Packet 1

Important National Provider Identifier (NPI) Time Frame Changes

The Maryland Medicaid Program will not be ready to implement the National Provider Identifier (NPI) requirements by May 23, 2007. Although we have made significant progress, additional time is required to modify and test MMIS to ensure correct and timely payment of claims using the NPI. The Program plans to be fully compliant for claims submitted on July 30, 2007. Failure to follow the directions will result in the Program's inability to process and pay your claims.

April 16 – July 29th

- **Dual-Use Period for Electronic Claims -** Beginning April 16, 2007, the Department of Health and Mental Hygiene will implement a dual-use period so that Maryland Medicaid will be consistent with other payers. During this period, providers will use their legacy provider number and their NPI for electronic claim transactions.

  Because the program will not be ready to implement NPI by the federally mandated date, **providers must continue to use their nine-digit legacy Maryland Medicaid provider number on claims submitted before July 30, 2007.** The Program will adjudicate claims using the Maryland Medicaid legacy number before July 30, 2007. During this period, the Maryland Medicaid legacy number and the NPI will appear on the 835 electronic remittance advice.

- **Paper Claims -** The Maryland Medicaid Program will not be ready to implement the UB04 and the CMS 1500 health insurance claims forms until we fully implement NPI. **Please continue to use the UB 92 and HCFA 1500 on claims submitted before July 30, 2007.** You should continue to use your legacy number when completing the UB92 and HCFA 1500. Your claims will be returned if you use the UB04 prior to July 30, 2007.

- **Electronic Claims Formats -** All providers must continue to submit the 837I and the 837P using our current billing instructions until July 30, 2007. Submitting claims in the UB04/ CMS 1500 format prior to this date will cause your claims to reject and we will be unable to process your claims.

- **Reporting your NPI -** The Department of Health and Mental Hygiene is concerned that we have not received NPIs from most of our providers. If you have not applied for your NPI, please do it now. After you obtain your number with NPPES, please report it to us. We have attached a new form and instructions to be used to help expedite this process.

Effective July 30, 2007
- Effective July 30, 2007, you will use the NPI as the primary identifier when billing Maryland Medicaid.

Packet 1

ATTENTION: PROVIDERS

If you have not applied for a National Provider Identifier (NPI), immediately apply via the Centers for Medicare and Medicaid Services. website at: www.cms.hhs.gov/NationalProvidentStand.

If you have already received your NPI, immediately register your NPI with Maryland Medicaid by using the form on the back of this page.

To date, the Program has received NPIs for approximately 16% of our current active providers. We are again requesting providers to send a copy of their NPI letter to the Maryland Medicaid Program as soon as possible so that the NPI number can be linked to the Maryland Medicaid legacy number. Failure to do so will result in loss of payment beginning July 30, 2007.

To register, please provide us with:
- **a completed registration form and**
- **a copy of the document form you have received from the National Plan and Provider Enumeration System (NPPES) that includes your NPI**

You can:
- **Mail both items to Provider Enrollment, P.O. Box 17030, Baltimore, MD 21203 or**
- **Fax both items to Provider Enrollment at (410) 333-5341 or**
- **Use an electronic registration process if you are a provider with multiple NPIs. When you have multiple NPIs, email a request to use this process to NPIMedicaid@dhmh.state.md.us.**

For additional NPI information, please visit our website at www.dhmh.state.md.us.

Packet 1

Maryland Medicaid National Provider Identifier (NPI) Registration

Register your National Provider Identifier (NPI) with Maryland Medicaid using this document. This will help ensure timely and accurate claim payment processing. If you are registering more than one NPI, complete this registration for *each* NPI. Include a copy of the National Plan and Provider Enumeration System (NPPES) confirmation notice for each one.

Type 1 Entities

NPI Type 1 entities such as physicians, nurses, dentists, psychologists, pharmacists, and physical therapists are considered **individual** health care providers**.**

Practitioner's full name *Last*	*First*	*MI*	Date of birth / /
NPI 10-digit number			
9 digit Maryland Medicaid Legacy Provider Number associated with this NPI			
Service Location Address			
City	State		ZIP Code

Type 2 Entities

NPI Type 2 entities such as hospitals, home health agencies, clinics, nursing facilities, residential treatment centers, laboratories, ambulance companies, group practices, health maintenance organizations, DME suppliers, and pharmacies are considered **organization** health care providers.

Legal entity name	Tax ID
NPI 10-digit number	
9-digit Maryland Medicaid Legacy Provider Number associated with this NPI	
Service Location Address	
City	State	ZIP Code

Submitted by (Provider or Authorized Representative)	Date / /
Title	Telephone number ( )