



Implementing the National Provider Identifier (NPI) or Unique Minnesota Provider Identifier (UMPI) Frequently Asked Questions

Q: How do you submit your NPI or UMPI to UCare?

A: It's important to notify UCare as soon as you have completed the application process and have received your NPI or UMPI. We have identified several methods of notification. The use of an NPI or UMPI on claim transactions without prior notification is not an acceptable means of notification and will adversely affect your claim payment. You may submit your NPI or UMPI in one of the following methods based on your provider type.

NPI Type 1 - Individual Providers

- ⌚ Minnesota Uniform Credentialing Application Form (Paper).
- ⌚ Minnesota Uniform Practitioner Change Form (Paper).
- ⌚ Administrative Uniformity Committee (AUC) NPI Notification Form (Paper).

NPI Type 2 - Health Care Providers and Organizations

- ⌚ Administrative Uniformity Committee (AUC) NPI Notification Form (Paper).

UMPI (currently for personal care attendants [PCAs] only)

- ⌚ Minnesota Uniform Practitioner Change Form (Paper).

*These methods are further outlined on UCare's Provider website. *** If possible, UCare asks that you include the corresponding six-digit UCare Provider ID number with your NPI or UMPI to aid in processing the data. ****

Q: When will you require only the NPI in electronic claim submission transactions?

A: *UCare requires the NPI to be used as the provider identifier for all "health care providers" as defined by HIPAA.* Any claim submitted without an NPI to identify health care providers will be rejected and reported on the Claims Acknowledgment Report with the error message "NPI REQD".

Any providers not considered "health care providers" as defined by HIPAA, and so do not have an NPI, should continue to submit UCare-assigned group and provider numbers. In the case of providers billing personal care attendant (PCA) services, a State of Minnesota-assigned Unique Minnesota Provider ID ("UMPI") should be used to identify the rendering provider in place of the UCare-assigned provider#.

Q: Where in the X12N 837 electronic claim format do you require the NPI or other provider identifiers?

A: In general:

- Providers who are “health care providers” as defined by the Health Insurance Portability and Accountability Act (HIPAA) are required to have an NPI and use it whenever a provider identifier is required.
- PCAs that are providing PCA services have a State of Minnesota-assigned UMPI number and are required to use it when reporting the PCA service.
- Providers who are not obliged to use an NPI or UMPI in reporting should continue to use their UCare-assigned provider identification numbers.
- If an NPI is submitted as the provider identifier, regardless of the type of provider submitting, UCare will process the claim using the NPI submitted.

If you are a “health care provider” as defined by HIPAA and are required to have an NPI, or if the rendering provider for whom you are billing services is required to have an NPI, report the NPI values in electronic claim transactions as follows:

| Loop / Segment | Institutional Claims (837I) | Professional Claims (837P) |
|---|------------------------------------|-----------------------------------|
| Loop 2010AA: NM108 (Billing Provider Name / ID Code Qualifier) | “XX” | “XX” |
| Loop 2010AA: NM109 (Billing Provider Name / ID Code) | NPI | NPI |
| Loop 2310B: NM108 (Rendering Provider Name / ID Code Qualifier) | | “XX” |
| Loop 2310B: NM109 (Rendering Provider Name / ID Code) | | NPI |

If you are reporting a non-supervisory personal care attendant (“PCA”) service, then you are required to report the State of Minnesota UMPI as the rendering provider ID in electronic claim transactions as follows:

| Loop / Segment | Professional Claims (837P) |
|--|-----------------------------------|
| Loop 2310B: REF01 (Rendering Provider Secondary ID / Reference ID Qualifier) | “G2” |
| Loop 2310B: REF02 (Rendering Provider Secondary ID / Reference ID) | UMPI |

* Note that the Billing Provider information would either include the billing organization’s NPI or UCare-assigned Group#. Also note that UCare does not accept PCA services billed in an institutional format.

If you are not a “health care provider” as defined by HIPAA and are not required to have an NPI, or if the rendering provider for whom you are billing services is not required to have an NPI, report UCare-assigned Group# and Provider# values in electronic claim transactions as follows:

| Loop / Segment | Institutional Claims (837I) | Professional Claims (837P) |
|--|------------------------------------|-----------------------------------|
| Loop 2010AA: REF01 (Billing Provider Secondary ID / Reference ID Qualifier) | “G2” | “G2” |
| Loop 2010AA: REF02 (Billing Provider Secondary ID / Reference ID) | UCare Provider# (6-digit) | UCare Group# (4-digit) |
| Loop 2310B: REF01 (Rendering Provider Secondary ID / Reference ID Qualifier) | | “G2” |
| Loop 2310B: REF02 (Rendering Provider Secondary ID / Reference ID) | | UCare Provider# (6-digit) |

Q: Will providers be required to notify UCare of their NPI or UMPI prior to submitting their electronic and/or paper claim transactions?

A: UCare would appreciate notification that providers intend to submit NPI (or UMPI in the case of PCAs) as the primary provider identification. Providers should notify UCare via email (demographicupdates@ucare.org) at least 15 business days in advance of submitting the NPI in either paper and/or electronic formats.

Q: Where in the UB04 and CMS1500 paper forms do you require the NPI or other provider identifiers?

A: As with electronic claim submission:

- Providers who are “health care providers” as defined by HIPAA are required to have an NPI and use it whenever a provider identifier is required.
- PCAs who are providing PCA services have a State of Minnesota-assigned UMPI number and are required to use it when reporting the PCA service.
- Providers who are not obliged to use an NPI or UMPI in reporting should continue to use their UCare-assigned provider identification numbers.

If you are a “health care provider” as defined by HIPAA and are required to have an NPI, or if the rendering provider for whom you are billing services is required to have an NPI, report the NPI values in paper claim formats as follows:

| Institutional Provider ID Reporting | UB04 Location |
|---|----------------------|
| Facility ID; Required data element | FL 56 |
| Attending Physician ID; Optional data element | FL 76 |
| Operating Physician ID; Optional data element | FL 77 |
| Other Provider 1 ID; Optional data element | FL78 |
| Other Provider 2 ID; Optional data element | FL79 |

| Professional Provider ID Reporting | CMS1500 Location |
|--|-------------------------|
| Billing Provider ID; Required data element | FL 33a |
| Rendering Provider ID; Required data element | FL 24j |
| Service Facility ID; Required data element | FL 32a |
| Referring/Other Provider; if reported | FL 17b |

If you are reporting a non-supervisory PCA service, then you are required to report the State of Minnesota UMPI as the rendering provider ID in paper claim formats as follows:

| Professional Provider ID Reporting | CMS1500 Location |
|--|-------------------------|
| Rendering Provider ID; Required data element | FL 24j |

* Note that UCare does not accept PCA services billed in an institutional format.

If you are not a “health care provider” as defined by HIPAA and are not required to have an NPI, or if the rendering provider for whom you are billing services is not required to have an NPI, report UCare-assigned Group# and Provider# values in paper claim formats as follows:

| Institutional Provider ID Reporting | UB04 Location |
|---|----------------------|
| Facility ID; Required data element | FL 56 |
| Attending Physician ID; Optional data element | FL 76 |
| Operating Physician ID; Optional data element | FL 77 |
| Other Provider 1 ID; Optional data element | FL78 |
| Other Provider 2 ID; Optional data element | FL79 |

| Professional Provider ID Reporting | CMS1500 Location |
|--|-------------------------|
| Billing Provider ID; Required data element | FL 33a |
| Rendering Provider ID; Required data element | FL 24j |
| Service Facility ID; Required data element | FL 32a |
| Referring/Other Provider; if reported | FL 17b |

Minnesota State Statute, section 62J.536, requires all health care providers, payers, and group purchasers to exchange eligibility requirements, claims, and remittance advices electronically using a standard format.

| <u>Transaction</u> | <u>Rule Promulgated</u> | <u>Rule in Effect</u> |
|--|--------------------------------|------------------------------|
| Eligibility Inquiry and Response (270/271) | Jan. 12, 2008 | Jan. 15, 2009 |

Health care claim July 15, 2008 July 15, 2009
(837P, 837I, and
NCPDP 5.1)

Payment/Remittance Dec. 1, 2008 Dec. 15, 2009
advice (835)

Q: Where will UCare return NPI on the X12N 835 electronic remittance advice transaction and on paper EOPs?

A: UCare currently returns the NPI on X12N 835 electronic remittance advice transactions and EOPs. In electronic remittance advice transactions UCare returns provider identifiers as follows:

| Loop / Segment | Value Returned |
|-----------------------|-----------------------|
| Loop 1000B: N101 | “PE” |
| Loop 1000B: N103 | “XX” |
| Loop 1000B: N104 | NPI |
| Loop 1000B: REF01 | “TJ” |
| Loop 1000B: REF02 | Tax ID |

Q: Does UCare allow providers with multiple Type II NPIs have a “master NPI” so that payment & remittances continue to be sent under a single provider ID?

A: No. HIPAA prevents UCare from using an NPI on an 835 other than the one submitted on the 837. Minnesota State Statute 62L requires UCare treat paper the same way as the HIPAA requirements for EDI.

Q: What Provider Identifier will UCare accept from Providers who do not receive an NPI?

A: Any provider not defined as a “health care provider” by HIPAA should continue to use the UCare-assigned group and provider identifiers for submitting electronic or paper claims. UCare will continue to use the UCare-assigned identifiers for processing claims and remittances where a provider is not eligible for an NPI.

The only exception is PCA services should use the State of Minnesota-assigned UMPI as the rendering provider identifier. Other than PCA services, UCare currently has no other plans to provider claims and remittances using the State of Minnesota-assigned UMPI.

Q: Does UCare require Providers to report Taxonomy Code or Service Location information?

A: If you are provider who enumerated fewer NPIs than corresponding UCare Provider ID numbers, then UCare requires the following additional information on your claims:

- Taxonomy codes
- Service facility address(es)

For claims submitted on paper, taxonomy code should be reported as follows:

| Bill Form | Taxonomy Locations |
|-----------|--|
| CMS 1500 | Use the appropriate location: <ul style="list-style-type: none"> • Box 17a: If referring provider is reported, enter a “ZZ” in the field to the immediate right of 17a followed by the taxonomy code in the second box of 17a. • Boxes 24I and 24J: For rendering provider, enter a “ZZ” in the shaded area of box 24I followed by the taxonomy code in the shaded area of 24J. • Box 33b: For billing provider, enter a “B3” in box 33b followed by the taxonomy code. |
| UB04 | <ul style="list-style-type: none"> • FL81: Enter “B3” and the taxonomy code in FL81. |

For claims submitted via EDI, taxonomy code should be reported as follows:

| Transaction | Taxonomy Locations |
|-------------|---|
| 837I | Loop 2000A: For billing provider, enter “ZZ” in PRV02 and the taxonomy code in PRV03. |
| 837P | Loop 2310B: If used, enter “ZZ” in PRV02 and the taxonomy code in PRV03. |

Service facility address should be reported when identical taxonomy codes exist for more than one service facility location.

| Bill Form | Service Facility Locations |
|-----------|--|
| CMS 1500 | Box32a: Enter provider name (line 1), provider address (line 2) and city / state / zip (line 3). |
| UB04 | n/a |

For claims submitted via EDI, service facility code should be reported as follows:

| Transaction | Service Facility Locations |
|-------------|---|
| 837I | Loop 2310E: Enter Service Facility Location information in NM1, N3 and N4 segments. |
| 837P | Loop 2310D: Enter Service Facility Location information in NM1, N3 and N4 segments. |