

March 19, 2008

## National Provider Identifier Update: Get it, share it, use 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.

When EPNI is ready to accept NPI-only transactions, 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. Once we begin accepting NPI-only transactions, 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](http://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](http://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](http://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.

### Use your NPIs

EPNI is in the dual-ID phase for all electronic and paper transaction processing. If you have notified EPNI of your NPIs, you may begin adding your NPI to all electronic and paper transactions.

Please route this bulletin to other interested staff.

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Once you begin submitting dual identifiers, you must use dual identifiers throughout the transaction. If you use a billing service or a clearinghouse, we recommend you verify with them that both the NPI and legacy provider numbers are being transmitted with all of your transactions.

For information on where to add the NPI to the 1500 paper claim form, visit [www.nucc.org](http://www.nucc.org) and for the UB-04 paper claim form visit [www.nubc.org](http://www.nubc.org).

You must continue using your EPNI provider ID on all electronic and paper transactions until you are notified that EPNI has fully implemented its NPI-only solution.

**IMPORTANT: Continue using your current EPNI provider ID until further notice.**

#### **NPI Questions?**

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