



## PROVIDER NOTICE

### NPI Dual Submission Period

**Health Plus has begun processing claims with the NPI (National Provider Identifier) number.** We ask that you provide us with your NPI when sending claims. To ensure timely payment, please use both NPI and Health Plus ID numbers during this transitional dual-submission period. We will let you know when we can accept claims with your NPI number only.

As you know, effective May 23, 2008, the NPI will replace all other provider identifiers (**except** DEA and Tax ID) and will be required for processing of both paper and electronic claims.

If you haven't already done so, Health Plus requests that you send us your NPI number.

To obtain an NPI number, log on to: <https://www.nppes.cms.hhs.gov>,

**-or-**

Call **1-800-465-3203** to request an application form. Mail the completed application to: NPI Enumerator, P.O. Box 6059, Fargo, ND 58108-6059

*Once you receive your NPI number, please fax a copy of your CMS NPI confirmation sheet to our designated NPI fax line at: (718) 233-3523. Health Plus will need this confirmation sheet in order to process your claims in the future.*

Thank you for your cooperation. Please see the reverse side of this notice for answers to some common NPI questions.

***-OVER-***



## **Frequently Asked Questions about NPI**

**1. Is NPI number required for paper claims submissions?**

Yes. Health Plus will require an NPI number on all claims, both paper and electronic.

**2. Is a separate NPI number needed for each office location and practice specialty?**

No. Government regulations mandate one permanent NPI number to be used for all practice locations and specialties.

**3. If I have one NPI number for my individual practice and another one for my group practice, which number should I use on my claims?**

All claims will require the NPI number of the rendering provider. Services billed under the group practice will also require the group NPI number.

**4. Will my claims be paid if I submit them now with just my NPI number?**

Yes, but it might take a long time to process them right now. For the dual-submission period, to ensure timely payment, you need to use both your Health Plus ID number and NPI number on all claims.

**5. If I fax my NPI number to the Health Plus NPI Fax Line (718-233-3523), how can I be sure that it was received?**

Your fax machine's confirmation message should serve as proof of receipt. If you call our Provider Care Center at 1-800-450-8753, the representative who answers your call may ask for your NPI number if we do not have it on file.

**6. Will I be able to share my NPI number with other providers and to obtain their numbers as well? Is it safe to do so?**

Yes. In fact, you will be required to share your NPI number with other providers when referring patients, receiving referrals, calling in prescriptions and conducting other standard business transactions. The NPI number should be protected, but it is not a private identifier like your social security number.

***NPI***  
***Get it. Use it.***