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DMAP Operations

Authorized Signature

Number: DMAP-IM-07-018

Issue Date: 02/16/2007

Topic: Medical Benefits

Subject: Provider announcements: NPI reminders for paper billers and EDI submitters

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): DHS staff and others identified on the SPD, CAF, AMH and DMAP transmittal lists |

Message:

DMAP will mail the attached brochures to providers in the next week. They remind them to register their National Provider Identifier (NPI) and taxonomy with DHS, and provide helpful information about implementing NPI.

More information about NPI implementation can be found on the DHS Web site at <http://www.oregon.gov/DHS/admin/hipaa/npi/main.shtml>.

If you have any questions about this information, contact:

Contact(s):	EDI Support Services
E-mail:	dhs.hipaatesting@state.or.us (HIPAATesting, DHS in GroupWise)

Important NPI information for paper billers

Only 3 months left until May 23, 2007!

That's fewer than 100 days to the NPI compliance date.

Will you be ready for NPI compliance on May 23, 2007?

According to a recent survey by the Workgroup for Electronic Data Interchange (WEDI), providers should already have their NPI numbers and taxonomy code(s). Now, providers need to get ready to use their NPI information in their regular exchanges of health care information with all payers.

Important DHS implementation dates

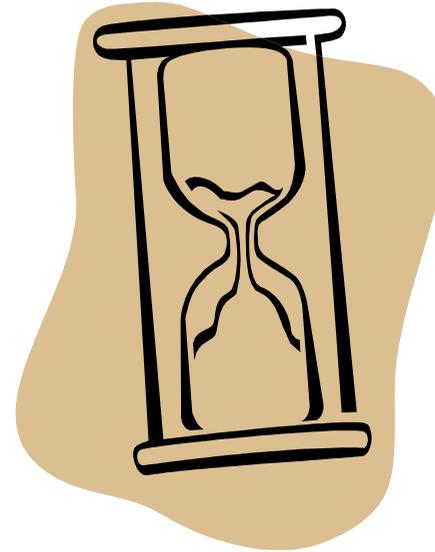
The complete DHS NPI Implementation Timeline is available on the DHS NPI Web page at <www.oregon.gov/DHS/admin/hipaa/mpi/mpi_timeline.pdf>.

February 13, 2007:	Starting on this date, DHS will accept the following claim forms: <ul style="list-style-type: none">■ CMS 1500: 12/90 and 8/05 versions■ ADA claim form: Versions 2000, 2002/2004 and 2006■ UB claim form: UB-92 and UB-04 versions Make sure you include your DMAP provider number on all claims.
March 16, 2007:	For timely claims processing, make sure to register your NPI with DHS by this date.
May 23, 2007:	Starting on this date, you must include both your NPI number or your current DMAP provider number on all claims for timely and accurate claims processing. <ul style="list-style-type: none">■ To prepare you for this transition, DHS will let you know about where to put the NPI on each claim form that does not have a specific field for the NPI, once those fields have been identified.

Get the help you need

- **To register your NPI:** Go to the CMS Web site at <<http://nppes.cms.hhs.gov>> or call the NPI Enumerator to request a paper application at (1-800) 465-3203.
- **For Oregon implementation information:** Go to the DHS NPI Web site at <www.oregon.gov/DHS/admin/hipaa/mpi/main.shtml> or call DHS EDI Support Services at (1-888) 690-9888.

Time...



is running out!

There are fewer than 100 days until the NPI compliance date.

Do you have your NPI?



National Provider Identifier
Getting an NPI is free; not having one can be costly.



Learn more about the NPI paper claim forms

Links to these resources are also on the DHS NPI Web site.

CMS 1500

The National Uniform Claim Committee Web site <www.nucc.org> features CMS-1500 instructions, FAQs, a sample form, ordering information, and more.

ADA 2006

The ADA's overview of the form at <www.ada.org/prof/resources/topics/claimform.asp> includes a sample form, ordering information, and additional resources.

UB-04

The National Uniform Billing Committee Web site <www.nubc.org/new.html> has the latest news about the UB-04 form, including how to order the latest UB manual and format of the approved UB-04.

For more information about completing claim forms:

- **Contact DMAP Provider Services** at (1-800) 336-6016 or e-mail <dmap.providerservices@state.or.us>.

Register your NPI with DHS by March 16, 2007

You can do this in three easy steps:

1. Complete the NPI Registration Form (DMAP 3038) at <<http://dhsforms.hr.state.or.us/Forms/Served/OE1038.pdf>>.
2. Print completed form
3. Return form to:

DHS EDI Support Services
DMAP Operations
500 Summer St. NE, E-44
Salem, OR 97301-1079
Fax (503) 947-5359



NPI Readiness Checklist

- Have you applied for your NPI(s)?
 - ✓ Have you supplied your current Medicare and Medicaid provider numbers on your NPPES application?
 - ✓ If reporting a Medicaid provider number, include the associated State name.
- Are you ready to use your NPI(s)?
 - ✓ Do you know if all health plans, clearinghouses, and other trading partners you work with are ready to accept your NPI(s)?
 - ✓ Have you communicated your NPI(s) to them so they can crosswalk your legacy identifiers to the NPI(s)?
 - ✓ Have you updated your Practice Management Software so that you can incorporate your NPI(s) into your billing processes?
- Have you implemented the NPI into your business practices?
 - ✓ Does your staff know what NPI is and the use of it?
 - ✓ Do your internal forms, databases and other business tools capture NPI where appropriate?

How ready are you?

Given the questions listed on the NPI Readiness Checklist, do you think you will be ready for NPI compliance?

By May 23, 2007:

- You must include both your NPI or your current DMAP provider number when submitting paper claims.
- Billing services that bill on behalf of contracted service providers must bill for those providers using their group billing numbers (if they are eligible for NPI).
- All providers eligible for NPI must meet NPI compliance standards and bill using the appropriate provider number(s) in order to ensure accurate and timely claims payment from DHS or any other health insurance payer.

NPI: Get it. Share it. Use it. If you haven't already, get started today!

National Provider Identifier

*Getting an NPI is free;
not having one can be costly.*

www.oregon.gov/DHS/admin/hipaa/npi/main.shtml

Important NPI information for EDI submitters

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Will you be ready for NPI compliance on May 23, 2007?

According to a recent survey by the Workgroup for Electronic Data Interchange (WEDI), providers should already have their NPI(s) and taxonomy code(s). Now, providers need to get ready to use their NPI information in their regular exchanges of health care information with all payers.

Important DHS implementation dates

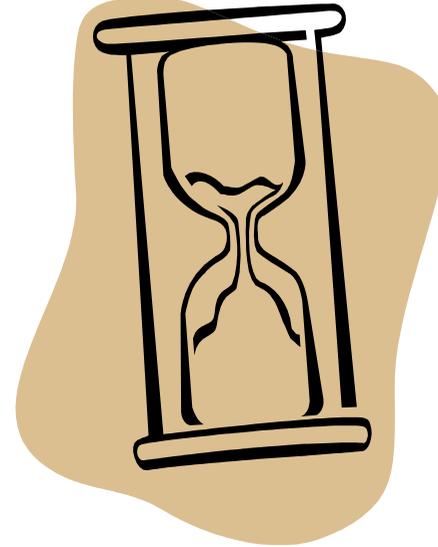
For NPI implementation information specific to EDI submitters, visit the DHS EDI Web site at www.oregon.gov/DHS/admin/hipaa/testing_reg.shtml.

February 12, 2007:	Starting on this date, DHS will begin inviting EDI submitters to do business-to-business (B2B) testing to make sure their NPI-compliant EDI transactions are successful. <ul style="list-style-type: none">■ EDI submitters will not pass to production status until they successfully pass the B2B testing using the appropriate NPI(s).
March 16, 2007:	For timely claims processing, make sure to register your NPI with DHS by this date.
May 23, 2007:	Starting on this date, you must include your NPI on any EDI submissions for timely and accurate claims processing.

Get the help you need

- **To register your NPI:** Go to the CMS Web site at <http://nppes.cms.hhs.gov> or call the NPI Enumerator to request a paper application at (1-800) 465-3203.
- **For Oregon implementation information:** Go to the DHS NPI Web site at www.oregon.gov/DHS/admin/hipaa/npi/main.shtml or call DHS EDI Support Services at (1-888) 690-9888.
- **For additional resources:** Go to the WEDI NPI Resource Center Web site at <http://www.wedi.org/npioi/public/articles/index.cfm?fuseaction=link>.

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NPI Testing Tip

CMS has identified a common testing error with Medicare and Medicaid. As CMS shared in a recent e-mail:

- One common testing error found is that claims submitters check that they are submitting an NPI in the 2010AA Billing Provider REF02 segment instead of NM109.
- The REF segment is situational, but required if it is necessary to report a secondary ID, such as Medicare/Medicaid number or taxpayer ID instead.
- NM109 is where the NPI is to be submitted, but the claim submitter incorrectly submits a legacy identifier instead.

Make sure you correctly designate each type of identifier you submit with your test claims. Remember that segment REF02 is for secondary IDs; NM109 is only for NPI.

For more information

Go to the CMS National Provider Identifier Implementation page:

www.cms.hhs.gov/NationalProvIdentStand/06_implementation.asp

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 - ✓ Have you supplied your current Medicare and Medicaid provider numbers on your NPPES application?
 - ✓ If reporting a Medicaid provider number, include the associated State name.
- Are you ready to use your NPI(s)?
 - ✓ Do you know if all health plans, clearinghouses, and other trading partners you work with are ready to accept them?
 - ✓ Have you communicated your NPI(s) to them so they can crosswalk your legacy identifiers to the NPI(s) ?
 - ✓ Have you completed software upgrades that allow you to transmit your NPI(s) for billing?
 - ✓ Have you started testing EDI submissions that include NPI with your trading partners?
- Have you implemented the NPI into your business practices?
 - ✓ Does your staff know what NPI is and the use of it?
 - ✓ Do your internal forms, databases and other business tools capture NPI where appropriate?

How ready are you?

Given the questions listed on the NPI Readiness Checklist, do you think you will be ready for NPI compliance?

By May 23, 2007:

- You must start using your NPI whenever you exchange electronic health care information with DHS or other trading partners.
- Billing services that bill on behalf of contracted service providers must bill for those providers using their group billing numbers (if they are eligible for NPI).
- All providers eligible for NPI must meet NPI compliance standards and bill using the appropriate provider number(s) in order to ensure accurate and timely claims payment from DHS or any other payer.

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