

# Understanding NPI Implementation

- CMS Implementation Rules
- CMS NPI Compliance Deadlines
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- Helpful Tips

For Alteer Office® versions 4.7 and greater

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## ABOUT THE NATIONAL PROVIDER IDENTIFIER (NPI)

The National Provider Identifier (NPI) requirement is part of an administrative simplification mandate of the Health Insurance Portability and Accountability Act (HIPAA). Every provider completing HIPAA-compliant transactions must use an NPI to identify HIPAA covered healthcare providers in standard transactions by the 2007 compliance deadlines to avoid reimbursement issues. The deadlines are staggered, meaning the schedule accommodates a transitional period for each milestone and each type of claim: professional paper HCFA (CMS-1500), institutional paper (UB92/UB04), and electronic (837 professional and institutional). The final deadline for NPI compliance on all claim types is May 23, 2007. For detailed deadline dates, see the “[NPI Implementation Deadlines and Rules](#)” section later in this document.

The NPI itself is a 10-digit unique number that is *intelligence free* (it does not carry data about the provider—such as, type, state, or specialty); *static* (it never expires); and *portable* (it stays the same regardless of whether the provider changes jobs or locations). It is a single identifier that replaces provider IDs (Medicare UPIN, OSCAR, PIN, National Supplier Clearinghouse NSC, etc.) currently used in standard transactions providers conduct with health plans. The intent is to simplify the process of HIPAA standard transactions for providers and their payers and make coordination of benefits more efficient.

CMS has issued revised printed claim forms to accommodate NPI data, the “CMS-1500 (08-05)” HCFA for professional claims, and the “UB-04” for institutional claims. CMS’ final deadline for using the new UB-04 form is May 23, 2007, and for the revised CMS-1500 (08-05) form the final date is April 1, 2007.

### Note

Alteer will be implementing the new forms well before CMS’ deadline to ensure we are compliant and will notify practices about when they should start using the new forms. Thus, providers should acquire a quantity of the new forms from their supplier as soon as possible.

Having one NPI, means that providers no longer will have to keep track of several identifiers and provider IDs, and won’t have to worry about which number to use with which payer. Careful preparation for, and use of, the NPI will minimize claim rejection errors and payment delays. This includes not only obtaining and reporting their own NPI, but also collecting and reporting NPI for all of their referring providers.

## Obtaining an NPI

Providers who have not yet obtained their NPI are urged to apply now. To apply, call 1-800-465-3203, or visit the web site <https://nppes.cms.hhs.gov> to download an application. The application can be mailed or completed online using the National Plan & Provider Enumeration System (NPPES). When applying, be sure to include legacy identifiers for all payers including Medicare. For Medicaid, include the associated State as well. Also, you will need your taxonomy codes to specify your specialty. Once the NPI is obtained, providers need to coordinate with their payers and vendors, and train their staff about the proper use of NPIs including protecting and updating NPI information and knowing who (other providers, health plans, etc.) to share it with. For more information, please visit CMS’ web site at: [www.cms.hhs.gov/NationalProviderStand](http://www.cms.hhs.gov/NationalProviderStand).

Remember to contact all of your referring providers to obtain their NPI numbers since you will need to use them on claims by the compliance deadline.

Once the NPI is obtained, providers should not change any of their billing information in Alteer Office®. Alteer’s NPI implementation includes a two-stage plan and is outlined in the following section, “[Alteer’s NPI Implementation Plan](#).”

## ALTEER'S NPI IMPLEMENTATION PLAN

As of the date of this document, the Alteer Office user interface does not accommodate NPI information—that is, currently there are no fields in Billing Admin in which to enter NPI numbers. This functionality will be included in a future release. In the meantime in order to meet CMS' NPI implementation deadlines, Alteer will provide our customers with a set of easy-to-use web pages where they can enter their NPI numbers and the NPI numbers of their referring providers. This set of web pages is called the “NPI Portal” and will be launched from the existing Alteer EDI Status Web site. Once the NPI data is entered on the NPI Portal, Alteer will translate the NPI data on the backend so that it automatically populates on claims that are printed and/or submitted electronically through Alteer Office. This NPI Portal will go live around February, 2007 and will remain in place until such time that NPI can be handled directly from within Alteer Office. Further, when NPI fields are included in Alteer Office, any NPI data that was entered via the web-based NPI Portal automatically will appear in the NPI fields in Alteer Office.

When the NPI Portal is ready for use, you will be notified by Alteer Customer Support with instructions about how to access the Web site. Until then, you need only make sure you have obtained your NPI, the NPI numbers for all of your referring providers, and have arranged to have the new CMS claim forms by the compliance deadline.

### **Note**

Alteer will be implementing the new professional and institutional claim forms (CMS-1500 08-05 and UB-04, respectively) well before CMS' deadline to ensure compliance. You will be notified when you should start using the new forms. Thus, be sure to acquire a quantity of the new forms from your supplier as soon as possible.

## NPI IMPLEMENTATION DEADLINES AND RULES

CMS' implementation of NPI includes staggered dates for electronic and paper claims as outlined below. The drop-dead deadline for using only NPI numbers for all types of claims is May 23, 2007. All practices must be NPI compliant by that date.

### Professional Paper Claims

- **January 2, 2007 – March 31, 2007**  
Medicare accepts both the old version HCFA CMS-1500 (12-90) and the revised HCFA CMS-1500 (08-05) form. No NPI is allowed on the older version, HCFA CMS-1500 (12-90). NPI can be sent on the revised 1500 (08-05), however, legacy provider numbers that correspond to each NPI must also be included on the claim.
- **April 1, 2007 – May 22, 2007**  
*ONLY* the revised HCFA CMS-1500 (08-05) may be used—either with NPI or legacy ID's. NPI is not required on the claim but should be used if the provider has one. Although it is not a requirement, it is strongly suggested that *if* NPI is used then corresponding legacy provider ID's also be included.  
**Note:** After April 1, 2007, all rebilling (e.g., re-filed claims) must be done using the revised form even if earlier submissions were done using the old version.
- **May 23, 2007 – Forward:** *ONLY* the revised HCFA CMS-1500 (08-05) may be used with NPI numbers *ONLY*—that is, no legacy ID numbers are permitted.

### Institutional Paper Claims

- **March 1, 2007 – May 22, 2007:** Medicare accepts either the UB-92 or the revised UB-04 form. No NPI may be included on the UB-92 form (it contains no fields for reporting NPI). NPI may be sent on the UB-04 form, however, corresponding legacy ID's also should be included.
- **May 23, 2007 forward:** *ONLY* the new UB-04 forms may be used with NPI numbers *ONLY*—that is, no legacy ID numbers are permitted.

**Note:** Alteer will be implementing the new professional and institutional claim forms (CMS-1500 08-05 and UB-04, respectively) well before CMS' deadline to ensure we are compliant. You will be notified when you should start using the new forms. Thus, be sure to acquire a quantity of the new forms from your supplier as soon as possible.

### Electronic Claims

- **January 3, 2006 – October 1, 2006:** Medicare accepts NPI on 837-P (professional) claims and 837-I (institutional) claims but only when transmitted with legacy ID numbers.
- **October 2, 2006 – May 22, 2007:** Medicare accepts legacy provider ID's and/or NPI for both 837-P and 837-I claims. If NPI is used, it is suggested that corresponding legacy ID numbers also should be included.
- **May 23, 2007 – Forward:** *ONLY* NPI can be used on either type of claim. No legacy ID numbers are permitted.

### Compliance Rules: Key Points

- Never use NPI numbers on the old claim forms (12-90 version of the CMS-1500 HCFA form or the UB-92). Medicare will only accept NPI on printed claims using the new versions, CMS-1500 (08-05) HCFA and UB-04, of the printed forms.

## Understanding NPI Implementation

- The old 12-90 version of the CMS-1500 HCFA will not be accepted after March 31, 2007; Beginning April 1, 2007, only the revised CMS-1500 (08-05) is accepted—with or without NPI.
- Starting on May 23, 2007, *only* NPI will be accepted on CMS-1500 (08-05) and UB-04.
- If using the new CMS-1500 (08-05) form with an NPI *prior* to May 23, 2007, also include your legacy Medicare number(s). And, remember that, starting on May 23rd, *only* NPI will be accepted on CMS-1500 (08-05).
- If you begin using NPI prior to the final deadline (May 23, 2007), check with your health plans to find out when they will be ready to use NPI. Some health plans may require you begin using NPI prior to CMS' deadline and some may not accept NPI until the deadline.

## HELPFUL NPI TIPS

The following tips will answer some frequently asked questions about NPI deadlines and Alter's implementation plan.

- Alter's NPI Portal is easy to use and will require just a few moments to access and enter NPI data. The portal is launched from the existing Alter EDI Status Web site, which means for customers who already use the EDI site to check status of their claims, the process and look and feel of the portal will be familiar. Customers who currently do not have access to the EDI site will be given logon information by Customer Support.
- Alter's NPI Portal is a secure site. It is password protected, using your existing Alter EDI Status Web site logon information and your Alter Office user name and password. If you do not have access to the EDI Status Web site, Customer Support will provide you with a user name and password.
- You only have to enter NPI data once, via the NPI Portal. Once Alter Office contains NPI data fields in the user interface, your NPI data automatically will appear in the appropriate fields in your system.
- You will be notified by Customer Support with information about how and when to begin using the NPI Portal. Until then, you need only make sure you have obtained your NPI, the NPI numbers for all of your referring providers, and have arranged to have the new CMS claim forms ready when Alter notifies you to begin using them.
- You can be assured that Alter's NPI implementation plan will result in proper inclusion of NPI data on your claims well before CMS' NPI implementation deadlines.
- Remember to obtain the NPI numbers for all of your referring providers so you are ready to use them by the compliance deadlines.
- You can still use your existing legacy provider ID's in January of 2007. You just need to make sure you have obtained NPI numbers for all providers in your practice and for your referring providers, and that you have obtained the revised CMS-1500 (08-05) HCFA claim form as soon as possible ready for when Alter notifies you to begin using it.
- For more information about deadlines, please visit CMS's Web site: [http://www.cms.hhs.gov/NationalProvIdentStand/Downloads/Medicare\\_NPI\\_Implementation\\_Timeframes.pdf](http://www.cms.hhs.gov/NationalProvIdentStand/Downloads/Medicare_NPI_Implementation_Timeframes.pdf).
- If you do not have your NPI yet, call 1-800-465-3203, or visit the CMS Web site <https://nppes.cms.hhs.gov> to apply for one. On the Web site, you can download an application and then mail it or apply directly online using the National Plan & Provider Enumeration System (NPPES).