

THE NPI TIMES

Keeping you up-to-date on National Provider Identifier (NPI) issues at Blue Cross and Blue Shield of Oklahoma (BCBSOK)

Systems impacted by NPI

In addition to claims processing, the transition to NPI will impact a number of other operational areas and their systems, such as: data collections, provider data maintenance, finance, customer service, medical management and membership.

To maintain compliance, system enhancements are ongoing company-wide to ensure that NPI numbers can be recognized and accommodated going forward.

EDI Hotline name change

The Electronic Data Interchange (EDI) Hotline has changed its name to the **Electronic Commerce (E-Commerce) Center**.

When your electronic trading partners (billing services, clearinghouses, and software vendors) call **1-800-746-4614**, they will now be speaking with one of our E-Commerce representatives who will be happy to assist them with the NPI-only testing and transition program.



CMS - 1500 Reminder

Professional providers filing claims with BCBSOK should now be using the current version of the **CMS-1500** (version 08/05).

Please be advised that, as of November 1, 2007, BCBSOK will no longer be accepting claims submitted on the CMS-1500 (version 12/90) claim form. CMS-1500 (12/90) claim forms that are received after October 31, 2007 will be returned to you with a reminder letter to resubmit your claims using the correct version of the form.

If you do not have the CMS-1500 (08/05) form, contact your print vendor to request a correct batch of paper claim forms. The revised form also may be ordered online at <http://bookstore.gpo.gov>, or by calling **(202) 512-1800**.

Remember: during the dual-identifier acceptance phase, it is important to submit claims using your NPI and BCBSOK provider number. For additional assistance with filling out the CMS-1500 (08/05) claim form, please refer to the CMS-1500 "How to Complete" document located on our provider Web site at www.bcsok.com.

UB-04 Reminder

Facility providers filing claims with BCBSOK should now be using the new **UB-04** claim form.

Please be advised that, as of November 1, 2007, BCBSOK will no longer be accepting claims submitted on the old UB-92 claim form. UB-92 claim forms that are received after October 31, 2007 will be returned to you with a reminder letter to resubmit your claims using the correct version of the form.

When submitting claims using the UB-04 form during the dual-identifier acceptance phase, it is important to bill with your NPI and BCBSOK provider number. **Remember:** Field 56 is for your NPI and field 57 is for your BCBSOK provider number.

For additional information on the UB-04 billing form, visit the National Uniform Billing Committee (NUBC) Web site at www.nubc.org.



**BlueCross BlueShield
of Oklahoma**

NPI transition updates — troubleshooting to avoid claims rejection

General Questions

Q: Are paper claim submitters required by BCBSOK to use NPI(s)?

A: Yes. BCBSOK is requiring all eligible providers to use NPI number(s) on electronic **and** paper claim transactions.

Q: I'm a referring physician, do I need to share my NPI with other physicians?

A: Yes. As outlined in the current regulation, providers **must** share their NPI with any entity that may need it for billing purposes — including those who need it for designation of ordering or referring physician.

Q: When does a provider need both a **Type 1** and a **Type 2** NPI?

A: All eligible individual providers (such as physicians, nurses, chiropractors, and physical therapists) are required to obtain a Type 1 (Individual) NPI. Providers who are in a solo practice and who bill currently with their Social Security Number or sole proprietorship Tax ID number may continue to bill as solo practitioners using only their Type 1 NPI.

Per the regulation, individuals who have incorporated their practice must also obtain an organizational Type 2 NPI for their corporation. When billing, the individual Type 1 NPI will be used to identify the provider who performed the service, while the organizational Type 2 NPI will identify the group or entity to be paid.

Individual health care providers who are part of an incorporated group practice will have an individual

Type 1 NPI; the practice or clinic must obtain an organizational Type 2 NPI for the group for claims submission purposes.

Large corporations may have many groups working under a shared Tax ID number as DBAs. Since each DBA has its own BCBSOK billing number, each DBA may consider obtaining and using its own Type 2 NPI to maintain the one-to-one relationship.

Electronic claim submitters

Q: What do I need to do to be able to participate in the NPI-only transition program?

A: Providers must complete successful testing using dual identifiers (submission of claims using both the NPI and the BCBSOK provider number) prior to working with us to transition to NPI-only claims submission. Have your electronic trading partners (billing services, clearinghouses and software vendors) call our Electronic Commerce (E-Commerce) Center (formerly the EDI Hotline) at **1-800-746-4614** to schedule a testing and implementation date for NPI-only claims submission.

Q: What do I do if I believe I am ready to submit my electronic claims with only my NPI?

A: The provider will need to work with their electronic trading partner. When both parties have completed testing in the dual-identifier phase, the electronic trading partner should contact our E-Commerce Center at **1-800-746-4614**. Our E-Commerce staff will work with the electronic trading partner to transition the provider to an NPI-only environment.

What is an "ID Qualifier"?

An ID Qualifier further classifies your information for accurate processing of paper and electronic claims. On the **CMS-1500 (08/05)** paper claim form, ID Qualifiers are required in fields **17a**, **24i**, **32b** and **33b**. In fields **32b** and **33b**, the qualifier must be followed immediately by the appropriate BCBSOK provider number (no separator between qualifier and BCBSOK provider number). Here is a table of ID Qualifiers:

OB State License Number	EI or TJ Employer's Identification Number (EIN) or Taxpayer Identification Number (TIN)	LU Location Number
1A Blue Cross Provider Number	1J Facility ID Number	N5 Provider Plan Network Identification Number
1B Blue Shield Provider Number	B3 Preferred Provider Organization Number	SY Social Security Number (may not be used for Medicare)
1C Medicare Provider Number	BQ Health Maintenance Organization Code Number	U3 Unique Supplier Identification Number (USIN)
1D Medicaid Provider Number	FH Clinic Number	XX National Provider Identifier (“NPI” is already noted on CMS-1500)
1G Provider UPIN Number	G2 Provider Commercial Number	X5 State Industrial Accident Provider Number
1H CHAMPUS Identification Number	G5 Provider Site Number	ZZ Provider Taxonomy

Electronic claim submitters, cont.

Q: What should I do if my claims are denied?

A: If the E-Commerce staff has already given the go-ahead to submit claims with NPI-only, the provider should have their electronic trading partner contact our E-Commerce Center at **1-800-746-4614** to help determine the reason for the denial. If we have not worked with the electronic trading partner to submit claims only with NPI, the claims can be resubmitted with dual identifiers, or only the BCBSOK provider number.

Paper claim submitters

Q: What do I do if I believe I am ready to submit paper claims with only my NPI?

A: During the extended dual-identifier acceptance phase, you should continue to submit paper claims with the following information:

- Both BCBSOK provider number **and** NPI, **or**
- BCBSOK provider number only

Upon completion of successful testing, BCBSOK will notify you when we are ready to accept your claims with only your NPI.

Q: Will my claims be rejected if I don't use an NPI number?

A: During the dual-identifier transition phase, claims **will not** be rejected if they are missing an NPI number.

However, if the claim only has an NPI and no BCBSOK provider number, it may be rejected. We will provide notification in the near future as to the specific date we will no longer accept claims that are submitted without an NPI.

Q: What will happen if I send a claim using only my NPI without previously notifying BCBSOK?

A: Submitting an NPI-only claim without previously sharing that NPI number with BCBSOK may result in a claim delay or denial. If you send us both your NPI **and** BCBSOK provider number on the claim, we can match the numbers and test our systems.

Q: What should I do if my claims are denied?

A: Claims that are denied should be resubmitted with dual identifiers (both your BCBSOK provider number **and** your NPI), **or** only your BCBSOK provider number.

Remember

Do not submit claims using only your NPI until you receive notification from BCBSOK. Claims submitted with only your NPI prior to notification may be rejected. **Electronic claim submitters:** You will receive a postcard from us confirming your transition to NPI-only claims submission. **Paper claim submitters:** Please continue to watch the NPI Times and our Provider Web site for your confirmation to begin submitting claims with only your NPI.

NPI Transition Plan Overview and Provider Requirements

Our NPI Transition Plan involves three phases:

Phase 1: NPI Adoption (Current)

Providers are required to submit electronic and paper transactions using dual identifiers (BCBSOK provider number and NPI); or BCBSOK provider number only; or NPI only.*

Phase 2: NPI Required (Beginning in December 2007)

Providers will be required to include NPI on electronic and paper transactions (claims may be submitted with BCBSOK provider number and NPI; or NPI only*).

Phase 3: NPI Only (Spring 2008)

BCBSOK provider numbers will no longer be accepted. Electronic and paper transactions must include NPI only.*

***NOTE:** Providers should not submit NPI-only claims until they have received notification from BCBSOK. NPI-only claims submitted prior to notification may be rejected.

During the transition phase, providers are required to complete the following steps:

- 1) **Get it!** Providers must apply for their NPI.
- 2) **Share it!** Providers are required to share their NPI with their electronic trading partners (billing services, clearinghouses, and software vendors) and all health plans and other payers.
- 3) **Test it!** Providers must submit claims using dual identifiers (BCBSOK provider number and NPI).
- 4) **Use it!** Once providers are notified by BCBSOK, they may submit claims with NPI only.

Resources

Additional information regarding NPI can be found on the following Web sites:

- Centers for Medicare and Medicaid Services (CMS): www.cms.hhs.gov/NationalProvidentStand/.
- National Plan and Provider Enumeration System (NPPES): www.nppes.cms.hhs.gov.
- Blue Cross and Blue Shield Association Web site at www.bcbs.com/npi for audio and video NPI Web cast sessions.
- BCBSOK Web site at www.bcbsok.com/provider. Click on National Provider Identifier for updated information, Frequently Asked Questions, an NPI Glossary and more!

Have a Question?

If you have any questions on NPI and on the application process, contact:

- NPI Enumerator Call Center at **1-800-465-3203**, or
Send an e-mail to: customerservice@npienumerator.com

If you have any questions on how BCBSOK is implementing NPI:

- Call Health Industry Relations at **1-800-722-3730**;
- Send an e-mail to npi@bcbsok.com; or
- Contact your provider representative who can support you through the entire NPI process.

P.O. Box 3283
Tulsa, OK 74102-3283



What is BCBSOK doing to comply with adopting the use of NPI as mandated under the HIPAA regulation?

Since 2005, BCBSOK has been working to educate and prepare our provider community for compliance with the NPI standard by providing support and ongoing communication via various channels, including the NPI page of our provider Web site, our provider newsletters and NPI Times bulletin, and provider workshop presentations.

We are also continuing to monitor the progress of our provider community to avoid any negative impact on provider revenue and service. Our goal is to maintain HIPAA compliance while executing a seamless transition for our providers to an NPI-only environment.

BCBSOK was substantially compliant as of the May 23, 2007 effective date. After assessing the response and preparedness of our participating provider networks, we extended our dual-identifier acceptance phase to allow providers to further test and prepare for an NPI-only environment. See [page 3](#) to review our NPI Transition Plan Overview and Provider Requirements.