A Message to

Business Office Managers

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MEMORANDUM

TO: AmeriHealth Participating Hospitals in New Jersey

FROM: Michael S. Zollenberg
Director, Hospital and Ancillary Services

DATE: May 19, 2006

SUBJECT: NATIONAL PROVIDER IDENTIFIER

We are writing to give you some background information about a new national ID number, known as the National Provider Identifier (NPI). This bulletin provides instructions for reporting your hospital's NPI(s) to us for recording purposes by June 30, 2006. It also provides instructions for obtaining NPIs if you have not yet done so.

Attached for your reference is a document entitled "National Provider Identifier (NPI) - Frequently Asked Questions." This is a generic document and references both professional and organizational providers. Please note that we are requesting only your facility's NPI(s) be reported on the attached AmeriHealth NPI submission form. A separate mailing has been sent to individual and group practitioners.

About the NPI

The NPI is a unique 10-digit identifier being issued to all health care providers by the Centers for Medicare & Medicaid Services (CMS) on a national level as mandated by the Federal Government via the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The NPI eliminates the need for multiple identifiers from different health plans. All covered entities under HIPAA must obtain an NPI.

We will require participating providers to use their NPI in all electronic (i.e. 837I) and paper health care transactions effective May 23, 2007. In anticipation of this effective date, we are asking you to report your hospital's NPI(s) to us at this time so that we can record them in our processing systems.

Reporting Your NPI(s)

Once your hospital has obtained an NPI, please complete the following four steps to report NPIs to AmeriHealth. *If you have not yet obtained an NPI, please refer to the following section, "How to Obtain an NPI," for instructions.*

1. Report your hospital's NPI(s) using the space provided on the enclosed submission form. The submission form includes information specific to your facility.

2. Report the corresponding Primary Provider Taxonomy Code for your hospital on the submission form, as reported on your NPI application(s). The Provider Taxonomy Code, a 10-character alphanumeric identifier, indicates provider specialty and will assist us in verifying NPIs for claims payment processing. Information on provider taxonomy codes is available at *www.wpc-edi.com/taxonomy*.

3. Attach copies of NPI confirmations issued by the National Provider Identifier Enumerator to your hospital. The Enumerator is the agency that assigns NPIs. We will use your NPI confirmation for verification purposes.

4. **Return your completed submission form, along with a copy of your hospital's NPI confirmation(s), by June 30, 2006**, via fax to:
   Lynnette Best
   Fax: 215-238-7903

How to Obtain an NPI

If your hospital has not yet obtained its NPI(s), you may apply for it in one of the following ways:

- Complete an easy, web-based application process online at *https://nppes.cms.hhs.gov*. This process takes approximately 20 minutes to complete.
- Download and complete a paper application from the same website, and mail it to the NPI Enumerator. You may also call the Enumerator call center at (800) 465-3203 to request a paper application.

  Please Note: The most time-efficient method of obtaining an NPI is completing the web-based application process.

When completing the NPI application, please be sure that all hospital information, such as Federal Employer Identification Number (FEIN), is correct.

Once an NPI application has been successfully processed, the applicant will receive an NPI confirmation notice, including a 10-digit NPI issued by the Enumerator. Web applicants will receive confirmation via e-mail; paper applicants will receive confirmation via standard mail.

What to Do In The Future

We will notify you when you may begin submitting electronic and paper transactions to AmeriHealth with your NPI(s) prior to the May 23, 2007 compliance date. **Until you receive such notification from us, please continue submitting all electronic and paper transactions with your current AmeriHealth 10-digit provider identification number.**

We thank you for your assistance in this endeavor. We will provide additional information regarding the NPI via future bulletins.

If you have any questions regarding the NPI or the NPI application process, please contact your Hospital Service Coordinator at 856-778-6500 or 732-726-6700.

Attachments