

NPI Teleconference Questions and Answers December 14, 2006

Below are several important questions and answers from Cahaba GBA, LLC's December 14, 2006 Special NPI Teleconference.

NOTE: The slide presentation discussed on the NPI Teleconference is posted on the website on the home page under "Provider Action Required".

- 1. Q. Item 24A on the revised CMS-1500 claim form (Date(s) of Service(s) looks like only a 6-digit date will fit in the space provided. The CMS guidelines states, "enter a 6-digit or 8-digit date for each procedure..." Please clarify.**

A. Neither Item 24A nor the instructions for completing this Item have been changed. There are 6 formatted bytes and 8 unformatted bytes in Item 24A. You would continue to use the DDMMYY for the 6-digit date and DDMMCCYY for the 8 digits with no spaces.
- 2. Q. When will Cahaba GBA accept the revised CMS-1500 claim form?**

A. Providers may submit either the current CMS-1500 (12-90) form using your legacy numbers or the revised CMS-1500 (08-05) beginning January 2, 2007, using your NPI numbers. Medicare is requesting providers use both their legacy numbers, prefixed by a qualifier and their NPI. After April 1, 2007, only the revised (08-05) form will be accepted. When using the revised CMS-1500 (08-05) claim form prior to May 23, 2007, Medicare encourages providers to report both legacy numbers (prefixed by a qualifier) and NPI numbers. Effective May 23, 2007, only NPI numbers should be reported.
- 3. Q. Where can I obtain instructions for the revised hardcopy CMS-1500 (08-05) claim form?**

A. Please refer to Change Request (CR) 5060 for NPI billing instructions and a copy of the new CMS-1500 (08-05) form. You may locate this CR at www.cms.hhs.gov/transmittals/downloads/R1058CP.pdf. Also, a copy of the hardcopy claim form and its NPI references is located in the December, 2006 Medicare B Newslines located on the Cahaba GBA website: www.cahabagba.com/part_b/education_and_outreach/newsletters/2006/dec/NPI1500ClaimForm3.pdf or the February, 2007 newsletter at:
- 4. Q. Item 33b on the revised claim form indicates entering a qualifier 1C followed by one blank space and then the PIN of the billing provider or group organization. Does Cahaba actually want to see "1C" in this block with the Medicare Provider number and then follow these numbers by the NPI? Please clarify.**

A. The new CMS-1500 (8-05) will be accepted in January 2007. In order to create an accurate crosswalk for legacy and NPI numbers, Cahaba requests the following on the new CMS-1500 form beginning January 2, 2007 through May 22, 2007:

 - Item 17a should include "1G" in the first block and the current provider legacy number.
 - Item 17b should include the NPI number.

NPI Teleconference Questions and Answers December 14, 2006

- Block 24i should include “1C”, followed by the legacy number in 24j
- Under the legacy number in 24j, include the NPI number.
- Block 33a should include your Group NPI number.
- Block 33b should begin with 1C, space, and the current legacy group number.

This qualifier and legacy information is only required until May 22, 2007. Effective May 23, 2007, you must submit your paper claims using only the NPI numbers. The qualifier and legacy information should no longer be included on the claim.

5. Q. Can providers begin using the NPI number of referring physicians in Item 17a (UPIN) on the current CMS 1500 (12/90) form? Would this cause a problem in processing claims?

A. Using the NPI in 17a (UPIN) on the current CMS1500 (12-90) claim form will cause processing problems. Providers should **not** use the NPI of referring providers in Item 17a on the current CMS1500 (12-90). The current CMS1500 (12-90) should only show the legacy UPIN in 17a. The revised CMS1500 (08-05) will include both the legacy number (prefixed by 1G) in 17a and the NPI number below the legacy number until May 22, 2007. Effective May 23rd, only the NPI number is required.

6. Q. Will there be a directory or website available where we can obtain NPI's of all physicians for referral purposes?

A. At this time, no directory is available. We encourage all physicians and suppliers to share their NPI with entities with whom they do business. Physicians can attend the CMS Physician Open Door Forums held monthly to voice their opinions and concerns.

7. Q. Will there be a generic NPI created for physicians no longer in practice? We have several patients who were referred patients in the past and the physician has since retired and will not have an NPI. What should we use in that instance?

- A. At this time, all UPINs, as well as the surrogate UPIN, will be eliminated. CMS is aware of provider concerns and are currently researching the UPIN process. We will post any updated information received by CMS. We invite you to contact CMS directly or call into a CMS Open Door Forum to speak your concerns directly to them.

REMINDER: A referring UPIN is not required on all claims. Reasons to include a UPIN on a claim include but are not limited to:

- Consultative services
- Physical/occupational therapy services;

NPI Teleconference Questions and Answers December 14, 2006

- Radiology and nuclear medicine services,
- Radiation therapy services, and
- Lab and pathology services.

8. Q. Who should I contact about receiving my NPI?

A. The enumerator contractor for NPI (contracted by CMS) is Fox Systems. They can be contacted at 1-800-465-3203 for status or request a paper application. Their website is www.cms.hhs.gov/nationalprovidentstand for additional NPI information. To submit an application online use <https://nppes.cms.hhs.gov> and click on the Health Care Provider link.

9. Q. We are a group with ten doctors and we have a Medicare group number. We do have more than one location (satellite offices) under the same tax ID and group number. Do we need a separate group NPI for each satellite office?

A. You do not need a separate group NPI for each practice location in this instance. One group number will suffice.

10. Q. We are an incorporated solo practice and not sure if we need a group NPI. How do I know if I currently have a group number and where can I get this information?

A. Your group practice legacy number prints on the electronic and paper remit in the upper right corner. This is your payee number and is different than any practicing physician in your office. If the number is the same as the practicing physician, you may not have a group number. You may also call the provider contact center in your state to verify your numbers. It is very possible that even though you are a solo practice that you have been assigned a group number. In this instance, you need to apply for a group NPI.

11. Q. I submit my claims electronically. Where do I put my NPI number on the electronic claim form?

A. Organizational NPIs will be submitted in the 2010AA loop, in element NM109 with 'XX' qualifier in NM108. NPIs for individual providers will be submitted in the 2310B loop, in element NM109 with 'XX' qualifier in NM108.

Providers should contact their vendor, software support, billing service or clearing house, or refer to Change Request (CR) 5229 for additional billing information. This CR can be located at

www.cms.hhs.gov/transmittals/downloads/R234OTN.pdf

12. Q. Should I be including my NPI information on my electronic claims?

A. Yes. Electronic claims should include NPI information as well as legacy and qualifier information until May 22, 2007. Effective May 23, 2007, only the NPI information is required.

NPI Teleconference Questions and Answers December 14, 2006

13. Q. What type of form do we need to complete notifying Medicare of our new NPI numbers?

- A. Medicare will crosswalk your current legacy numbers with your new NPI numbers. There is no need to inform Medicare of what your NPI numbers are other than by submitting your claims with both your legacy PIN and the NPI that corresponds to it.

14. Q. I am a vendor in Alabama and understand there has been a change made on the solo practitioners where they are now being required to get a NPI group number as well as an individual NPI number. We have many providers in Alabama who have not applied for a group NPI and are not aware of their group status. Is it a true statement that claims may not be paid without a Group NPI on electronic claims as of January 1, 2007?

- A. Entities with 2 or more practicing physicians, PA's or PE's who have an individual provider number are generally considered a group practice. Solo practitioners who are incorporated may also be considered group practices. In these cases, a group NPI is required. Entities who are not incorporated or are enrolled under their social security number may be considered an individual practice and would need only one NPI. It really depends on how they are enrolled in Medicare. Providers should look at their Remittance Advice in the upper right corner for a group number. Alabama group numbers consist of one letter and three digits. Providers may also call the provider contact center for their state and get this information. Providers would need this legacy group number in order to obtain the group NPI. This information needs to be included in Loop 2010AA effective January 1, 2007 on electronic claims. Without this information, electronic claims could be rejected on the front-end (audit trails).

15. Q. How do I submit legacy numbers and NPI numbers on my electronic claims prior to the May 23, 2007 deadline?

- A. Now until May 22, 2007, providers are strongly encouraged to submit claims using both your NPI and current Medicare Part B provider numbers.

Claims for group practices must contain both the group PIN and the individual provider number of the rendering physician. For electronic claims the group PIN should be submitted in the Billing Provider loop, 2010AA, in the REF segment with a '1C' qualifier. The individual provider numbers should be submitted in the Rendering Provider loop, 2310B, in the REF segment with a '1C' qualifier.

Effective May 23, 2007, only the NPI for the organization and individual providers will be submitted on the claims. Organizational NPI will be submitted in the 2010AA loop, and NPI for individual providers will be submitted in the 2310B loop, in Element NM109 with an 'XX' qualifier in Element NM108.

Additional Information:

NPI Teleconference Questions and Answers December 14, 2006

For more NPI location information on your electronic claims, you should refer to Change Request (CR) 5229. This CR is located at www.cms.hhs.gov/transmittals/downloads/R234OTN.pdf.

Please continue to watch the Cahaba GBA website for NPI updates and announcements. You are invited to join our automated electronic mail notification service (Listserv) to receive important announcements directly to your email address. Visit our website at www.cahabaqba.com for information.