

May 19, 2008

National Provider Identifier Update: The NPI is here. The NPI is now. Are you using it?

As of 2006, Employer Provider Network, Inc. (EPNI) has been accepting claims (both electronic and paper) submitted with a National Provider Identifier (NPI) as long as the legacy provider number was also reported. **EPNI is now ready to accept NPI-only transactions.**

Please remember that you will be required to notify us of your NPI numbers at least 30 days prior to submission of a transaction containing that NPI. This allows us time to fully incorporate your NPI numbers into our system. Submission of your NPI in a transaction **does not** meet notification requirements. Any transactions containing an NPI not in our system will be rejected. In such cases, your PA02 report will include the message INVALID NATIONAL PROVIDER IDENTIFIER.

Share your NPIs

There are two ways to notify EPNI of your NPI.

1. **Web Notification:** If you are a current user of the provider web self-service site at www.providerhub.com, contact your user representative to apply for additional security to allow submission of your NPI. Once you have received your NPI security, you can then begin your NPI submission on this site (required Microsoft Internet Explorer 5.5 or later). If your office does not have an account, submit an account application, which can also be found at www.providerhub.com. For questions about this site, contact the Service Desk at (651) 662-5743 or 1-866-251-6743.

2. **Paper Notification:** If you have fewer than 25 NPIs and do not have access to www.providerhub.com you can obtain an NPI Submission Form by contacting Provider Service at (651) 662-5200 or toll free at 1-800-262-0820. You can then fax or mail this form to:

EPNI PDO, R3-19
P.O. Box 64560
St. Paul, MN 55164-0560
Fax: (651) 662-6684

Adding NPIs to your transactions is not a collection method for EPNI. Phone calls or e-mails are also not an accepted method of notifying EPNI of your NPIs. Remember, we must receive your NPIs at least 30 days in advance of using your NPIs.

Please route this bulletin to other interested staff.

Continued on back

Use your NPIs

If you have notified EPNI of your NPIs, you may begin adding NPIs to all electronic and paper transactions. If you use a billing service or a clearinghouse, we recommend you contact them before sending NPI-only transactions to EPNI.

For information on where to add the NPI to the 1500 claim form, visit www.nucc.org and for the UB-04 paper claim form, visit www.nubc.org.

Once you begin submitting NPI-only you must use NPI-only throughout the entire transaction.

Test NPI-only first

If you have been submitting transactions using dual-ID, test NPI-only by submitting a few transactions with the NPI as your only identifier. If the NPI-only transactions are processed successfully, continue to increase the volume of transactions sent with only the NPI. You do not need to notify us when you start sending NPI-only transactions.

Provider remittances

When you submit NPI-only on your claims, you will receive one remittance for each NPI and each type of claim (e.g., institutional, professional). If we process a dual-ID claim (i.e., both the NPI and your current EPNI number) and an NPI-only claim within the same remittance period, you will get two remittances, one for the dual-ID claim showing the current EPNI number and one for the NPI-only claim showing only the NPI.

NPI questions?

If you have any questions, please contact provider service at **(651) 662-5200** or toll free at **1-800-262-0820**.