

2007 ProviderOne NPI Reporting Fact Sheet

How Do I Report My NPI to DSHS?

This Fact Sheet provides DSHS providers with information on how to report their National Provider Identifier (NPI) to DSHS. Completing the reporting process outlined below is critical for DSHS to link your NPI with your existing provider ID number to keep your DSHS claims history intact. While providers have until August 17, 2007 to complete the reporting process, both the NPI and current provider identification number will be required on claims submitted to DSHS beginning May 23, 2007.

General information on the NPI and how to get one is available through the Centers for Medicaid and Medicare Services (CMS) website: www.cms.hhs.gov.

Who needs to complete the NPI reporting activity?

Providers need to complete this activity if you receive payments from DSHS that are currently:

- Billed using standard medical forms (UB, dental, or HCFA/CMS 1500).
- Billed through WaMedWeb and WINASAP 2003.
- Submitted through batch transactions via a clearinghouse.
- Submitted through HIPAA batch transactions or encounter data.
- Paid through prospective capitation payments.

Why do I need to report my NPI to DSHS?

Providers are responsible for informing all payers of their NPIs. DSHS needs to know how to connect your new NPIs to your old DSHS Provider Numbers.

Reporting your NPI to DSHS is also an important first step in ensuring you have uninterrupted payments when DSHS moves to its new payment system, ProviderOne. A Fact Sheet about ProviderOne is available on the DSHS ProviderOne website: <http://hrsa.dshs.wa.gov/ProviderOne/providers.htm>.

The NPI reporting activity doesn't include updating old provider records and information. That will be done during the ProviderOne registration and validation process that will likely take place in the Fall of 2007.

Why doesn't DSHS get NPI information from submitted claims?

Our current system does not have the capability to capture NPIs. In order to accurately convert your data into the new system, we need your help mapping your new NPI to your active and inactive DSHS Provider Numbers.

What is the deadline for reporting my NPI to DSHS?

August 17, 2007

What if I don't report my NPI by August 17, 2007?

Without an NPI on file with DSHS, you may not be able to successfully submit a claim for payment when ProviderOne is implemented.

If you don't complete the NPI reporting process by August 17, 2007, DSHS will

consolidate all past and present DSHS Medicaid ID numbers into a single provider record for each Tax ID Number. This will impact the way your payments will be processed, resulting in a single pay-to address, a single warrant or Electronic Funds Transfer (EFT) account, and a single remittance advice (RA).

How do I report my NPI to DSHS?

DSHS has designed three options for providers to complete the NPI reporting activity: 1) File Upload; 2) Provider Direct Entry and; 3) Report by phone to DSHS.

What information will I need to use the web-based NPI Reporting Tool?

- NPI numbers
- Tax Identification Number (TIN) or Social Security Number (SSN)
- 7-digit Medicaid ID numbers

What instructions are available to help?

- Detailed instructions for using the NPI Reporting Tool can be downloaded from: <http://hrsa.dshs.wa.gov/ProviderOne/providers.htm>. Tutorial: *Reporting Your NPI(s) to DSHS Using Web Based Tool*
- Detailed instructions for using the Large File Transfer can be downloaded from: <http://hrsa.dshs.wa.gov/ProviderOne/providers.htm>. Tutorial: *Formatting and Uploading Your NPI Data to DSHS*

What if I do not have internet access?

If you do not have access to the internet, please contact DSHS Provider Enrollment Staff at 1-800-562-3022 (select option 2, then option 5) for assistance.

Why do I have to continue to report my existing provider ID number with my NPI?

DSHS is developing a new payment system named ProviderOne. The NPI rule went into effect on May 23, 2007. DSHS is implementing NPI as part of the ProviderOne system which will be in production **after** the NPI rule goes into effect. After ProviderOne is fully implemented (visit <http://hrsa.dshs.wa.gov/providerone/Projected%20Schedule.htm> for the most up-to-date schedule information), only the NPI will be required.

For the most current information on ProviderOne, please visit: <http://hrsa.dshs.wa.gov/ProviderOne>

Does reporting my NPI to DSHS complete my registration process for ProviderOne?

No. Reporting your NPI to DSHS is just the first step in the ProviderOne registration process. After DSHS moves your data from the old system into the ProviderOne system, you will need to validate your information, correct outdated information on your provider record and complete your registration. Specific information on these activities will become available as we get closer to this activity.

Where to Get Additional Information:

Sign up for the Provider Readiness Email Distribution List at: http://listserv.wa.gov/archives/providerone_provider_readiness.html

Visit the provider page of the ProviderOne website at: <http://hrsa.dshs.wa.gov/ProviderOne/providers.htm>.

Contact DSHS at 1-800-562-3022 (select option 2, then option 4) with general questions related to the implementation of ProviderOne or NPI.