

NATIONAL PROVIDER IDENTIFIER

FAQ

Should I get an NPI?

The answer to this question is yes if (1) you provide health care and (2) you conduct standard HIPAA electronic transactions or others conduct standard HIPAA electronic transactions on your behalf.

The federal definition of health care is: care, services or supplies related to the health of an individual. It includes, but is not limited to, the following: (1) Preventive, diagnostic, rehabilitative, maintenance or palliative care, and counseling, service, assessment, or procedure with respect to the physical or mental condition, or functional status, of an individual or that affects the structure or function of the body; and (2) Sale or dispensing of a drug, device, equipment, or other item in accordance with a prescription. See 45 C.F.R. 160.103.

If you or your agency provides any of the above, then you are a health care provider.

The federal definition of a HIPAA-covered entity (covered health care provider) is...health care providers who transmit *any* health information in *electronic* form in connection with a transaction for which the Secretary of Health and Human Services has adopted a standard. (Covered health care providers must use NPIs in standard transactions by the compliance date.) See 45 C.F.R. 162.402.

If you or your agency use electronic standards or “direct data entry” (i.e. health plan web pages) for conducting HIPAA covered transactions (e.g., claims, eligibility verification, claims status), the law requires you to obtain an NPI.

APPLY TODAY at: <https://nppes.cms.hhs.gov>.

Get it.  Use it.

February 27, 2007

Dear Alaska Medicaid Provider:

IMPORTANT: You may receive multiple copies if you have more than one Medicaid Contract Identification (your Alaska Medicaid Provider number now known as MCI). To ensure that we can continue to process your claims accurately, you **must** reply to **each** copy you receive.

Get it.

May 23, 2007 is the compliance date for the National Provider Identifier (NPI). If you don't have your NPI yet, refer to the attached flyer for detailed information on how to obtain it.

Share it.

Providers with NPIs are required to share their NPI information with Alaska Medicaid. Alaska Medicaid will require the following information from its enrolled providers for **EACH** of their MCIs in order to assure that payment will continue without interruption:

- A copy of the NPI notification letter or email received from NPPES.
- The attached verification form completed with information related to the appropriate MCI. You will receive this letter and form for each of your MCIs and must complete a form to correspond with each of them.
- Complete data related to NPIs, addresses, taxonomy codes, and tax identification or employer identification numbers for income tax purposes.
- If you are not a health care provider, the attached form must still be completed.

Use it.

Providers may begin using NPIs along with their MCIs immediately. As of May 23, 2007, only the NPI may be used on standard electronic transactions. Alaska Medicaid will be providing more information as this date approaches.

*For additional help and information on obtaining your NPI,
Please see the attached flyer.*

NPI VERIFICATION FORM

SECTION I (Please verify that the following pre-populated information is correct)

Provider/Company Name: _____ **Tax ID#:** 000000000
MCI: XX0000 **Medicare No:** 0000XXXXX
 (Medicaid ID #)

Service Address <input type="checkbox"/> OK AS IS	Pay-to Address <input type="checkbox"/> OK AS IS
Provider/Company Name:	Provider/Company Name:
DBA:	DBA:
Address:	Address:
City:	City:
State:	State:
ZIP+4:	ZIP+4:

- Did not obtain an NPI because I/we are not a healthcare provider.
- Did not obtain an NPI because I/we do not conduct electronic claims, eligibility lookups, or other HIPAA-covered transactions.
- Have not yet obtained an NPI but will be doing so by _____.
- We no longer use this Provider ID Number.

If you checked a box, skip to Section III to provide current contact information.

SECTION II (NPI/Subpart NPI and Subpart Description(s) associated with the Medicaid Contract Identification (MCI) number at the top of this form)

A. Provider NPI/Subpart NPI	A. Provider NPI/Subpart NPI	A. Provider NPI/Subpart NPI
B. Taxonomy Code(s) Associated with the above NPI	B. Taxonomy Code(s) Associated with the above NPI	B. Taxonomy Code(s) Associated with the above NPI
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

SECTION III

Print or Type Name of Provider or Authorized Representative:	Provider or Authorized Representative Contact Phone Number: ()
Provider or Authorized Representative Signature: X	
Provider or Authorized Representative Title:	

Please return this NPI Verification form **by mail** to First Health Services at the following address:
First Health Services Corporation, ATTN: Provider Enrollment Unit
P.O. Box 240808, Anchorage, AK 99524-0808

For any questions, please call the First Health Services' Provider Enrollment Unit at (907) 644-6800 or (800) 770-5650 (in-state toll free).

Get it. Share it. Use it. ***National Provider Identifier...***

Get it.

Don't delay! Alaska Medicaid will not be able to process electronic claims after May 23, 2007 without your NPI. The National Provider Identifier (NPI) is part of Health Insurance Portability and Accountability Act (HIPAA) legislation to establish a unique provider identifier that can be used for all electronic transactions as of May 23, 2007.

- All health care providers, individuals and organizations, who conduct any electronic transactions, **MUST** obtain NPI(s).
 - Examples of **individuals** who must obtain a NPI are physicians, dentists, physical and occupational therapists, nurse practitioners, care coordinators, and speech pathologists.
 - Examples of **organizations** that must obtain NPI(s) include group practices, hospitals, nursing facilities, home health agencies, and clinics.
- Health care providers who do not conduct electronic transactions **MAY** obtain NPI(s) and are strongly encouraged to do so.
- Even if you are not required to obtain an NPI, Alaska Medicaid recommends that you obtain one. Hospitals, pharmacies, laboratories, and other providers to whom you refer patients may need your NPI in order for payers to correctly process their electronic transactions.
- Nurses, physical therapists, pharmacists, etc. may obtain NPIs and must share that information if they will be included within billing operations.
- Providers who do not supply health care services **CANNOT** obtain NPI(s) and will have no change to their existing Alaska Medicaid Provider ID Numbers, now known as Medicaid Contract Identifiers (MCI).

NPIs are free and may be obtained by application to the National Plan and Provider Enumeration System (NPPES) <https://nppes.cms.hhs.gov>. A paper enumeration form may be obtained by calling (800) 465-3203 or (800) 692-2326 (TTY) or by sending a letter to NPI Enumerator, PO BOX 6059, Fargo, ND, 58108-6059. Questions may be directed to the enumerator or www.cms.hhs.gov/nationalprovidentstand/.

When you apply for your NPI(s), you must supply at least one taxonomy code to describe yourself or your health care entity. Additional information on taxonomy is provided at the end of this document.

Once you apply, be sure to save your notification letter or email from NPPES to be submitted to Alaska Medicaid and other payers who may need it. Also be sure to save your log-in information because you will need this to make changes to your NPI information over time.

While individual providers are eligible to receive only one NPI, organizations may determine that they need additional NPIs to identify their business operations or subparts. For more information about subparts, see the enclosed Alaska Medicaid NPI Enumeration Recommendations.

Do you need advice about how to enumerate? Please see the enclosed Enumeration Recommendation worksheet. Additional assistance with determining subparts may be obtained as a free decision tree white paper from www.foxsys.com.

Share it.

All health care providers are required to share their NPI(s) with Alaska Medicaid and with any other entity that needs it to do business.

- Alaska Medicaid will require a copy of the NPI notification letter or email you receive from NPPES.
- For each Alaska Medicaid Provider ID number that you currently have, FHSC will need you to supply the NPI(s) and Taxonomy(s) that will be used for billing.
- You are required to share your NPI(s) with health plans that pay you. Alaska Medicaid will also require the use of NPI on paper claims by providers who conduct any HIPAA-compliant electronic transactions.

1835 South Bragaw, Suite 200
Anchorage, AK 99508
(907) 644-6800
<https://Alaska.fhsc.com>



Nurses, physical therapists, pharmacists, etc. may obtain NPIs and must share that information if they will be included within billing operations. Alaska Medicaid will send additional information regarding the need to enroll these newly identified providers.

Beginning immediately, you must share your NPI information with Alaska Medicaid by completing one NPI Verification Form for each of your Medicaid Contract Identifiers (MCIs). Include or update all information relating to addresses and tax identification numbers. You will also need to include taxonomy information. Additional information on taxonomy is provided at the end of this document.

Use it.

Once you obtain your NPI(s), we encourage you to begin using it immediately. When doing so, you must continue to submit your Alaska Medicaid Provider ID (now known as MCI). The HIPAA implementation guide instructions define the fields and qualifiers to use when submitting a NPI. The Alaska Medicaid Companion Guide will be updated accordingly.

You **must** begin using your NPI on May 23, 2007. As of this date, you can no longer submit your Medicaid Provider ID (MCI).

If you have questions, information is available at <https://alaska.fhsc.com/>, or you may contact FHSC Provider Inquiry Unit at (907) 644-6800 option 1, in Anchorage, or toll-free in Alaska at (800) 770-5650, option 1. You may also email questions to: aknpi@cvtv.com.

TAXONOMY

What is a Provider Taxonomy Code?

The Provider Taxonomy Code Set is maintained by the National Uniform Claim Committee. The code set defines areas of health care specialization and facility types. The Provider Taxonomy Code Set is available at <http://www.wpc-edi.com/codes/taxonomy>.

- There are taxonomy codes for individuals. Most physician specialties and subspecialties, as well as a large array of non-physician practitioners such as pharmacists, dentists, nurses, opticians, respiratory therapists, etc. are represented by taxonomy codes.
- There are taxonomy codes for organizations. Taxonomy codes are available for health care entities such as hospitals, radiology clinics, DME suppliers, and group practices. Taxonomy codes are also available for other organizations that may play a role in the delivery of healthcare, such as schools and air transport.
- Alaska Medicaid will use taxonomy codes as key identifiers for processing and payment purposes.

Which Taxonomy Code(s) should I use?

- When you apply for an NPI you must supply at least one taxonomy code to describe yourself or your facility. We strongly suggest you include all of the taxonomy codes you qualify for. Example: An Endocrinologist could select the code for Internal Medicine (specialty) and Endocrinology, Diabetes & Metabolism (subspecialty).
- When you notify Alaska Medicaid of your NPI(s) on the enclosed NPI Verification Form, please identify the appropriate taxonomy(s) for each NPI you supply.

Many taxonomy code descriptions are similar – review the list closely before selecting the code(s) that apply to you or your organization. You are not restricted to using only the taxonomy code(s) you reported when applying for your NPI. Recommended taxonomy codes for certain Alaska Medicaid provider types are listed on the enclosed Enumeration Recommendation document.

Alaska Medicaid NPI Enumeration Recommendations

To help ensure that Alaska Medicaid providers do not experience denials of claims or delays in Alaska Medicaid claims processing and payment, Alaska Medicaid encourages each of its enrolled health care providers to obtain a unique NPI. These NPIs will replace your Alaska Medicaid provider number that is used today in HIPAA standard transactions.

Alaska Medicaid recommends that **health care organizations** consider obtaining multiple NPIs which identify their lines of business. These are known as subparts.

A Subpart:

- Is a part of a legal entity
- Furnishes health care
- Is separately and uniquely identified in HIPAA standard transactions
- May or may not be located at the same location as the legal entity
- Is **NOT** an individual

Examples include:

- a physical therapy center owned by a hospital;
- an I.H.S. clinic which is part of a larger health care organization;
- a community mental health center which is owned by the same entity as a behavioral rehabilitation services provider and/or a substance abuse provider.

Alaska Medicaid encourages **individual health care providers** and **sole proprietors** to obtain an NPI. Individuals and sole proprietors are not subparts.

Use of **taxonomy** code(s) is also recommended by Alaska Medicaid. Taxonomy codes are a key identifier for processing and payment purposes. They define areas of health care specialization which assist in uniquely identifying a specific Alaska Medicaid provider.

In order for NPIs and taxonomy codes to mirror current Alaska Medicaid enrollment, please refer to the attached **NPI Enumeration Recommendations**. If you are a health care organization having Alaska Medicaid enrollments in more than one provider type on the attached list, we recommend you consider obtaining more than one NPI through the subpart enumeration process described above. If you select a different enumeration approach, Alaska Medicaid will attempt to match your claims based on various claim field values. Our recommendations are intended to promote successful claim adjudication by Alaska Medicaid.

Note the attached identifies specific taxonomy codes for certain provider types. These are the taxonomy codes which Alaska Medicaid will use to properly identify and pay claims. If you have an Alaska Medicaid enrollment in any of the provider types with specific taxonomy codes listed, you may want to use these taxonomy codes when obtaining your NPI.

No health plan, not even Medicare, can instruct a provider on how to enumerate subparts. This is a business decision that the organization provider must make considering its unique business operations.

Alaska Medicaid Enumeration Recommendations

Provider Type Description	NPI Expected On Claim	Taxonomy Used by Alaska Medicaid for Claims Processing
Administrative Wait Bed Provider	Y	275N00000X
Advanced Nurse Practitioner	Y	363L*, 364S*, 367A*, 3675*
Air Ambulance	Y	3416A0800X
Airline	N	
Alcohol and Drug Abuse Center	Y	324500000X, 261QR0405X, 261QM2800X,
Ambulatory Surgical Facility	Y	261QA1903X
Audiologist	Y	231H00000X, 237600000X, 2377*
Behavioral Rehabilitation	Y	Any that begin with "322D" *
Care Coordination Agency - TCM/Infant Learning Program	Y	251B00000X
Care Coordination Agency - Waiver	Y	251B00000X
Care Coordinator	Y	171M00000X
Chiropractor - Group	Y	193400000X
Chiropractor - Individual	Y	Any that begin with '111N' *
Day Treatment Facility	Y	261QM0801X, 261QM0855X
Dental FQHC Group	Y	261QD0000X
Dentist - Group	Y	193400000X
Dentist - Individual	Y	122300000X
Dietician	Y	133V00000X
DME Supplier	Y	332B00000X
Environmental Modification	N	
EPSDT Screener	Y	
ESRD Facility	Y	261QE0700X
Family Planning Clinic	Y	261QF0050X, 261QA0005X
FQHC	Y	261QF0400X
Ground Ambulance	Y	3416L0300X
Hearing Aid Supplier	Y	332S00000X, 2377*
Home Health Agency	Y	251E00000X
Home/Community Bsd (HCB) Agency	Y **	SEE END OF DOCUMENT
Hospice	Y	251G00000X,
Hotel/Motel w/ Restaurant	N	
Hotel/Motel w/o Restaurant	N	
ICF Facility	Y	313M00000X
ICF/MR Facility	Y	315P00000X
IHS Clinic	Y	261QC1500X, 261QH0100X
IHS Inpatient Hospital	Y	281P00000X, 282N00000X
IHS Outpatient Hospital	Y	
Independent Laboratory	Y	291U00000X
Independent Physical Therapist	Y	225I00000X
Inpatient Hospital	Y	281P00000X, 282N00000X
Inpatient Psychiatric Hospital	Y	283Q00000X
LCSW - Group	Y	
LCSW - Individual	Y	1041C0700X
LPN	Y	164W00000X
Mental Health Clinic - Community Grantee	Y	261QM0801X, 261QM0855X, 261QM0850X
Mental Health Clinic - Physician Mental Health Center	Y	261QM0801X, 261QM0855X, 261QM0850X
Nurse Midwife	Y	367A00000X
Nurse Midwife - Direct Entry	Y	176B00000X, 175M00000X
Occupational Therapist	Y	225X00000X
Optician	Y	156FX1800X

Alaska Medicaid Enumeration Recommendations

Provider Type Description	NPI Expected On Claim	Taxonomy Used by Alaska Medicaid for Claims Processing
Optometrist	Y	152W00000X
Osteopath - Group	Y	193400000X, 193200000X
Osteopath - Individual	Y	Any that begin with '20' *
Other Accommodation	N	
Other Accommodation Pre Maternal Home	N	
Other Transportation	N	
Outpatient Hospital	Y	
Outpatient Physical Therapist Centers	Y	261QP2000X
Prosthetics & Orthotics Supplier	Y	335E00000X
Personal Care Agency	Y	251X00000X
Pharmacy	Y	333600000X, 332800000X
Physician - Group	Y	193400000X, 193200000X
Physician - Individual	Y	Any that begin with '20' *
Podiatrist - Group	Y	193400000X
Podiatrist - Individual	Y	261QP1100X, 213E00000X
Portable Radiology Provider	Y	335V00000X
Private Duty Nursing Agency	Y	251J00000X
Psychologist - Group	Y	193400000X
Psychologist - Individual	Y	103T00000X, 103G00000X
Registered Nurse	Y	163W*
Residential Psychiatric Treatment Center	Y	323P00000X
Residential Supported Living Arrangements	Y	310400000X, 311Z00000X
Respiratory Therapist	Y	227800000X, 227900000X
Rural Health Clinic	Y	261QR1300X
School-based Services	Y	251300000X
Skilled Nursing Facility/Intermediate Care Facility	Y	314000000X
Speech Pathologist	Y	235Z00000X
State Inpatient Psychiatric Hospital	Y	283Q00000X
Swing Bed Provider	Y	275N00000X
Taxi	N	
Vision Group	Y	193400000X
		* for a complete list go to http://www.wpc-edi.com/codes/taxonomy
** HCB Agency Services **		
** If certified by DSDS to provide at least one, or any combination of the following health care services, only one NPI is expected on all of your HCB Agency claims:		
HCB Adult Day Care	Y	261QA0600X
HCB Intensive Active Treatment	Y	
HCB Respite	Y	385H00000X
		The X represents the actual last alpha-numeric character in the taxonomy number.