!” from the following site: <http://jfs.ohio.gov/OHP/providers/npi.stm>.

V. Is the group practice required to share the NPI numbers assigned to the group practice or assigned to the individual physicians in the group with other entities?

Yes, physicians and physician group practices must disclose their NPI, when requested, to any entity that needs the NPI to identify that physician/physician group practice in a standard transaction. This includes disclosing your NPI to Medicaid, Medicare, other health plans, and any other provider that needs to identify the physician on transactions.

Pharmacies will need the appropriate individual NPI to submit as the prescribing provider on pharmacy claims; hospitals and long term care facilities (LTCF) will need your NPI to submit as the attending provider, the operating provider or other provider on hospital and LTCF claims; durable medical equipment (DME) suppliers will need your NPI to submit as the ordering provider on DME claims. You are required to share the appropriate NPI with them.

ODJFS appreciates the attention of the providers in this matter, and as a result of their cooperation anticipates a successful transition to NPI enumeration.

Questions pertaining to this MAL should be addressed to:

**Bureau of Plan Operations
The Provider Services Section
P.O. Box 1461
Columbus, Ohio 43216-1461**

Toll free telephone number 1-800-686-1516

**You can also obtain information about NPI as it pertains to the Ohio Medicaid program at
<http://jfs.ohio.gov/OHP/providers/mpi.stm>**

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