



## **National Provider Identifier Fact Book**

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## **NPI 101 – Frequently Asked Questions**

### ***What is the National Provider Identifier (NPI)?***

The NPI is one provision of the Administrative Simplification portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The NPI is a single identification number that is assigned by the Federal government to health care providers.

### ***What does the NPI look like?***

The NPI is a 10-digit, all-numeric identifier that includes one check digit in the tenth position to ensure accuracy. The NPI doesn't contain any embedded intelligence. In other words, you are not able to determine a provider's state, region, specialty or any other information directly from the NPI.

### ***What is the purpose of the NPI?***

The purpose of the NPI is to simplify billing for each provider by having one standard provider identifier when submitting electronic transactions to payers. It is intended to improve the efficiency of the health care system and help to reduce fraud and abuse.

### ***Who must comply with NPI requirements?***

NPIs are required by regulation to be used to identify health care providers in standard HIPAA transactions. The NPI must be used in all HIPAA transactions by all covered entities – health plans, health care clearinghouses and health care providers.

### ***What are HIPAA transactions?***

American National Standards Institute (ANSI) is a committee that defines standards for many American industries.

Thus far, HIPAA has mandated that nine ANSI transactions must be used for specific electronic health care transactions. These transactions include:

- 837 Claim
- 835 Remittance Advice
- 834 Enrollment
- 270 Eligibility Inquiry
- 271 Eligibility Response
- 276 Claim Status Inquiry
- 277 Claim Status Response
- 278 Referral
- 820 Premium Payment

It is expected that additional transactions will be mandated in the future. Please look on Anthem's website for additional NPI information.

### ***How is an NPI generated?***

The NPI is generated by a new system called the National Plan and Provider Enumeration System (NPPES) and issued by the U.S. Department of Health and Human Services (HHS) through the Centers for Medicare & Medicaid Services (CMS).

### ***How is a provider issued an NPI?***

Providers can apply to NPPES for an NPI and are required to have an NPI when exchanging electronic transactions. To apply for an NPI, providers can:

- Apply online by going to the NPPES website at <https://nppes.cms.hhs.gov/NPPES>.
- Download a CMS-10114 NPI application from the CMS website at: [www.cms.hhs.gov/NationalProviderStand/03\\_apply.asp](http://www.cms.hhs.gov/NationalProviderStand/03_apply.asp).
- Request a CMS-10114 NPI application from the NPI Enumerator.
  - Phone: **1-800-465-3203**

TTY: 1-800-692-2326

- Email:

**customerservice@npienumerator.com**

- Mail: **NPI Enumerator**

**P.O. Box 6059**

**Fargo, ND 58108-6059**

Providers need to supply adequate information to ensure that they can be identified uniquely by NPPES. Should any of that information change in the future, NPPES must be notified within 30 days.

### ***What is an Entity Type Code?***

An Entity Type Code is a category indicator that determines the type of provider that is being assigned an NPI:

- **Entity Type Code 1** is issued to health care providers who are individual human beings. Examples include physicians, dentists, chiropractors, pharmacists and nurses.
- **Entity Type Code 2** is issued to organizations such as hospitals, residential treatment centers, laboratories, group practices, etc.

### ***Are NPIs only issued for hospitals and physicians?***

No. Any “health care provider” as defined in the NPI Final Rule may apply for an NPI. In addition to hospitals and physicians, NPIs are issued to institutional and other health care providers such as:

- Skilled nursing facilities
- Home health agencies
- Comprehensive outpatient rehabilitation facilities
- Assorted clinics and centers
- Clinical laboratories
- Various licensed/certified health care practitioners such as dentists, chiropractors, pharmacists, etc.

- Suppliers of durable medical equipment

They also are issued to any appropriately licensed or certified health care practitioners or organizations, including pharmacies, nursing homes and many types of therapists, technicians, aides, and any other individual or organization that furnishes health care services or supplies. In other words, an NPI applies to any health care individual or organization that bills and is paid for health care services or supplies. If organizations, such as hospitals, are made up of components or separate physical locations that qualify as separate health care facilities, they also may be issued their own NPI. These types of arrangements are referred to as “subparts” in the NPI Final Rule.

### ***What is a subpart?***

Subparts of organizational health care providers are eligible to be assigned NPIs. A subpart can be uniquely identified, for example, by separate physical location, by separate license or by certification.

While we cannot tell you how to structure your organization in regard to enumerating, our recommendation is for each incorporated practice to secure an Entity Type 2 NPI to assure that the proper entity is reimbursed for services that are rendered by the individual provider.

### ***If a provider has numerous health plan IDs, does each health plan require an additional NPI?***

No. The NPI is the single provider identifier that replaces each of the different health plans’ numerous identifiers. This regulation requires each of the health plans to use the NPI as the sole identifier for each provider. A

provider needs to apply only once for an NPI.

### ***What if a doctor changes practices, moves or changes specialties?***

Even if a provider moves, changes specialty or changes practices, the provider retains the same NPI but must notify NPPES and supply the new information. The NPI is intended to identify the provider throughout his or her career. Organization NPIs also are intended to be permanent except in rare situations such as when a health care provider does not wish to continue an association with a previously used NPI or when a health care provider's NPI has been used fraudulently by another.

### ***If I get an NPI or change my NPI information do I need to tell you?***

Yes. For your convenience, we have included a form at the end of this document. Please fax the completed form to **1-877-227-2763**.

### ***Is an NPI required on paper transactions?***

The NPI mandate does allow payers to require the use of the NPI on all transactions, including paper, to improve processing efficiency. We require you to submit your NPI on paper transactions so that we may comply with specific-state requirements pertaining to the processing and reporting of claims data for Medicaid members and to minimize any claims payment disruption. Existing identification numbers can continue to be used in paper and non-HIPAA electronic transactions after the mandatory compliance date.

### ***Where can I learn more about NPI?***

To learn more about NPI from CMS, visit [www.cms.hhs.gov/NationalProvIdentStand/](http://www.cms.hhs.gov/NationalProvIdentStand/).

In addition, we encourage you to log on to the Anthem website to find the most up-to-date information regarding HIPAA and the compliance status of Anthem.

### ***When did Anthem begin accepting the NPI?***

Anthem began accepting NPIs effective **October 1, 2006**. As of **May 23, 2007**, we accepted NPIs without legacy ID on electronic claims, and CMS-1500 (08/05) and UB-04 paper claim forms transactions.

We don't want our providers to miss a single payment because of NPI noncompliance. Use the following guidelines for preparing and submitting your claims:

- Billing NPI, name and address
- Rendering NPI, name and address
- Service Facility NPI (if appropriate)
- Billing Taxonomy Codes and Qualifiers
- Rendering Taxonomy Codes and Qualifiers
- Tax ID Number

### ***What happens if I'm not ready to use NPI-only to submit claims?***

We are currently processing NPI-only claims and encourage all providers to move to NPI-only submission on transactions. If a provider is currently submitting with dual identifiers, we encourage the provider to submit claims to Anthem with NPI-only identifiers. We will work with providers and providers' contracted vendors to maintain current business operations, while supporting

providers' efforts to comply with the requirements of HIPAA's NPI Rule.

## Provider Checklist

If you haven't already done so, you may be asking yourself, what can I do to prepare for the NPI? Keep in mind that the NPI replaces all legacy identifiers of providers, practices, facilities and others that have been assigned by payers for reimbursement. Since NPIs play a critical role in reimbursement, organizational providers should determine if they have subparts and begin to obtain NPIs for those subparts in a timely manner. Listed below are some key steps to consider.

1. Determine your organizational structure – are you an Entity Type 2 Organization that requires subparts?
2. Review your current identifiers and how they relate to your NPIs or future NPIs.
3. Identify any gaps when you compare your current reimbursement schedules with your current identifiers and how that is different with your NPIs.
4. Discuss your current enumeration scheme and future enumeration plans with your staff and with your payers so that if any modifications are necessary for reimbursement, you won't experience any delay.
5. Request your NPIs and any necessary subparts.
6. Communicate your NPIs and/or subparts to all of your trading partners to minimize any disruption to reimbursement processes.
7. Review your current system software and work with your software vendor to

ensure that your systems are capable of submitting and receiving NPIs within your electronic transactions.

Once you have your NPI, please submit the information to the state of Indiana. How do you know if your NPI was successfully reported in the NPI Reporting tool on the state of Indiana's website? In each provider subsection of the NPI Reporting Tool, the provider number (nine-digit number) and the service location code (alpha character) displays in the green, red or blue header; and the status of the provider/service location/NPI record. Before any NPI is reported, the header will be Blue (not reported), an unsuccessful entry will be Red (conflict), and a successfully reported NPI will have a Green (active) header.

For more information about registering your NPI with the state of Indiana, see their website at [www.indianamedicaid.com/ihcp/ProviderServices/mpi.asp](http://www.indianamedicaid.com/ihcp/ProviderServices/mpi.asp).

## How to Submit Your NPI on Electronic Transactions

The NPI is reported within the provider loops on the electronic transaction. The elements we require are:

- NM108 qualifier is "XX" for NPI submission
- NM109 field displays the 10 digit NPI
- Tax ID is required in the Ref segment when NPI is reported in the NM109
- REF01 qualifiers (EI =Tax ID, SY = SSN)
- REF02 field displays the Providers/Facilities Tax ID or SSN

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- PRV Loop 2000A PRV02 field should include **ZZ** to indicate Health Care Provider Taxonomy code
- PRV Loop 2000A PRV03 field displays Provider Taxonomy code
- PRV Loop 2310B PRV02 field should include **ZZ** to indicate Health Care Provider Taxonomy code
- PRV Loop 2310B PRV03 field displays Provider Taxonomy code

Please refer to the Anthem companion guides before submitting the NPI on electronic transactions.

We've expanded our website at [www.anthem.com](http://www.anthem.com) to include NPI information specific to Anthem. We encourage you to routinely visit this site to obtain the most up-to-date information.

### Paper Claims Forms

Paper claim forms have been revised to accommodate NPI along with other modifications.

**NOTE – Always file the Tax ID number even when billing the NPI number.**

#### ***CMS-1500 Claim Form***

On the revised CMS-1500 claim form, you need to include:

- Referring provider NPI in box 17b
- Rendering NPI (unshaded field of Box 24J)
- Rendering Taxonomy Codes and ZZ Qualifier (shaded field of Box 24J and 24I)
- Servicing provider location and Service Facility NPI (Box 32 and 32A, if appropriate)

- Billing NPI, name and address (Box 33A and Box 33)
- Billing Taxonomy Codes and ZZ Qualifier (Box 33B)
- Tax ID Number (Box 25)

For more information, please visit our website at [www.anthem.com](http://www.anthem.com) and the NUCC website at [www.nucc.org](http://www.nucc.org).

#### ***CMS-1450 (UB-04) Claim Form***

On the CMS-1450, you need to include:

- Billing NPI name and address (Box 56 and 1, respectively)
- Billing Taxonomy Codes and ZZ Qualifier (Box 81 (a-d))
- Attending physician NPI in field 76
- Operating physician NPI in field 77
- Other provider types NPI in fields 78 and 79
- Tax ID Number (Box 5)

### Informational Websites

Many organizations undertook various activities to support the success and implementation of NPI. For your information, we have provided some of these organizations and their respective websites.

#### ***Government Organizations***

- Centers for Medicare & Medicaid Services NPI Website:  
[www.cms.hhs.gov/NationalProviderIdentifierStand/](http://www.cms.hhs.gov/NationalProviderIdentifierStand/)
- National Plan and Provider Enumeration System (NPPES) Enumerator:  
<https://nppes.cms.hhs.gov/NPPES>

## **Professional and Trade Associations/Workgroups**

- American Hospital Association: [www.aha.org/hipaa/resources/scanh\\_eadline.asp](http://www.aha.org/hipaa/resources/scanh_eadline.asp)
- American Health Information Management Association: [www.ahima.org](http://www.ahima.org)
- American Medical Association: [www.ama-assn.org](http://www.ama-assn.org)
- National Council for Prescription Drug Programs: [www.ncdpd.org](http://www.ncdpd.org)
- Medical Group Management Association: [www.mgma.com](http://www.mgma.com)

## **Paper Claim Forms:**

- CMS-1450 (UB-04): National Uniform Billing Committee (NUBC): [www.nubc.org](http://www.nubc.org)
- CMS-1500: National Uniform Claim Committee (NUCC): [www.nucc.org](http://www.nucc.org)

## **Data and Transaction Standards**

- Electronic Healthcare Network Accreditation Commission (EHNAC): [www.ehnac.org](http://www.ehnac.org)
- Workgroup for Electronic Data Interchange: [www.wedi.org](http://www.wedi.org)

## **Taxonomy Codes and Implementation Guides**

- Washington Publishing Company (WPC): [www.wpc-edi.com](http://www.wpc-edi.com)

## **Anthem HIPAA NPI Readiness Statement**

The National Provider Identifier (NPI) is a component of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The NPI is a 10-digit, single-

provider ID that is assigned by CMS (Centers for Medicaid & Medicare Services) through NPPES (National Plan and Provider Enumeration System) to uniquely identify a physician, other health care professional or institution within specified electronic HIPAA transactions. It is intended to improve the efficiency of the health care system and reduce fraud and abuse. Ultimately, the NPI replaces all existing identification numbers, including the Medicare, Medicaid, Unique Physician Identification Number (UPIN) and plan provider identification numbers.

Anthem reviewed the requirements of the National Provider Identifier (NPI) and assessed current and future capability and analyzed impacts formalizing an implementation strategy. The mandated compliance date was **May 23, 2007**.

To help meet the compliance efforts of our business partners, we expanded our newsletters and provider websites to include NPI information specific to Anthem. The site is accessible so that you may obtain the most up-to-date information.

## **NPI Glossary**

**Bulk Enumeration:** See Electronic File Interchange (EFI).

**Clearinghouse:** Authorized vendor or company that accepts electronic data transmissions and translates health care data to or from standard formats.

**CMS:** Centers for Medicare & Medicaid Services.

**Covered Entities (CE):** Under HIPAA, this is a health plan, a health care clearinghouse, or a health care organization that transmits any health

information in electronic form in connection with a covered HIPAA transaction.

**Covered Health Care Provider:** Under HIPAA, a health care provider is someone who is trained and licensed to give health care or a place that is licensed to give health care. A covered health care provider is a health care provider who is covered under the NPI Final Rule (transmits any health information in electronic form in connection with a standard HIPAA transaction).

**Electronic File Interchange (EFI):** Distribution of NPIs to a large number of health care providers, all at once. This process of bulk or mass enumeration is coordinated by authorized organizations through the NPI enumerator.

**Employer Identification Number (EIN):** Also known as the Tax Identification Number (TIN), or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number is sometimes utilized for provider identification purposes. Covered entities are required to use the EIN in HIPAA standard transactions that require EINs in certain data fields.

**Entity Type Code:** The type of health care provider that is being assigned an NPI. The entity type code can be either Entity Type I (human beings) or Entity Type 2 (organizations).

**Entity Type 1:** Is issued to individual human beings (not organizational) including, but not limited to, physicians, dentists and chiropractors. The NPI is a

permanent identifier and is assigned for the provider's life.

**Entity Type 2:** Is issued to organizations, including but not limited to hospitals, residential treatment centers, laboratories and group practices. Subparts of organization health care providers are eligible to be assigned NPIs. This is a permanent identifier and is assigned for the life of the organization.

**Enumerator:** An organization under contract with HHS to assign NPIs. In addition to processing NPI applications, the NPI Enumerator also assists providers with questions about their applications or updates to their NPI application.

**HIPAA:** Health Insurance Portability and Accountability Act of 1996.

**Legacy/Plan Identifiers:** Identification numbers assigned by health plans.

**Legal Entity:** The covered entity ultimately responsible for complying with the HIPAA rules and ensuring that its subparts and/or health care components are in compliance.

**National Provider Identifier (NPI):** The National Provider Identifier (NPI) is one provision of the Administrative Simplification portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The NPI is a 10-position, all-numeric identifier that is assigned by the federal government to health care providers. The NPI is used to identify physicians, hospitals and other medical professionals in all electronic standard HIPAA transactions.

It is intended to improve the efficiency of the health care system and help to reduce fraud and abuse.



### **National Plan and Provider**

**Enumerator Services (NPPES):** The administrative system for supporting a national plan and provider registry. This is a comprehensive uniform system for identifying and uniquely enumerating health care providers and plans at the national level. Formerly National Provider Systems (NPS).

**Non-Health Care Services:** Atypical or nontraditional services that are indirectly related to health care but do not fall within the definition of health care services. These could include taxi, home and vehicle modifications or insect control. These types of services are not eligible to receive an NPI.

**Payer:** Health carrier or plan.

**Social Security Number (SSN):** A number assigned by the Social Security Administration (SSA) to the individual being identified. An SSN could be used as a TIN (Tax ID Number).

**Small Health Plan:** A health plan with annual receipts of \$5 million or less.

**Standard HIPAA Transaction:** A transaction that any health plan, any health care clearinghouse and any health care provider transmits containing any health information in electronic form in the standard format such as 835, 837, etc.

**Subparts:** A component or separate physical location of an Entity Type 2 Organization health care provider. Examples of subparts include outpatient departments, surgical centers, psychiatric units and laboratories that are tied to a hospital/facility.

**Tax Identification Number (TIN):** The number used to identify an individual or

entity for federal income tax purposes (can be used interchangeably with the EIN). A tax ID may be either the SSN or an EIN. The number depends on the type of business, corporation, sole proprietor, etc. A Tax ID Number is sometimes used to identify a provider.

**Taxonomy Code:** An administrative code set that classifies health care providers by type, classification and specialization.

**Transactions and Code Sets:** Rules that regulate and standardize electronic exchanges of health care information.

**UPIN:** Unique Physician Identification Number.

## How Do I Report New or Update My NPI Information?

Having your correct NPI numbers on file ensures more accurate and timely claims processing. The first step is to apply for your NPI with NPPES (see “*How is a provider issued an NPI?*”).

However, while you wait to receive your NPI from CMS, you may take the opportunity to provide us with your NPI(s) now. Make a copy of this page, complete the information below, sign and date the page, and fax it to **1-877-227-2763**. Thank you.

### **Type of Request**

New NPI information

Update/Change of NPI information

Please indicate the type of change below:

Provider name: \_\_\_\_\_

Physical address (include city, state and ZIP code): \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Billing NPI: \_\_\_\_\_

Rendering NPI: \_\_\_\_\_

Tax ID number: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title