

NPI Requirements

All Hardin and Associates client offices have been using the NPI in addition to legacy IDs to identify Providers for some number of months. As you know, per HIPAA requirements, NPI will be the only identifier allowed for billing both paper and electronic claims after May 23, 2008 for Medicare and most major insurance carriers.

Effective May 23, 2008

Only an NPI may be entered in **any** provider identifier fields on claims submitted on or after May 23, 2008. Claims will be rejected when submitted with a Medicare legacy number (PIN/PTAN) or a UPIN in **any** provider identifying field on or after May 23, 2008.

Instructions for using 'Only an NPI' for billing paper and electronic claims in Physicians Billing 6.0

- A) Be sure to download the latest Physicians Billing update from www.PBOffice.com
- B) It is recommended that you implement the regimen of using '**Only** an NPI' with Medicare claims first and when satisfied that the Medicare claims are being paid, then proceed with other insurance carriers.
- C) Be sure to verify with insurance carriers that they are ready to accept claims which have '**Only** an NPI' without legacy PIN/PTAN or UPIN.
- D) Be sure to verify with insurance carriers that they have your NPIs on file.
- E) Within Physicians Billing there are **FOUR** screens where NPIs may be entered they are:
 - a. Office Setup - **Clinic NPI:** - Use this only if you have a Clinic NPI that is distinct and different than your Doctor NPI.

Office Setup

Office Name: A HEALTH CARE CLINIC		
Office Name:		
Address: 115 BRIDGEPORT WAY SW		
City, St, Zip: TACOMA, WA 98407		Phone: 253 752 8815
Federal Tax# : 91-0912786 Clinic NPI: NPI-CLINIC		
Batch#:		
Claim#:	406	Cert#: 83
Interface To General Ledger? (Y/N): N Interface To Inventory? (Y/N): N		
Default Accounts In The General Ledger		
	Debit Acct#/Dept	Credit Acct#/Dept
Adjustments	/	/
Charges	/	/
Insurance Payments	/	/
Private Payments	/	/
Writeoffs	/	/

b. DOCTOR INFORMATION - **Dr. NPI:** - Each Doctor must have a unique NPI entered here- DO NOT use the CLINIC NPI field on this screen unless instructed to by Hardin And Associates

DOCTOR INFORMATION

(ID)	(First-Name)	(Last-Name)	(Cred.)
Doctor ▶SMITH	◀ Name:JOHN Q.	▶SMITH	◀ M.D.
Clinic Member Or Referring Dr.(C or R): C		Place of Service: 3	
Address Line 1: 10277 N Autumn Ave		Telephone#: 987-6543	
Address Line 2: Los Angeles, CA 78456		Speciality Code:	
Address Line 3:		065 ▶PHYSICAL THERAPIST ◀	
SocSec#: 333-22-4444 Federal#: 91-9999999		Anesthesia	
UPIN: UPIN# Supervising Dr		Min/Unit:10 \$/Unit: 50.00	
Dr. NPI: <u>NPI--SMITH</u> Clinic NPI:			

	Charges	Payments	Adjsments	Writeoffs	Total AR
Month	139.13	11.00			2447.03
Qtr	1119.73	751.70		20.70	
Year	1119.73	751.70		20.70	

c. DOCTOR INFORMATION (Referring Doctor)- **Dr. NPI:**

DOCTOR INFORMATION

(ID)	(First-Name)	(Last-Name)	(Cred.)
Doctor ▶JENSEN	◀ Name:LARS	▶JENSEN M.D.	◀
Clinic Member Or Referring Dr.(C or R): R		Place of Service:	
Address Line 1: 1023 4TH AVENUE		Telephone#:	
Address Line 2: SUMNER WA 98044		Speciality Code:	
Address Line 3:		▶ ◀	
SocSec#: Federal#:		Anesthesia	
UPIN: JUPIN Supervising Dr		Min/Unit: \$/Unit:	
Dr. NPI: <u>NPI-JENSEN</u> Clinic NPI:			

	Charges	Payments	Adjsments	Writeoffs	Total AR
Month					
Qtr					
Year					

d. Claim Enter (2nd Screen) – **32. Facility NPI:**

12. Patient Signature On File | 13. Insured's Signature On File

PHYSICIAN OR SUPPLIER INFORMATION

14. Date Of Illness Accidnt 1/ 1/2004 or Pregnancy	15. SIMILAR ILL. 2/ 2/2002	16. PATIENT UNABLE TO WORK From 3/ 3/2003 Thru 4/ 4/2004
17. REFERRING PHYSICIAN NAME DOCKERY JAMES HARLAN	17a. REF PHYS ID 202-3314	18. HOSPITAL DATES From Thru
19. RESERVED FOR LOCAL USE		20. OUTSIDE LAB? CHARGES [] YES [] NO
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY 1. 3. 2. 4.		22. MEDICAID RESUBMISSION CODE ORIGINAL REF#
		23. PRIOR AUTHORIZATION #

27. ACCEPT ASSIGNMENT
[]Yes []No

32. FACILITY: BEAUTIFUL RETIREMENT HOME
ADDRESS: 10112 N IVY
PUYALLUP WA 98432
NPI: NPI-FACILITY

Do not overlook any of these four screens in Physicians Billing if you wish to successfully bill using 'Only an NPI'.

How to set up a single insurance company to use 'Only an NPI' for billing paper and electronic claims.

Fortunately you will not be required to remove legacy numbers (PIN/PTAN) from each of the insurance companies in Physicians Billing. Rather you will only need to modify one field in each insurance company screen to signal the Physicians Billing that you wish to use '**Only an NPI**' when billing paper and electronic claims for that insurance company. That field, which you will modify by setting it to a blank, is

**ProvID
Type**

as shown below in the Insurance Companies screen where the strike through of ~~4C~~ represents deleting or blank out the field.

Insurance Companies

Ins Comp Id: ▶MCARE◀	Group#	ProvID	-Provider Numbers-
Claim Fmt Id: MCARE	GROUP#	Type	Clinic Referring
Type:1 CLIA#:		4C	Phone
Name: ▶MEDICARE			◀ Anesthesia
Address: 3909 BROADWAY			Min/Unit: Bill:
City, St Zip: TACOMA WA			\$/Unit: Prt:
Medigap#:	Ins %		Prt Time: Anes Cd:
	Primary	Secondary	Tertiary
Electronic Claims:	Y	Y	Y
Clearing House Id:	837	AVAILITY	
Contact:			
Phone#2:			
Notes :			

One additional modification is required to complete the use of '**Only an NPI**' in billing paper and electronic claims. That modification requires the removal of the **UPIN** in the Doctor Information Screen for both **Clinic** and **Referring** doctors as show below in the Doctor Information screen where the strike through of ~~A1234~~ represents deleting or blank out the field.

DOCTOR INFORMATION

(ID)	(First-Name)	(Last-Name)	(Cred.)
Doctor ▶SMITH	◀ Name:JOHN Q.	▶SMITH	◀ M.D.
Clinic Member Or Referring Dr.(C or R):	C	Place of Service: 3	
Address Line 1: 10277 N Autumn Ave		Telephone#: 987-6543	
Address Line 2: Los Angeles, CA 78456		Speciality Code:	
Address Line 3:		065 ▶PHYSICAL THERAPIST	◀
SocSec#: 333-22-4444	Federal#: 91-9999999		◀ Anesthesia
UPIN: A1234	Supervising Dr	Min/Unit:10	\$/Unit: 50.00
Dr. NPI: NPI--SMITH	Clinic NPI:		
Charges	Payments	Adjsments	Writeoffs
Month 139.13	11.00		
Qtr 1119.73	751.70		20.70
Year 1119.73	751.70		20.70
Total AR			2447.03

If you have more than a few referring doctors from which to remove the UPIN, you may run an utility called RMV-UPIN. Do the following: Phys Bill Main Menu / Home / Utilities / Run TAS Program / RMV-UPIN.