

Blue Shield Report

A Newsletter for
Professional Providers and
their Staff Members

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The *Blue Shield Report* is
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Professional Relations
Department.

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Questions:

Contact your Professional
Relations Representative, or
the Professional Relations
Hotline in Topeka at
785-291-4135 or
800-432-3587.



BCBSKS Calls for National Provider Identifiers by October 1, 2006

By now you should know that the process to assign all providers a National Provider Identifier (NPI) is underway.

A lot of information has been published about NPIs and the application process for obtaining one. The purpose of this newsletter isn't to repeat that information but to suggest some things to consider before applying for your NPI and to provide you with information on how Blue Cross and Blue Shield of Kansas (BCBSKS) expects to implement NPI.

WHEN WILL BCBSKS IMPLEMENT NPI?

The final rule states covered entities must begin conducting electronic transactions using NPIs on May 23, 2007. BCBSKS is evaluating the potential for implementing NPI prior to the May 23, 2007 requirement. This decision will be made based on the implementation plans of the Centers for Medicaid and Medicare Services (CMS), BCBSKS system readiness, and readiness of the provider community.

Between now and May 23, 2007 unless notified otherwise:

- You must continue to report your BCBSKS provider number on all claims.
- **In addition** to your BCBSKS provider number, you can report your NPI on electronic claims, eligibility and referral transactions. Contact your vendor to determine the specific loop/segment the NPI should be reported in.
- BCBSKS will continue to report your BCBSKS provider number on all information you receive from us. This includes remittance advices, correspondence, etc.

WHEN SHOULD I APPLY FOR MY NPI(s)?

Now, or at your earliest possible convenience.

Reporting NPIs won't be required until May 23, 2007, however it is possible that health plans may require the use of NPIs prior to May 23, 2007 and you will want to be ready should that occur. In addition, you will want to allow yourself enough time to evaluate the NPI rules and determine the number of NPI(s) you will need to apply for.

Like most insurance carriers, BCBSKS is building a "crosswalk" within our claims system to link current provider numbers to the new NPIs. This file has to be completed before NPIs are submitted on claims. **Therefore, providers need to notify BCBSKS about their new NPI(s) no later than October 1, 2006.**

PITFALLS PROVIDERS ARE EXPERIENCING IN THE NPI APPLICATION PROCESS

Providers who have applied, received and notified BCBSKS of their NPIs have expressed challenges in understanding the relationship of the individual, organization and subpart to their current BCBSKS individual or common pay billing numbers. Following are a couple of the pitfalls providers experienced that you may wish to avoid.

- When applying for organization subpart NPIs the application process does not provide for subpart designation. The National Plan and Provider Enumeration System (NPPES) views organization and subparts as type 2 NPIs. Why does this matter? In order for BCBSKS to populate the group or common pay provider IDs correctly on the crosswalk, the knowledge of which NPI is the organization NPI or subpart NPI is necessary. A single Federal EIN would have only one organization NPI tied to it with as many subpart NPIs as applicable.
- Select an accurate taxonomy. A taxonomy is required for each NPI regardless of type. The online application process may not require a taxonomy selection; however, a taxonomy will be assigned by NPPES based on the information in the application. To retrieve the taxonomy, providers will need to log in the NPPES and view their profile.
- Single and multi-specialty provider groups are selecting a taxonomy from the Ambulatory Surgery Center/Clinic which may not be appropriate if the group is organized as a provider group of professionals and not an entity. The group should select the appropriate taxonomy in the group taxonomy category 19. If the Ambulatory Surgery Center/Clinic in and of itself is a legal entity employing providers, the provider taxonomy category 26 would be appropriate. Providers need to pay particular attention to selecting taxonomies for these two provider types. Providers may contact the professional relations hotline or their professional relations representative with questions in this area.

CAN AN INDIVIDUAL PROVIDER RECEIVE ONLY ONE NPI?

Yes, an individual provider can receive only one NPI. This NPI stays with the individual forever. Individual NPIs are classified as type 1 in the NPI rule.

The individual provider is responsible for applying for their NPI and disseminating their assigned NPI to peers; provider organizations; hospitals where the provider has staff privileges; pharmacies; referral entities such as surgery centers, freestanding and reference laboratories, etc.; health plans; and any entity with whom the provider conducts business. In addition, many organizations are incorporating the collection of the NPI as part of their application procedures.

WHAT IS A TYPE 2 NPI?

NPI type 2 providers are health care entities classified as an organization or subparts of the organization. To qualify for an organization NPI, the organization must be operating as a legal entity. Generally the health care entity is operating as retail based or has multiple providers operating as a single entity sharing the same federal tax identification number. A health care entity is defined but not limited to group practices, ambulatory surgery centers, clinics, retail pharmacies, DME suppliers/stores, home health agencies, hospitals, and any other qualifying health care entity. The organization may obtain NPIs for each of its subparts.

Subparts by definition are not legal entities; a provision of health care is presumed. The subpart designation applies only to a department or group within a larger organization. An individual cannot be a subpart. A clinical laboratory in a hospital may be considered a subpart of the hospital but the pathologist within the hospital cannot be a subpart. The pathologist may obtain an individual NPI. It is the responsibility of the organization to enumerate the subpart and disseminate the subpart NPI to those who need it. The organization determines whether to enumerate the subpart within their organization.

NATIONAL PLAN AND PROVIDER ENUMERATION SYSTEM (NPPES) DOES NOT ASSOCIATE NPIs

It is important to understand that the NPPES does not associate the organizational NPIs to their subparts NPIs or any employee individual NPIs. Each NPI assigned is unique to that provider without regard to address, EIN, organization name(s), or any other data element that may be identical or shared between two or more providers.

THE ANATOMY OF A TAXONOMY

The Provider Taxonomy is a unique alphanumeric code, ten characters in length. The code list is structured into three distinct "Levels".

Level I	Provider Type	A very general category
Level II	Classification Type	Licensure or credential, DDS, DMD, etc.
Level III	Area of Specialization	Practice or specialty, i.e. General Practice, Periodontics, Oral or Maxillofacial Surgery, etc.

There are 27 categories of provider types; each of the 27 categories is further classified as to the provider's licensure or certification, which is then delineated to areas of specialization the provider may practice. The taxonomy, regardless of provider type, will always end in an "X".

The following table lists the taxonomies applicable to dental providers.

Provider Type	Type Code	Classification Type	Class Code	Area of Specialization	Spec. Code	Taxonomy Code
Dental Providers	12	Dentist	23		00000	122300000X
Dental Providers	12	Dentist	23	Dental Public Health	D0001	1223D0001X
Dental Providers	12	Dentist	23	Endodontics	E0200	1223E0200X
Dental Providers	12	Dentist	23	General Practice	G0001	1223G0001X
Dental Providers	12	Dentist	23	Oral Maxillofacial Pathology	P0106	1223P0106X
Dental Providers	12	Dentist	23	Pediatric Dentistry	P0221	1223P0221X
Dental Providers	12	Dentist	23	Periodontics	P0300	1223P0300X
Dental Providers	12	Dentist	23	Prosthodontics	P0700	1223P0700X
Dental Providers	12	Dentist	23	Oral and Maxillofacial Surgery	S0112	1223S0112X
Dental Providers	12	Dentist	23	Oral and Maxillofacial Radiology	X0008	1223X0008X
Dental Providers	12	Dentist	23	Orthodontics and Dentofacial Orthopedics	X0400	1223X0400X
Dental Providers	12	Dentist	24	Denturist	00000	122400000X
Group	19	Multispecialty	32	Not specified	00000	193200000X
Group	19	Single Specialty	34	Not specified	00000	193400000X

The Provider Taxonomy Code List allows a single provider (individual, group, or institution) to identify their specialty category. Providers may have one or more taxonomy codes assigned to them. When determining what code or codes to associate with a provider, select the taxonomy that represents the area of specialization.

When selecting group taxonomy the codes in the example represent the group. It will be necessary to select the taxonomy or taxonomies that identify the area of specialization for each type group. A single group specialty would have one primary specialty whereas the multi-specialty group would select as many taxonomies as specialties in the group.

Taxonomy is a required element when notifying BCBSKS of NPIs. BCBSKS will compare the taxonomy to the specialty on file for the provider. If the taxonomy does not match the specialty on file, the provider will be contacted to correct.

I HAVE SEVERAL BCBSKS PROVIDER NUMBERS. SHOULD I APPLY FOR AN NPI FOR EACH NUMBER?

BCBSKS cannot dictate how you should set up your NPI numbers. We do however encourage you to use your existing BCBSKS and CMS provider numbers to help guide you in your application process.

RELATING NPIS TO BCBSKS PROVIDER IDs

Since each NPI is unique to the provider the following chart maps the types of BCBSKS provider numbers to the type of NPI. If you are not certain what BCBSKS provider type(s) you have today, please contact the professional relations hotline or your professional relations representative for assistance.

BCBSKS IDs	NPI	Type	Comments
Individual dental Provider ID	Individual	1	Individual NPI will always be the same for the dental provider regardless of how many entities he may be affiliated with, regardless of the entity's NPI type.
Solo dental provider without Federal EIN	Individual	1	Eligible only for an individual NPI.
Solo dental provider with Federal EIN (Provider set up as a group of one.)	Organization or Individual	2 or 1	Solo dental providers who are set up with a BCBSKS common pay number are eligible to apply for an organization NPI if they choose to do so. Or may elect to operate solely with their individual NPI.
Solo dental provider with Federal EIN and second address	Subpart	2	Providers with multiple practice locations operating under the same EIN may obtain subpart NPIs for each of the subparts or addresses.
Dental Group or Common Pay	Organization	2	Dental groups whether single specialty or multispecialty should select a taxonomy which represents the group as one of the following: Multispecialty Group – 193200000X Single-Specialty Group – 193400000X
Dental Group or Common Pay with additional address locations all with same Federal EIN	Subpart	2	Dental Group or Common Pay with practices locations operating under the same Federal EIN may obtain a subpart for each address location.

HOW DO PROVIDERS NOTIFY BCBSKS OF THEIR NPIS?

Several methods for providers to notify BCBSKS of NPIS are offered for provider convenience. All NPIS collected will be forwarded to Administrative Services of Kansas (ASK) to add to the provider's trading partner record. Please do not send NPIS directly to ASK.

1. Web Site – Secure services section, select "Provider Information." Groups may register the NPIS of each individual provider in the group under the group log in.
2. NPI Notification Form – Copy, complete, and mail or fax the form located on the last page of this newsletter. The form may also be filled out online and faxed or mailed. The online form is fully edited to assist with providing the required information and can be accessed through <http://www.bcbsks.com/providers/index.htm> under Forms or NPI (Forms).

Fax form to: Professional Relations Hotline
785-290-0779

Mail form to: Blue Cross and Blue Shield of Kansas
CC: 443E1
1133 SW Topeka Blvd.
Topeka, KS 66629

3. Excel Spreadsheet – Groups of 20 or more providers may submit the NPIS for the organization and each individual provider on an excel spreadsheet. E-mail the spreadsheet to: prof.relations@bcbsks.com.

Required columns on the excel spreadsheet: Group name, EIN, BCBSKS provider number, provider name, NPI, NPI Type (individual, organization, subpart), credential, specialty, taxonomy, address, additional addresses and taxonomies, if applicable.

4. Phone – Providers may contact the professional relations hotline with their NPI numbers at 1-800-432-3587, option 3 or contact their professional relations representative.

WHEN SHOULD I NOTIFY BCBSKS ABOUT MY NEW NPI(S)?

As stated earlier, BCBSKS is building a "crosswalk" within our claims system to link current provider numbers to the new NPIS. This file has to be completed before NPIS are submitted on claims. **Therefore, providers need to notify BCBSKS about their new NPI(s) no later than October 1, 2006.**

BCBSKS will answer questions relating to NPI and how these new numbers interface with our system. Please contact the professional relations hotline, 1-800-432-3587, option 3 or your professional relations representative. Providers are also encouraged to educate themselves by accessing the resources mentioned in the information that follows.

WHAT INFORMATION IS REQUIRED ON THE NPI APPLICATION?

The CMS developed an instructional web tool called NPI Viewlet.

This tool is designed for all health care providers and includes:

- An overview of the NPI,
- A walkthrough of the application process, and
- Links to the Web site where the learner can apply for an NPI.

You can access the NPI Viewlet from the BCBSKS Web site at http://www.bcbsks.com/providers/npi/npi_overview.htm or from the CMS web site at <http://www.cms.hhs.gov/medlearn/npi/npiviewlet.asp>.

BCBSKS encourages all providers to review the NPI Viewlet before attempting to apply for an NPI.

WHERE CAN I GET MORE INFORMATION ABOUT NPI(s)?

- [BCBSKS Web site](#) (includes fact sheet, glossary, overview)
- [Summary of regulation](#)
- [Complete regulation](#)
- [Local Intermediary/Carrier Web site](#)
- [CMS Web site](#)
- [National Plan and Provider Enumeration System \(NPPES\) Web site](#)
- [NPI Viewlet](#)

WHAT IF I HAVE QUESTIONS?

The Centers for Medicare & Medicaid Services has contracted with Fox Systems, Inc. to serve as the NPI enumerator.

The NPI Enumerator is responsible for dealing with health plans and providers on issues relating to unique identification.

The NPI Enumerator can be contacted as follows:

By phone:	1-800-465-3203 (NPI Toll-Free) 1-800-692-2326 (NPI TTY)
By email:	customerservice@npienumerator.com
By mail:	NPI Enumerator PO Box 6059 Fargo, ND 58108-6059

HOW DO I APPLY FOR AN NPI?

To apply online: <https://nppes.cms.hhs.gov>

To request a paper application: 1-800-465-3203

To review the NPI Viewlet: <http://www.cms.hhs.gov/medlearn/npi/npiviewlet.asp>

Provider & Organizational NPI Notification Form



Select the type of NPI

- Individual (complete Section 1)
- Organization (complete Section 2)
- Subpart of an Organization (complete Section 3)



Section 1

Individual NPI Information

Provider Name _____ Social Security No. _____
Last First MI

BCBSKS Billing Prov. No. _____ NPI _____ Taxonomy _____

EIN _____ Incorporated? Yes No — If yes, complete section 2

Address _____
Street City State ZIP Code

Taxonomy _____

Address _____
Street City State ZIP Code

Taxonomy _____

Section 2

Organization NPI Information

Practice or Organization doing business as name _____

Practice or Organization name as indicated in your tax records if different than above _____

EIN _____ Incorporated? Yes No

BCBSKS Group or Common Pay No. _____ NPI _____ Taxonomy _____

Address _____
Street City State ZIP Code

Taxonomy _____

Address _____
Street City State ZIP Code

Taxonomy _____

Does the organization have subparts? Yes No — If yes, complete section 3

Section 3

Organization Subpart Information — complete Sections 2 and 3 for each subpart NPI

Doing Business As Name _____

EIN _____ Incorporated? Yes No

BCBSKS Group or Common Pay No. _____ NPI _____ Taxonomy _____

Address _____
Street City State ZIP Code

Taxonomy _____

Address _____
Street City State ZIP Code

Taxonomy _____