
	<b>MEDICAL ASSISTANCE BULLETIN</b> COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC WELFARE		
	<b>NUMBER:</b>  99-06-14	<b>ISSUE DATE:</b>  November 22, 2006	<b>EFFECTIVE DATE:</b>  December 18, 2006
<b>SUBJECT:</b> Instructions For Registering Your National Provider Identifier (NPI) Number to the Department of Public Welfare (DPW)		<b>By:</b>  James L. Hardy Deputy Secretary Office of Medical Assistance Programs	

**PURPOSE:**

The purpose of this bulletin is to announce to providers the Pennsylvania Department of Public Welfare's (DPW's) procedures for registering National Provider Identifier (NPI) information.

**SCOPE:**

The bulletin applies to all providers enrolled in the Medical Assistance Program.

**BACKGROUND:**

As a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Medical Assistance Bulletin #99-05-13, "Announcement of the National Provider Identifier Number", issued June 10, 2005 announced DPW's intent to implement the use of the NPI number. DPW has provided additional NPI information and updates to providers through the NPI Information Section of DPW's Web site (<http://www.dpw.state.pa.us>), letters, meetings with provider organizations and NPI Provider *QuickTips*.

**Obtaining an NPI Number:**

The Department of Public Welfare is not involved in the transfer of provider information to the Centers for Medicare & Medicaid Services (CMS) for the assignment of NPI numbers. Providers will therefore need to apply for an NPI number through CMS, who began assigning numbers on May 23, 2005. CMS has contracted with Fox Systems, Inc. to serve as the NPI Enumerator. Fox Systems, Inc. may be contacted as follows:

By phone:  
 1-800-465-3203  
 1-800-692-2326 (NPI – TTY)

By email at:  
[customerservice@NPIenumerator.com](mailto:customerservice@NPIenumerator.com)

By mail at:  
 NPI Enumerator  
 PO Box 6059  
 Fargo, ND 58108-6059

You may obtain additional information about NPI enumeration from the National Plan and Provider

Enumeration System (NPPES) Web site at <https://nppes.cms.hhs.gov/NPPES>

## **REGISTERING NPI NUMBERS to the DEPARTMENT OF PUBLIC WELFARE:**

If you are already enrolled in Medical Assistance, you can register your NPI number electronically or via paper.

### **Electronic Notification:**

Providers are encouraged to communicate their NPI and taxonomy information to the DPW through the electronic Provider Enrollment Automation Project (ePEAP), using the following steps.

1. Access the PROMIS<sup>e</sup>™ Internet application which provides a link to the online provider services, including the ePEAP. Click on the ePEAP link, located in the “Other Links” box. The ePEAP link takes you to the ePEAP menu. Click the “Enrollment Information” link.
2. The Enrollment Information menu options have been updated to allow you to register your NPI# and select applicable taxonomy codes.
  - If you need to register to use ePEAP, the ePEAP application can be accessed from the Provider Main Page in PA PROMIS<sup>e</sup>™. Please go to <http://promise.dpw.state.pa.us/> to access the PA PROMIS<sup>e</sup>™ main page, and click on the **PROMIS<sup>e</sup>™ Online** link.
3. After registering your NPI# and taxonomy code(s), a copy of your National Plan and Provider Enumeration System (NPPES) confirmation should be forwarded to DPW with documentation of the service location (13-digit PROMIS<sup>e</sup>™ number to which it applies).
  - If your NPPES confirmation was received via email, you may forward that email to DPW at [PROMISe@state.pa.us](mailto:PROMISe@state.pa.us). The subject line should state “NPI confirmation” and the body of the email must include the service locations to which the NPI number applies.
  - If your confirmation was received on paper, you may either fax it to DPW at 717-772-6765 or mail it to DPW at the following address. Again, be sure to include the service locations to which it applies.

DPW  
Attn: NPI Project  
Provider Enrollment Unit  
PO Box 8045  
Harrisburg, PA 17105-8046

If you are a nursing facility provider, please use the following address:

DPW/OMAP/BLTCP  
Division of Provider Services  
Attention: Enrollment Unit  
1401 N. Seventh Street  
PO Box 8025  
Harrisburg, PA 17105-8025  
FAX Number 1-717-772-0965

If you are a Targeted Services Management provider, please use the following address:

Targeted Services Management Section  
Health & Welfare Building, Room 405  
Harrisburg, PA 17105-2675

### **Paper Notification:**

If you do not have access to ePEAP, or you are a nursing facility provider, you should mail your NPI information to DPW using the new NPI Registration (Attachment A, page 1). Follow the instructions provided (Attachment A, page 2) for completing this form. The NPI Registration and Instructions are also

available on the DPW Web site. Please include a copy of your NPPES confirmation. The NPI Registration and your NPPES confirmation can be faxed or mailed to DPW using the information listed above.

**Electronic File Interchange (EFI) or Bulk Enumeration:**

For providers who have elected to perform bulk enumeration with NPPES and wish to arrange to share the resulting files, please email PROMISe™ at [PROMISe@state.pa.us](mailto:PROMISe@state.pa.us). Use the phrase "Bulk Enumeration" as your Subject of the email. Include your phone number and a contact name. You will be contacted to discuss the requirements for this method.

**Guidelines and Recommendations for Securing and Registering Your NPI:**

1. Individual practitioners are issued a single NPI number. This number must be registered under each active service location to which it applies.
2. Organizations may obtain multiple (subpart) NPI numbers. The appropriate NPI or subpart NPI number must be registered under each active service location to which it applies.
3. It is recommended that Provider Group Practices secure an NPI number for each service location from which they perform HIPAA compliant billing. Provider Groups are requested to consolidate their billing service locations on the PROMISe™ system.
4. Each service location can have only one NPI number assigned to it.
5. It is recommended that organizations secure an NPI number for each licensed or certified site.
6. Organizations that secure multiple NPI numbers must have a corresponding Medical Assistance enrolled service location to connect to each unique NPI number.
7. It is recommended that hospital organizations secure a unique NPI number for the following subparts:
  - Short Procedure Units (SPUs) operate under the hospital license but must be on a separate service location to accommodate fee payments.
  - Specialized units of the hospital; such as psychiatric units or inpatient rehabilitation units
  - Hospital based clinics that are enrolled as a PCP for ACCESS PLUS
8. Select all applicable taxonomy codes for the service locations that you will use to submit claims.
9. You may begin registering your NPI numbers on 12/18/2006.

DPW will be issuing additional bulletins regarding claims submission requirements.

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

The appropriate toll-free telephone line for your provider type.

Visit the Office of Medical Assistance Programs Web site at [www.dpw.state.pa.us/omap](http://www.dpw.state.pa.us/omap).