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## **ATTENTION:**

### **All Individual Providers Billing with an Organizational Type 2 NPI GROUP ENROLLMENT REQUIRED**

Individual professional providers that bill with an Organizational Type 2 (Business/Group) NPI number and who are not enrolled with Alaska Medical Assistance as a group will experience delays on the processing of their claims. Group enrollment is required for all providers doing business as any type of entity other than a "Sole Proprietor".

Individual professional providers with an Organizational Type 2 (Business/Group) NPI must enroll as a group, even if they are a group of one. Examples of individuals who must enroll as a group are:

- Physician/Osteopath
- Chiropractor
- Podiatrist
- Dentist
- Optometrist/Opticians
- Psychologist

This listing is not all inclusive but is provided to give examples of individuals who can enroll as a group of one.

Do you have a Medicare group enrollment with a corresponding Organizational Type 2 (Business/Group) NPI? If so, do you have an Alaska Medical Assistance group enrollment with the same Organizational Type 2 (Business/Group) NPI? If not, download the enrollment application as instructed below. The enrollment is required to facilitate the processing of your Medicare Cross-over claims, as well as your primary Medicaid claims.

If you're not sure which type of NPI you have, you may visit the NPPES registry search at <https://nppes.cms.hhs.gov/NPPES/NPIRegistrySearch.do?subAction=reset&searchType=org> to perform a search on your NPI number. Simply fill in the blank fields with your information and you will see your NPI information in the "NPI Information: Entity Type:" field.

The forms necessary to enroll as a group with Alaska Medical Assistance can be found at <https://alaska.fhsc.com/providers/Enrollment.asp>. On the Alaska Medical Assistance Provider Enrollment Form, the fields related to group enrollment are as follows:

Page 1 (Section A, General Information):

- Field 3a. "Servicing provider's name": Enter the group name
- Field 4a. "Pay-to business legal name": Enter the group name

Page 3 (Section C, Group Association):

- "Provide State Provider Identification Number": List the NPI or Medicaid number (also called legacy identifier) of all individuals within the group named in fields 3a and 4a.

Include all necessary documentation (NPPES letter or e-mail, business license for the group and the Provider Information Submission Agreement if you bill electronically using 837 transactions) with the application. Mail the original application with supporting documents to the address on Page 9.

Please direct any questions to ACS's Provider Inquiry Unit at (907) 644-6800, or (800) 770-5650 toll free in Alaska.