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MEDICAL ASSISTANCE LETTER (MAL) 518

To: Individual Physicians and Physician Sole Proprietary Practices
Trading Partners and Tape Intermediaries
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 individual physicians and sole proprietary physician practices who are enrolled as providers in the Ohio Medicaid program and do business with ODJFS that they are required to obtain a National Provider Identifier (NPI) by May 23, 2007. An NPI is a unique, ten-digit, entity type 1, identifier that providers receive from the National Plan and Provider Enumeration System (NPPES). Upon receipt of their NPI and until May 23, 2007, physicians that conduct 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 individual NPI number and their current individual Medicaid provider number (now referred to as the Medicaid legacy number or Ohio Medicaid legacy number) in accordance with the Ohio Medicaid EDI companion guide and/or the instructions contained in this MAL.*

Physicians **MUST** enumerate through NPPES and receive their NPI prior to the May 23, 2007 deadline. This MAL provides direction to providers on enumerating through NPPES, disclosing your NPI to ODJFS, and billing ODJFS using your NPI.*

Physician claims received by ODJFS before May 23, 2007 that contain a valid Ohio Medicaid legacy number, or both a valid NPI and valid Ohio Medicaid legacy number in the required provider fields, will continue to be accepted and processed. Claims submitted without an Ohio Medicaid legacy number (i.e., submitted only with an NPI number) prior to May 23, 2007 will be rejected or denied.* Physician claims submitted to ODJFS on or after May 23, 2007 will be denied if the physician's 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.

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

I. How do I get an NPI?

Individual physicians can receive an NPI number by personally submitting an NPI application to NPPES. Or, you may arrange for your employing health care entity or place of practice to obtain an individual provider number for you. To obtain an NPI, 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 individual NPI, ODJFS encourages you to submit the following information with your NPI application:

- Ohio Medicare legacy (PIN) number,
- Ohio Medicaid legacy number,
- taxonomy number,
- social security number and/or
- IRS individual tax identification number (TIN).

It is also important that you make it clear that you are applying for an NPI for an individual physician (i.e., an entity type 1 NPI) by checking the box on the NPI application for “an individual who provides health care.” A listing of taxonomy codes for allopathic or osteopathic physicians can be found at <http://www.wpc-edi.com/codes/taxonomy>.

II. How must my NPI relate to my Medicaid legacy number?

If your practice received this MAL, you/your practice submitted claim(s) as an individual physician or a physician sole proprietary practice to ODJFS at least once during the last twelve months. When physicians are doing business with ODJFS as an individual physician or as a physician sole proprietary practice, ODJFS currently only issues an individual physician Medicaid legacy number and expects the billing provider, pay to provider, and rendering provider to be the same provider (the individual physician).

Services rendered by other practitioners employed by or under contract with the physician or physician’s sole proprietary practice should be billed under the physician’s NPI and/or the physician’s Medicaid legacy number (when both numbers are required). This directive applies as soon as a physician receives their NPI number and remains in effect after May 23, 2007.

Physicians must submit only the individual (entity type1) NPI assigned to them with the Ohio Medicaid legacy number that was issued to them as an individual physician. Only one NPI number can be associated with your 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.

III. How do I bill ODJFS using the NPI?

The billing instructions contained in this MAL are for physicians who do business with ODJFS as individual physicians or as physician sole proprietary practices who have not obtained a group (entity 2 type) NPI. If you do business with ODJFS only as a member of a group practice or other provider-based practice, use the appropriate billing instructions as contained in MAL 517.

Instructions for submitting the NPI by either an individual physician or 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”).

The information in this section is technical but is intended to assist you 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.

Billing NPI on EDI 837 Professional Claims

The NPI number must be entered in the primary identifier field on ASCII X12 837 health care transactions. The physician’s NPI must be sent with the XX qualifier in the NM108 and the 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 physician’s Medicaid legacy provider number must also be sent with the 1D qualifier in the secondary identification qualifier location REF01 and the Medicaid legacy number in the secondary identification location REF02 of loops 2010AB and/or 2010AA. The EDI standard does not require the rendering provider loop to be completed if the rendering provider is the same as the pay to provider. If it is your normal practice to send a Medicaid legacy number in the REF02 with a 1D qualifier in the REF01 of the 2310B loop (i.e., rendering provider information loop) whether or not the rendering provider is the same as the pay to provider, you must also send the appropriate, corresponding NPI in the NM109 of 2310B with the qualifier value of XX in the NM108 of the 2310B loop.

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 using tape formats or paper on the old CMS 1500 (required until 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.

IV. If my sole proprietary physician practice (practices owned by one physician) is incorporated, do I use my individual NPI number?

Although this is not currently allowed under the Ohio Medicaid program, many other health plans allow sole proprietary practices to be a group practice (of one member). The NPI provisions allow any sole proprietary practice that is incorporated to obtain an entity type 2 (group/organization) NPI and, if the sole proprietary practice is not incorporated, the practice is not eligible for a group/organization (entity type 2) NPI. When the sole proprietary practice is entitled to obtain an entity type 2 NPI, the NPI provisions require the individual physician that owns the practice and each physician employed by or under contract with the practice to also obtain an individual (entity 1) physician NPI number.

You may obtain your group (entity type 2) NPI number from NPPES as instructed in Section I of this MAL. It is important that you make it clear that you are seeking the group NPI by checking the box 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 your practice is an incorporated sole proprietary practice that has received, or plans to receive, an entity type 2 (group/organization) NPI, you may not submit that (entity type 2) NPI number on a claim to ODJFS until you have been issued a corresponding group Medicaid legacy number by ODJFS. Once you have received your (entity type 2) NPI for your practice, you may request a group Medicaid legacy number from ODJFS by contacting the Provider Enrollment Unit at P.O. Box 1461 Columbus, Ohio 43216-1461 or by phone at 1-800-686-1516.

Until you receive your group Medicaid legacy number from ODJFS, you must continue to bill as instructed in Section III of this MAL using only your individual NPI and Medicaid legacy number. Once you receive your group Medicaid legacy number you must bill in accordance with the instructions contained in MAL 517.

V. Why am I required to get an NPI?

The Code of Federal Regulations, CFR 45, Subpart D, Section 162.410 (a) (1) through (a) (6), requires physicians to obtain an NPI, to use it 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 standard transactions sent to any health plan (i.e., Medicaid, Medicare or any other health plan). ODJFS must also comply with the federal regulations.

VI. Am I required to share my NPI number with ODJFS?

Yes, the physician must disclose to ODJFS the NPI number that has been assigned to the physician. If you do not disclose your NPI to ODJFS, ODJFS will not be able to recognize you as a valid Medicaid provider. This could cause your claims to deny.

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>.

VII. Am I required to share my NPI with other entities?

Yes, as stated in V, you are required to disclose your NPI, when requested, to any entity that needs the NPI to identify the physician in a standard transaction. This includes disclosing your NPI to Medicaid, Medicare, other health plans and other health care providers.

Pharmacies will need your NPI to submit as the prescribing provider on 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 claims. You are required to share your 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/npi.stm>**

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