



**Connecticut Department of Social Services  
Medical Assistance Program  
Provider Bulletin**

**PB 2006-92**

**December 2006**

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**TO: All Providers**

**SUBJECT: National Provider Identifier (NPI)**

The purpose of this bulletin is to inform providers of the important steps needed in preparation for the implementation of the NPI with the Connecticut Medical Assistance Program. **All HIPAA covered healthcare providers must obtain an NPI, report their NPI and taxonomies to EDS, and begin submitting their NPI and taxonomies no later than May 23, 2007 on all claims, both electronic and paper, and on all other electronic transactions.** Providers who have not yet applied for their NPI are strongly encouraged to do so as soon as possible. This bulletin will attempt to answer many of your questions related to this significant program change. Included in this bulletin is an NPI submission form that providers are required to complete and submit to EDS.

EDS will continue to post NPI related information on the [www.ctmedicalprogram.com](http://www.ctmedicalprogram.com) Web site. This information can be accessed by clicking on NPI from the homepage. Providers should visit this site often to obtain current information regarding the NPI implementation. DSS will continue to publish bulletins to inform providers of changes to billing instructions, NPI provider workshops and implementation dates. A well-informed provider is critical to the success of this transition to NPI. Please stay tuned!

**Q: What is an NPI?**

**A:** The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated that the Secretary of Health and Human Services adopt a standard unique health identifier for health care providers. The NPI was adopted as this identifier. The NPI will be the single provider identifier, replacing the different provider identifiers currently used by different health plans. A provider may choose to have more than one NPI, if that suits their business needs. A provider may enumerate as either an individual or an organization who renders healthcare.

All HIPAA covered healthcare providers, whether they are individuals or organizations, must obtain an NPI to identify themselves in HIPAA standard transactions. Once enumerated, a provider's NPI will not change. The NPI remains with the provider regardless of job or location changes.

The Connecticut Medical Assistance Program **must** accept and use NPI(s) in electronic standard transactions by May 23, 2007. The NPI will also be required on all paper claims by this date.



**Q: How does a provider apply for an NPI?**

**A:** The Centers for Medicare & Medicaid Services (CMS) has contracted with Fox Systems, Inc. to serve as the NPI Enumerator. Health care providers may apply for an NPI(s), free of charge, via a Web based application process by visiting the National Plan and Provider Enumeration System (NPPES) at <https://nppes.cms.hhs.gov>; or

Health care providers can agree to have an Electronic File Interchange (EFI) organization (EFIO) submit application data on their behalf (i.e. through bulk enumeration process) if an EFIO requests their permission to do so; or

Providers can obtain a copy of the paper NPI Application/Update Form (CMS-10114) and mail the completed, signed application to the NPI Enumerator. Applications can be requested by calling: 1-800-465-3203 or TTY 1-800-692-2326, E-mail: [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com) or mail: NPI Enumerator, P.O. Box 6059, Fargo, ND 58108-6059.

The CMS NPI page, located at [www.cms.hhs.gov/NationalProvIdentStand/](http://www.cms.hhs.gov/NationalProvIdentStand/), is the only source for official CMS education and information on the NPI initiative. All products located on this site are free of charge.

**Q: How many NPI's does a provider apply for?**

**A:** **IMPORTANT! Providers are encouraged to enumerate, or apply for a separate NPI, for each type of service they currently provide in the Connecticut Medical Assistance Program.** As an example, a clinic provider who has a Medical Clinic, Mental Health Clinic and a Dental Clinic, are encouraged to apply for a separate NPI for each of these unique services.

**Q: What is a taxonomy code and which does a provider choose?**

**A:** The Health Care Provider taxonomy code set is a collection of unique alphanumeric codes, ten characters in length. The taxonomy code identifies a provider's specialty category and must be entered on the NPI application. Providers may have one or more values associated with them. When determining what value or values to choose when billing, the provider needs to review the requirements of the trading partner with which the value(s) are being used. Providers **must** choose a taxonomy associated with their Connecticut Medical Assistance Program provider type/specialty. Upon implementation of the NPI, providers will be required to submit the billing provider's taxonomy code on their claim. **Failure to submit a taxonomy code associated with their Connecticut Medical Assistance Program provider type and specialty will result in claim denials when the NPI is implemented.**

Additional taxonomy information, including a complete list of taxonomy codes, is available at <http://www.wpc-edi.com/taxonomy>.

In order to assist providers in choosing the most appropriate taxonomy for their particular type/specialty, a crosswalk has been provided on the Connecticut Medical Assistance Program Web site at: [www.ctmedicalprogram.com](http://www.ctmedicalprogram.com). From the homepage click on NPI → Provider Type/Specialty Taxonomy Crosswalk. Providers are encouraged to select the taxonomies that most precisely identify the services they provide (e.g. Mental Health Clinic) rather than selecting the more broad categories (e.g. Clinic/Center).

**Q: How does a provider know what their Connecticut Medical Assistance Program Type and Specialty is?**

**A:** Upon enrollment with the Connecticut Medical Assistance Program a provider is assigned a provider type and provider specialty. This combination can be found on the mailing label of this bulletin located directly above the provider name and next to the provider number, as indicated below.

001234567 “XX”(TYPE) “XX” (SPECIALTY)  
PROVIDER NAME  
PROVIDER ADDRESS  
TOWN, ST ZIP

**Q: How does a provider notify EDS of their NPI?**

**A:** Providers must complete the attached NPI Submission Form and send it to EDS Provider Enrollment Unit, P.O. Box 5007, Hartford, CT 06104.

The NPI Submission Form has also been made available for providers on the Connecticut Medical Assistance Program Web site at [www.ctmedicalprogram.com](http://www.ctmedicalprogram.com). From the homepage click on NPI→NPI Submission Form or from the homepage click on Publications→Forms→NPI Submission Form.

**Q: Who else should providers communicate their NPI to?**

**A:** Providers should communicate their NPI to all of their trading partners (practice management system vendor, clearinghouse and health insurers) to minimize any disruption to claim submission process.

**Q: How will the NPI implementation affect provider’s Electronic Funds Transfer (EFT), PDF Remittance Advice (RA) and the ASC X12N 835?**

**A:** The EFT, PDF RA and 835 transactions will be produced as they are today with minor modifications. The NPI will replace the provider’s Connecticut Medical Assistance Program Provider ID. More detailed information will be provided in future bulletins.

**Q. How does a provider submit their NPI on paper?**

A. The National Uniform Billing Committee (NUBC) has updated the current UB-92 and the National Uniform Claim Committee (NUCC) has updated the current CMS-1500 claim form. The new UB-04 and CMS-1500 paper claim forms contain fields to accommodate the NPI and the taxonomy code. DSS will be transitioning to the UB-04 and CMS-1500 upon the implementation of NPI. Transition dates will be published as soon as they are available.

Further information on the UB-04 and CMS-1500 is available through the NUBC Web site at: <http://www.nubc.org/>.

**Q. Can a provider begin submitting with their NPI now?**

A. Not at this time. Providers will be notified in a future bulletin when the NPI may be submitted.

**Q. Will EDS validate the NPI and if so how?**

A. Yes, the NPI is a numeric 10-digit identifier, consisting of 9 numbers plus a calculated check-digit in the 10<sup>th</sup> position. EDS will validate that the NPI submitted follows this formula.

Please watch for future bulletins that will notify providers of additional impacts regarding the implementation of the NPI in the Connecticut Medical Assistance Program.

This bulletin and other program information can be found at **www.ctmedicalprogram.com**.

Questions regarding this bulletin may be directed to the EDS Provider Assistance Center - Monday through Friday from 8:30 a.m. to 5:00 p.m. at:

In-state toll free..... **800-842-8440** or EDS Enrollment Unit  
Out-of-state or in the PO Box 5007  
local New Britain, CT area ..... **860-832-9259** Hartford, CT 06104





**Connecticut Medical Assistance Program**  
National Provider Identifier (NPI) Submission Form

**Section I: Connecticut Medical Assistance Provider Program Information (please print or type)**

1. Provider Name	
2. Provider Number	
3. Provider Street Address	
City	
State	
ZIP Code + 4 (9-Digits)	

**Section II: National Provider Identifier (NPI) Information (please print or type)**

4. Entity Type (Check the appropriate box)	A. <input type="checkbox"/> An Individual who renders health care
	B. <input type="checkbox"/> An organization that renders healthcare or a subpart of an organization that renders healthcare
5. NPI Name	
6. NPI Street Address	
City	
State	
ZIP Code + 4 (9-Digits)	
7. NPI Number	
8. Taxonomy (List up to 5)	A.
	B.
	C.
	D.
	E.

**Section III: Provider Contact Information (please print or type)**

9. Contact Name	Last:	First:	Title:
10. Contact Phone Number	( )	Extension:	
11. Contact E-mail Address			
12. Authorized Signature			
13. Date			

Please Mail Completed form and attachments to:



Attention: Provider Enrollment  
P.O. Box 5007  
Hartford, CT 06104



## Connecticut Medical Assistance Program National Provider Identifier (NPI) Submission Form Instructions

Please complete the attached NPI Provider Information Form and attach a copy of the NPI notification and/or E-mail from Fox Systems, Inc., the NPI enumerator, and mail the completed form and attachments to the address indicated on the form.

- Providers **must** complete a separate form for **each** Connecticut Medical Assistance Program provider identification number(s).
- Providers who are enrolled in the Connecticut Medical Assistance Program as part of a group must complete a form for their **individual** provider number.
- Providers who are enrolled in the Connecticut Medical Assistance Program as a group or institution must complete a form for their **group or institution** provider number(s).

Section I: Connecticut Medical Assistance Provider Program Information		
Field Number	Field Description	Field Instructions
1	Provider Name	Enter the provider name.
2	Provider Number	Enter the provider Connecticut Medical Assistance Program provider number.
3	Provider Address	Enter the provider primary address.
Section II: National Provider Identifier (NPI) Information		
4	Entity Type	Check the appropriate entity box that describes the provider associated with the NPI
5	NPI Name	Enter the NPI name as it appears on the enumeration letter from the NPI enumerator.
6	NPI Address	Enter the NPI address as it appears on the enumeration letter from the NPI enumerator.
7	NPI Number	Enter the NPI number as it appears on the enumeration letter from the NPI enumerator. <b>Note: If you obtained multiple NPI's that are associated with one Connecticut Medical Assistance Program provider ID, you must complete a separate NPI Provider Information Form.</b>
8A-8E	NPI Taxonomy	Enter the NPI taxonomy(s) <b>that are associated with your Connecticut Medical Assistance Program provider number in field 2.</b> Up to five (5) taxonomies can be supplied.
Section III: Provider Contact Information		
9	Contact Name	Enter the contact name.
10	Contact Phone Number & Ext.	Enter the contact phone number & extension.
11	Contact E-mail Address	Enter the contact E-mail address.
12	Authorized Signature	Enter the authorized signature for the provider.
13	Signature Date	Enter the date signed.