



OFFICE PRACTICUM

PEDIATRIC SOFTWARE

Visual Data, LLC
148 West 24th Street
12th Floor
New York, NY 10011

Phone: 800-218-9916

Email: info@officepracticum.com

Web: www.officepracticum.com

Please read ALL of the information below carefully and fulfill the requirements and steps as soon as possible.

WHAT is the NPI number?

The *Health Insurance Portability and Accountability Act of 1996* (HIPAA) mandated the adoption of a standard unique identifier for health care providers. On January 23rd, 2004 the National Provider Identifier (NPI) rule was published in the Federal Register.

The National Plan and Provider Enumeration System (NPPES) began assigning NPI numbers on May 23rd, 2005.

The NPI is a 10-digit number that will be used to identify you to your health care partners, including all payers, in all HIPAA standard transactions. The NPI will replace the identifiers you currently use in HIPAA standard transactions that you conduct with Insurance companies.

WHO needs an NPI number?

All Individuals and Organizations who meet the definition of health care provider (as described at 45 CFR 160.103 of the HIPAA act, 1996) are eligible to obtain a **National Provider Identifier**, or **NPI**.

There are two types of health care providers in terms of NPI numbers:

Type 1: Health care providers who are individuals, including physicians, dentists, and all sole proprietors. An individual is eligible for only one NPI.*

Type 2: Health care providers who are organizations, including physician groups, hospitals, nursing homes, and the corporation formed when an individual incorporates him/herself.*

***NOTE:** Organizations must determine if they have “**subparts**” that need to be uniquely identified in HIPAA standard transactions with their own NPI numbers. A subpart is a component of an organization health care provider that furnishes health care and is not itself a separate legal entity.

If you are an individual who is a health care provider and who is incorporated, you may need to obtain an NPI for **BOTH** yourself (Type 1) **AND** an NPI for your corporation or LLC (Type 2).

WHY must I have an NPI number?

1. Your NPI Number and the NEW CMS 1500 FORM:

The new NPI number must be submitted on the new CMS 1500 form.

The new CMS 1500 form will REPLACE the current HCFA 1500 form as of, **April 2nd, 2007**.

If you do not have your NPI number before the April 2nd, 2007 CMS Form deadline, you can still submit the new CMS Form with your current provider identifier. However, as of **May 23rd, 2007** (**the NPI number deadline**) you may submit ONLY your NPI number on the new CMS form.

The new NPI number will replace all prior provider IDs and only the NPI number will be accepted as of May 23rd, 2007.

Information on the new CMS form is available here:

<http://www.aafp.org/fpm/20061000/60getr.html>

Instructions (PDF document) on how to complete and submit the new CMS form is available here:

http://www.nucc.org/images/stories/PDF/claim_form_manual_v1-3_7-06.pdf

2. The new NPI Number and YOUR CLEARING HOUSE:

You must CONTACT YOUR CLEARING HOUSE* directly and speak with a representative regarding the Clearing House's plans to meet the April 2nd deadline to submit and accept the new CMS 1500 form, and the May 23rd, 2007 deadline for use of the NPI number. You should inquire if you, as their client, need to fulfill any steps or requirements to prepare for these changes. Your Clearing House should be able to provide clear and helpful information and instructions.

***ENS CLIENTS ONLY:**

The following information was received by Visual Data, LLC from ENS (Electronic Network Systems, www.enshealth.com) regarding the NPI number. ENS is a clearing house of choice for a number of Office Practicum clients. If you do NOT use ENS as your Clearing House, you can disregard the information below, and you MUST still contact your own Clearing House to gain relevant and important information.

[Received via email from ENS on 9/14/2006]:

“ENS is committed to compliance with the NPI. Our goal is to ensure that claim submission processes are in place and available to facilitate the submission of the NPI prior to the NPI adoption date of May 23, 2007. ENS supports many avenues for claims submission, from manual entry to electronic submission, and is in the process of evaluating the many solutions that will be implemented to support claim submission. Additional information regarding our support strategy is forthcoming and will be communicated in the near future.

ENS is committed to our claim submission partners and will be communicating information regarding the NPI. ENS is in the process of developing an NPI FAQ as an information source for our claims submission partners. This information will then be updated as more information becomes available.

If you have questions regarding NPI and ENS Clearing House, please address them to: NPI@enshealth.com.”

WHEN does the NPI become mandatory?

The effective date for full adoption of the NPI is May 23rd, 2007.

As of the compliance date, the NPI will be the only health care provider identifier a covered health care provider can use to identify itself in standard EDI transactions.

It is important that you obtain your NPI now.

Once you obtain your NPI you **MUST** share it with your health care partners including payers, clearing houses, vendors, and other health care providers. Then you and your partners must integrate the NPI into their systems and processes.

Testing transactions using your NPI with your health care partners may take some time and cannot even begin until after you obtain your NPI. If you delay applying for your NPI, you risk the ability to meet the NPI compliance date and jeopardize that of your health care partners as well.

- **Office Practicum will be updated to allow ALL clients to submit their new NPI number on all claims AND on the new CMS 1500 form (replacing the current HCFA 1500 form) in time for the April 2nd, 2007 CMS 1500 deadline.**

If you do not have your NPI number before the April 2nd, 2007 CMS Form deadline, you can still submit the new CMS Form with your current provider Identifier.

However, as of May 23rd, 2007 you can submit **ONLY** your NPI number on the new CMS form. The new NPI number will replace all prior provider IDs and only the NPI number will be accepted following May 23rd, 2007.

- **ALL CLIENTS WILL BE REQUIRED TO RUN AN UPDATE IN ORDER TO RECEIVE THE NECESSARY CHANGES TO THEIR VERSION OF OFFICE PRACTICUM.**
- **A representative will CONTACT YOU as soon as the update is available to SCHEDULE the necessary time to run the upgrade. You MUST allow for the necessary time and schedule the upgrade in advance, in order to receive the Update.**
- **We anticipate beginning the ‘roll-out’ of this update in mid-February 2007.**

WHAT TO DO?

To obtain your NPI number NOW:

There are three ways that you can obtain your NPI.

1. Complete the on-line application at the NPPES web site;
<https://NPPES.cms.hhs.gov/NPPES/Welcome.do>;
2. Download the paper application form at **www.cms.hhs.gov/NationalProvIdentStand/** and mail it to the address on the form
3. Authorize an employer or other trusted organization to obtain an NPI for you through bulk enumeration, or Electronic File Interchange (EFI).

Regardless of how you obtain your NPI, it is important that you **KEEP the notification document that NPPES sends to you**. This notification will contain your NPI number. You may need to share this notification with other health care partners.

Additional NPI Information sources:

NPI Education Resources provided by CMS:

http://www.cms.hhs.gov/nationalprovidentstand/04_education.asp

National Plan and Provider Enumeration System (NPPS):

<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

Centers for Medicare and Medicaid Services website – More information on NPI numbers:

<http://www.cms.hhs.gov/NationalProvIdentStand>

If you have any questions or concerns regarding the NPI number and Office Practicum please direct them to: **louise@opmed.net** or **elisem@opmed.net**

If you have any questions or concerns regarding the NPI number and your clearing house please first contact your clearing house directly. We can not provide information or answers on behalf of your clearing house.