National Provider Identifier (NPI)
Instructions for Providers Using the MACSIS System
How to Apply for Organizational NPIs (Type 2)

All covered entities under HIPAA are required to obtain NPI(s) to identify providers on electronic transactions . These instructions apply to a provider organization's application for a National Provider Identifier (i.e., Type 2). Individual clinicians must apply for a Type 1 NPI and should contact those payers which require individual clinician identification, such as Medicare, for assistance.

A. Complete and Submit the Online Application for NPI(s)

Complete and submit the online NPI application via the National Plan and Provider Enumeration System (NPPES) website.

- Submit an application for each provider organization or sub-part for which you currently have a UPI and for which you intend to continue to use with MACSIS.
- There is no cost to apply for an NPI.
- Online NPI applications are responded to rather quickly, often the same business day.
- The MACSIS NPI workgroup recommends that providers print out the NPI application and complete it manually, prior to completing and submitting it online. This will help with resolving any issues that may surface during the application process.

Considerations:

If you want remittance information sent to a different location, you must apply for an NPI for that location. On the electronic transactions, this location is referred to as the "Pay-To Provider" and is similar in purpose to your current MACSIS Vendor Information.

- Providers must make sure that the information for their remittance location as reported on their NPI application matches the information filed with the Secretary of State.
- To verify your provider organization data currently in MACSIS, select the MACSIS Provider and Vendor File Information available via the MACSIS website. You can search by County, UPI Number, Provider Short Name or MACSIS Vendor Number.

Notes:

- Most of the application form is self explanatory. When you print the PDF version of the application, *Instructions for Completing the NPI Application/Form* are included.
- Complete only the information applying to Type 2, Organizations and Groups.
- You are encouraged to list your existing UPI number(s) under the "Other Provider Identification Numbers" section, but if you do so, please list it under the type of "Other" rather than under "Medicaid" since the UPI number is not a Medicaid-assigned number.
- The workgroup created an "expanded tree version" of the Washington Publishing Company list of Type-2 provider taxonomy codes and highlighted the codes relevant to publicly-funded behavioral health to assist you with your application. You can also refer to www.wpc-edi.com/codes/taxonomy for any updates to the taxonomy codes and information. During the on-line application, the taxonomy codes must be selected from a drop-down list. You should know ahead of time what major categories you will be searching within. For example: "Mental Health (Including Community Mental Health Center)" is located under "Ambulatory Health Care Facilities".

- Certificate numbers should be entered under "license number" and you can enter more than one, separated by a comma. However, the field size is limited, so leave off the leading zeroes.

- Note that an "Authorized Official's Information and Signature for the Organization" is required on the NPI Application under Section 4, Item B. Per the instructions, the authorized official must be "a general partner, chairman of the board, chief financial officer, chief executive officer, direct owner of five percent or more of the provider being enumerated or must hold a position of similar status and authority within the provider". Signatures are not required on the online application.

- Applying for an NPI does not obligate the provider to begin EDI testing immediately. It just prepares the provider for EDI testing in the future once their software vendor is ready.

B. Confirmation/Submission of NPI Number(s):

I. You will receive an email confirmation from NPPES which includes:

- The NPI number
- Legal Business Name
- Mailing Address
- Federal Tax ID number
- Information for each taxonomy you submitted, including:
    - Certificate
    - Taxonomy by title
    - State of certification

C. Next Steps – After You Receive Your NPI(s)

I. Email a copy of the NPI confirmation to your board. When you forward the confirmation email, make sure you denote which existing UPI or MACSIS Vendor Number (remittance location) pertains to the NPI information. This is particularly important if you have obtained more than one NPI (e.g., for subparts).

II. Refer to the Board NPI instructions for information on what Boards' will need to accomplish related to the Providers' NPIs.

III. Once you have received your NPI(s), you will need to be approved to submit the information on your 837 Professional Claim file. Please refer to the provider instructions to become approved for 837 Professional Claim File (NPI Format) submission. Also, please refer your software vendor to the MACSIS NPI EDI requirements accordingly and note the following:

- If you post remittance information electronically, you will need to make sure your software can accept the NPI information contained on the 835 Health Care Claim/Payment Advice.
- If you do not submit claims electronically, you will need to have your Board notify the MACSIS staff to flag you claim submission status as "Funded/No claims" or "Manual Entry" (if the Board enters paper claim information directly into MACSIS).
- Contact your board to make arrangements for the electronic claim file testing process.

IV. For additional help and information, refer to the Provider Technical Assistance Document prepared by OACBHA or browse to the MACSIS NPI website. If you still have questions, the first point of contact should be your Board. If they are unable to address your concerns, please contact the MACSIS Help Desk for assistance.