



# **National Provider Identifier (NPI)**

**August 2011**

The Health Insurance Portability and Accountability Act-Administrative Simplification (HIPAA-AS) is the result of legislation passed by the U.S. Congress. HIPAA-AS mandates standards in the Healthcare Industry for business to business electronic data interchange and code sets, establishes uniform health care identifiers and seeks protection for the privacy and security of patient data.

The Department of Health and Human Services (DHHS) published the final ruling for the implementation of uniform healthcare identifiers for providers, or the National Provider Identifier (NPI), on January 23, 2004. The Federally mandated date for full implementation was May 23<sup>rd</sup> 2008.

Blue Cross and Blue Shield of Minnesota began accepting NPI-only transactions as of the mandated May 23, 2008 date.

**Q1 What is a National Provider Identifier - NPI?**

**A:** The NPI is a unique 10-digit number that is assigned by the Centers for Medicare & Medicaid Services (CMS) upon registration by the provider. The NPI replaced all payer-assigned Provider Identifiers, individual and facility, and is the single provider identifier used to do business with health plans. Providers no longer have to keep track of multiple numbers to identify themselves in standard transactions with one or more health plans.

**Q2 Who is required to obtain NPIs?**

**A:** All entities that meet the definition of "health care provider" in 45 CFR 160.103 are eligible for NPIs. Providers who are covered entities are required to obtain and use NPIs for all electronic transactions.

**Q3 What is a Covered Entity?**

**A:** Under HIPAA, a covered entity can be a health plan, a health care clearinghouse, or a health care provider who transmits any health information in electronic form in connection with a HIPAA transaction.

You can obtain more information regarding covered entities at [HIPAA –General information](#).

- [Covered Entities Chart](#)

**Q4 What are the types of eligible entities that are required to obtain an NPI?**

**A:** There are two types:

- Type 1 - Individuals/practitioners: physicians, physician assistants, advanced nurse practitioners, chiropractors, etc.
- Type 2 - Institutions/facilities: hospitals, home health agencies, clinics, nursing homes, residential treatment centers, laboratories, ambulance companies, group practices, health maintenance organizations, suppliers of durable medical equipment or pharmacies, etc.



# National Provider Identifier (NPI)

August 2011

**Q5 Is each individual provider within a clinic, hospital or other health care facility required to use an NPI?**

**A:** Yes. Each eligible individual who is considered a health care provider must receive his or her own personal NPI (entity type 1), regardless of how many different facilities they may render services. They are required to use that single NPI as their rendering provider identifier on all claims.

**Q6 If I am a sole proprietor, will I need to obtain a type 2 NPI?**

**A:** A sole proprietorship is a form of business in which one person owns all of the assets of the business and is solely liable for all the debts of the business. In terms of NPI assignment, a sole proprietor would be an Entity Type 1 (Individual) and would be eligible for a single NPI. ONLY when a provider has legally separated their business from themselves personally, (i.e. INC, LLC etc...) would the provider then be required to obtain a separate, entity type 2, NPI for their business.

**Q7 How many NPIs can a clinic, hospital, or other health care facilities have?**

**A:** Please see the definitions and guidelines provided by CMS on its Web site at [National Provider Identifier Standard \(NPI\)](#).

**Q8 How do providers obtain an NPI?**

**A:** The guidelines for eligibility are provided by CMS. To determine eligibility, see the CMS web site [www.cms.hhs.gov](http://www.cms.hhs.gov). You may also call NPPES at 1-800-465-3203 or TTY 1-800-692-2326.

If you are eligible to receive an NPI, you may apply in one of the following ways:

1. Submit a paper application to NPPES. You can call NPPES for a copy of the application at 1-800-465-3203 or TTY 1-800-692-2326.
2. Register on-line with NPPES through their web site at [NPPES Homepage](#)

**Q9 How do I notify Blue Cross of my NPIs?**

**A:** All BCBSMN forms have the availability to supply NPI information therefore no separate submissions are required solely for reporting NPI.

- Forms that are incomplete may be returned for corrections and resubmissions.
- Adding NPIs to your transactions is not a notification method for BCBSMN.
- Phone calls or emails are not an accepted method of notifying BCBSMN of your NPIs.

**Q10 How can I update my NPI information with BCBSMN?**

**A:** **Web Notification:** If you are a current user of the provider web self-service site at [providerhub.com](http://providerhub.com), contact your user representative to apply for additional security to allow submission/updates of your NPI. Once you have received your NPI security, you can then submit a request to update your NPI updates. If your office does not have an account, submit an account application, which can be found at [providerhub.com](http://providerhub.com). For questions about this site, contact the Service Desk at (651) 662-5743 or 1-866-251-6743.

**Paper/Form Notification:** Providers who do not have access to Providerhub can obtain a Provider Demographic Change Form from the [BCBSMN Website](#) (go to the bottom left corner and click on "Providers.bluecrossmn.com", then "Administrative Updates", then "Update NPI".) With this form you can either:

- Fill out the form then print and fax or mail it to the information listed below.



## National Provider Identifier (NPI)

August 2011

- Or fill out the form online and select the "Submit by Email" button at the bottom of the form and it will be emailed directly to BCBSMN.
- You can also obtain a Provider Demographic Change Form by contacting Provider Services at (651) 662-5200 or toll free at 1-800-262-0820.

You can then fax or mail this form to:

Blue Cross Blue Shield of Minnesota PDO, R3-19  
P.O. Box 64560  
St. Paul, MN 55164-0560  
Fax: (651) 662-6684

### **Q11 Can I use an UMPI (Uniform Minnesota Provider Identifier) on my transactions?**

**A:** PCAs (Personal Care Attendants) and/or Home Care Agencies billing for PCA services are required to bill those services on a professional claim format. This claim format instruction requires that rendering practitioner information must be completed. PCAs do not meet the definition of health care provider under HIPAA and CMS regulations. Therefore, PCAs have the option of using either the UMPI or BCBSMN Id to identify the rendering practitioner for the service. If the provider chooses to use the UMPI, the number that is assigned by the Minnesota Department of Human Services (DHS), it may only be used as the rendering practitioner. UMPIs are NOT allowed to be submitted at the contracting/billing provider level. The BCBSMN Id must be submitted as the billing provider.

- Home Health Agencies that are NPI eligible and provider PCA services can bill PCA services with their NPI; however they can then ONLY use the individual's UMPI number (and not the BCBSMN Id) at the rendering level when billing for PCA services.

### **Q12 How does the implementation of the 5010 version Transaction Standards affect NPI?**

**A:** On January 15, 2009, the U.S. Department of Health and Human Services (HHS) released a final rule that updated standards for electronic health care and pharmacy transactions. The rule adopts updated versions of the standards governing electronic transactions under the authority of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The updated electronic transaction standards are implementations of ASC X12's version 5010 and National Council for Prescription Drug Programs (NCPDP) version D.0 standards. View the [CMS webpage for Transaction and Code Sets](#) for additional details. Note: The current HIPAA transaction standard is version 4010A1.

**With the implementation of 5010, the use of the National Provider Identifier (NPI) in standard transactions gains significant clarification.**

- **Billing Provider**
  - The Billing Provider cannot be a clearinghouse or a billing service.
  - When an organization health care provider has determined that it has subparts requiring enumeration, that Healthcare organization will report the NPI of the subpart as the Billing Provider.
  - The subpart reported as the Billing Provider must always represent the most detailed level of enumeration as determined by that Healthcare organization, and must be the same identifier sent to every trading partner.
- **Rendering Provider**



## National Provider Identifier (NPI)

August 2011

- A Healthcare organization's NPI used to identify the Rendering Provider must be external to the entity identified as the Billing Provider (for example; reference lab). It is not permissible to report an organization health care provider's NPI as the Rendering Provider if the Rendering Provider is a subpart of the Billing Provider.
- **Service Location**
  - A Healthcare organization's NPI used to identify the Service Location must be external to the entity identified as the Billing Provider. It is not permissible to report an organization health care provider's NPI as the Service Location if the Service Location NPI is a subpart of the Billing Provider.
- **Sole Proprietors –Individual NPI as the Billing Provider**
  - The Billing Provider may be an individual only when the health care provider performing services is an independent, unincorporated entity. In these cases, the Billing Provider is the individual whose tax identification number is used for IRS Form 1099 purposes. That individual's NPI is reported as the billing provider, and the individual's Tax Id must be reported in the REF segment of Loop ID-2010AA.

### **Q13 Where can I get more information related to NPI?**

**A:** You can obtain NPI information at [National Provider Identifier Standard \(NPI\)](#). This site contains Frequently Asked Questions and other information related to the NPI and other HIPAA standards.

- 5010 WEDI Papers for NPI:

*(You must sign up to be a member to be able to view these documents)*

- [The 005010 Claim Transactions Implementation: The Use of the National Provider Identifier in 005010 Claim Transactions](#)
- [The 005010 Claims Transactions Implementation: Communications Strategies](#)
- [The 005010 Claim Transactions Implementation: NPI Granularity & Consistency](#)