

To:
All Providers
HMOs and Other
Managed Care
Programs

Wisconsin Medicaid Is Now Collecting National Provider Identifiers

Wisconsin Medicaid is now collecting National Provider Identifiers (NPIs) from all Medicaid-certified health care providers for NPI implementation. All health care providers will be required by Wisconsin Medicaid to obtain an NPI, the standard identifier for health care providers adopted by the federal Department of Health and Human Services. Providers are encouraged to submit their NPI to Wisconsin Medicaid by November 1, 2007.

General Information

The federal Health Insurance Portability and Accountability Act of 1996 required the federal Department of Health and Human Services (HHS) to adopt national identification standards for health care providers who conduct standard electronic transactions. The Final Rule published by the HHS adopted the National Provider Identifier (NPI) as the standard identifier for health care providers to replace payer-specific identification numbers.

Per the definitions of the Final Rule, Wisconsin Medicaid has identified entities that are not considered *health care* providers and are therefore not eligible to obtain an NPI, *except* in certain instances. This information is detailed in the July 2007 *Wisconsin Medicaid and BadgerCare Update* (2007-53), titled “Wisconsin Medicaid Will Require National Provider Identifiers for All Health Care Providers.”

In the future, all health care providers will be required to indicate their NPI when conducting business with Wisconsin Medicaid. However, currently providers are required to continue indicating their eight-digit Medicaid provider number on all electronic and paper claims and other transactions (e.g., prior authorization requirements) submitted to Wisconsin Medicaid until further notice in a future *Update*. Refer to the May 2007 *Update* (2007-39), titled “Reminder: Wisconsin Medicaid Will Not Implement the National Provider Identifier on May 23, 2007 — Medicaid Provider Numbers Will Continue to Be Required”, for additional information. In preparation for full NPI implementation, Wisconsin Medicaid is now collecting NPIs from health care providers and issuing confirmation letters acknowledging receipt.

Obtaining a National Provider Identifier

Eligible health care providers who have not yet obtained an NPI may apply online at the National Plan and Provider Enumeration System Web site at <https://nppes.cms.hhs.gov/NPPES/Welcome.do>.

Reporting National Provider Identifiers

For NPI collection, providers are asked to designate the NPI they will use for conducting business with Wisconsin Medicaid. Most

providers will have one NPI corresponding to one Medicaid provider number.

If an organization has identified subparts resulting in multiple NPIs and a subpart's NPI will be used for conducting business with Wisconsin Medicaid, that subpart of the organization is required to be certified by Wisconsin Medicaid. If a subpart is not currently certified by Wisconsin Medicaid, a certification packet may be obtained from the Wisconsin Medicaid Web site or by calling Provider Services. Wisconsin Medicaid certification is required for a subpart *only* if the subpart's NPI will be used in conducting business with Wisconsin Medicaid.

If an organization has identified subparts for the purpose of submitting claims to Medicare, and the NPIs will only appear on automatic crossover claims to Wisconsin Medicaid, the NPIs submitted to Medicare are considered to be secondary NPIs. Wisconsin Medicaid is collecting secondary NPIs to process Medicare automatic crossover claims.

Providers are encouraged to visit the Centers for Medicare and Medicaid Services Web site at www.cms.hhs.gov/ for additional NPI information.

Submitting National Provider Identifier Information

When submitting NPI information to Wisconsin Medicaid, providers should adhere to the following guidelines:

- If a provider has one Medicaid provider number and one NPI, both numbers should be submitted.
- If a provider has one Medicaid provider number and more than one NPI, the provider is required to designate the NPI that directly corresponds to the Wisconsin Medicaid provider number. Any other NPIs

that correspond with the Medicaid provider number are considered to be secondary NPIs and are used to process automatic crossover claims only. Wisconsin Medicaid certification is required for NPIs used for conducting business with Wisconsin Medicaid.

- If a provider has more than one Medicaid provider number and only one NPI, the provider is required to separately submit the NPI for each Medicaid provider number.

National Provider Identifier Collection Process

Providers are encouraged to submit their NPI(s) to Wisconsin Medicaid by November 1, 2007, using one of the following methods:

- *Web-based application:* Providers may submit their NPI using the Web-based application via the link on the Medicaid Web site at dhfs.wisconsin.gov/medicaid/.
- *E-mail:* Providers may submit their own spreadsheet electronically to the e-mail address at winpi@dhfs.state.wi.us. The spreadsheet must contain all of the required elements on the National Provider Identifier Collection form, HCF 13505 (07/07); this includes the eight-digit Medicaid provider number and corresponding NPI, a contact name, and a telephone number. Additionally, providers are required to indicate whether or not they are able to continue submitting their Medicaid provider number on electronic claim submissions.
- *Mail:* Providers may photocopy and complete the National Provider Identifier Collection form in the Attachment of this *Update*. Completed forms must be mailed to the following address:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Rd
Madison WI 53784-0006

Providers are encouraged to submit their NPI(s) to Wisconsin Medicaid by November 1, 2007.

National Provider Identifier Confirmation Letter

Wisconsin Medicaid will mail a confirmation letter acknowledging receipt of each Medicaid provider number submission to the address in the Wisconsin Medicaid provider file.

The confirmation letter lists the NPI designated for conducting business with Wisconsin Medicaid, any secondary NPIs (i.e., NPIs utilized for Medicare automatic crossover claims only), the taxonomy code associated with provider certification, and the provider's ZIP code. The taxonomy code and ZIP code will be required to be used in conjunction with the reported NPI when conducting future business with Wisconsin Medicaid. Providers are encouraged to retain the confirmation letter for future reference.

The *Wisconsin Medicaid and BadgerCare Update* is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at dhfs.wisconsin.gov/medicaid/.

PHC 1250

ATTACHMENT

National Provider Identifier Collection

(A copy of the "National Provider Identifier Collection" form is located on the following page.)

WISCONSIN MEDICAID NATIONAL PROVIDER IDENTIFIER COLLECTION

Wisconsin Medicaid requires certain information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients. Personally identifiable information about Medicaid providers is used for purposes directly related to Medicaid administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

Instructions: Type or print clearly. Submit a separate form for each Medicaid provider number. Mail completed forms to the following address:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Rd
Madison WI 53784-0006

Section II

Indicate the eight-digit Medicaid provider number and corresponding 10-digit National Provider Identifier (NPI) for the provider indicated in Section I. The NPI designated in Element 5 is the NPI to be used when conducting business with Wisconsin Medicaid.

Section III

Indicate secondary NPIs that will appear on automatic Medicare crossover claims sent to Wisconsin Medicaid. Wisconsin Medicaid will only use secondary NPIs when processing automatic crossover claims.

SECTION I — PROVIDER INFORMATION

1. Name — Provider	2. Name — Contact Person
3. Telephone Number — Contact Person	

SECTION II — MEDICAID PROVIDER NUMBER AND NPI INFORMATION

4. Wisconsin Medicaid Provider Number	5. NPI
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Check one of the following:

- This provider is able to use the eight-digit Medicaid provider number on electronic claim submissions.
- This provider is **not** able to continue to use the eight-digit Medicaid provider number on electronic claim submissions.
This provider can submit their NPI only.

SECTION III — SECONDARY NPI INFORMATION

Medicare Part A	Medicare Part B	DMERC

In submitting the information supplied above, the provider identified above acknowledges that this information constitutes a statement of material fact, knowingly and willfully made, or caused to be made, by a Medicaid provider in an application for, or for use in determining right to, a Medicaid benefit or payment, within the meaning of ss. 49.49 (1) and (4m), Wis. Stats., which, if false, subjects the provider to criminal or other penalties.

SIGNATURE — Authorized Representative	Date Signed
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