



September 3, 2008

Provider Name
Provider Address
City, State, Zip

RE: Billing PCA services using NPI & UMPI numbers

Dear PCA Provider:

Effective October 1, 2008, UCare will require all Personal Care Attendant (PCA) providers to start billing with the individual UMPI numbers for each of their PCA's. Below are the requirements when billing for these services either on Paper Claim CMS 1500 forms or when billing electronically through your clearinghouse (EDI).

First of all, PCA services will be required to be billed on a CMS 1500 form or EDI regardless if you are a Medicare Certified Agency. The use of the UB04 will no longer be accepted and will be denied. Also, Class A and Medicare Certified Agencies are required to bill using NPI numbers in Box 33A. If you are a Medicare Certified or Class A licensed provider and have an NPI number, please email our Provider Enrollment Configuration and Credentialing Department at demographicupdates@ucare.org so we can load that number into our system. Please include the name of your agency, your TaxID and the NPI number. If we do not have your NPI loaded, it will cause internal claim issues when billing. Listed below are the requirements when billing these services.

Paper CMS 1500 Form: If you are a **Medicare Certified or Class A Licensed Agency** you will need to put your NPI in Box 33A and the 10 digit UMPI number in box 24J. If you are **NOT** a Medicare Certified Agency or Class A Licensed Agency please use your 4 digit Group Practice Number of _____ in Box 33B and 10 digit UMPI number in box 24J.

Electronic Billing, EDI: When billing EDI PCA claims, please work with your clearinghouse to make sure the claims come through correctly, based on UCare requirements. If the clearinghouse has questions, please have them contact UCare. Basically, it is the same concept; if your are a Medicare Certified or Class A Licensed Agency, please use the NPI along with the 10 digit UMPI Number for each individual PCA. If you are **NOT** a Medicare Certified Agency or Class A Licensed Agency, please use your group practice number of _____ and 10 digit UMPI number for each individual PCA.

In addition to billing UMPI numbers, UCare would also like to take this time to inform you that you should not be billing a month date span when billing for PCA services. You will need to line item bill for **each day** a PCA services is rendered.

If you are billing for more than one PCA on the same day, you will need to separate that bill and bill each individual PCA on different claim forms for each day along with each of their UMPI numbers listed on the claim.

Also, **a new process** will be added when there are **changes, additions or deletions to your current PCA listing**. You will be required to fill out a **Minnesota Uniform Practitioner Change Form**, using the pdf. file, for any changes you have to your PCA's and send it in to demographicsupdate@ucare.org or fax it to 612-884-2072 so we can make these changes in our system. A copy of the Minnesota Uniform Practitioner Change Form is attached for your review and is also out on our website at www.ucare.org under the "Forms" section of the Provider Page.

If you have any questions regarding the billing of your PCA services and the new process for adding or making changes to your PCA listing, please contact our Provider Assistance Center at 612-676-3300 or 1-888-531-1493.

Sincerely,
UCare

cc: provider file