

Provider Alert regarding NPI Implementation

We are sending you this alert to let you know that we will soon be implementing the changes that will require your National Provider ID (NPI) number be present in all of your electronic batch claims.

Attached to this email are the specifics regarding the NPI number requirements, as also documented in our 837 Companion Guide. When including your NPI number with all of your claims, only use the Pay To NPI number and tax ID in all of your records

The switchover is currently scheduled for May 2008, and we are reaching out to you now so you'll have plenty of time to make any changes to your billing software if needed, and when the switch goes into effect, you'll already be submitting your NPI number and the transition will be seamless.

To start submitting your electronic batch claims with your NPI number, here are the steps required:

1) Have you officially informed ValueOptions of your NPI number so we can include it in our provider records? If not, please visit <http://www.valueoptions.com/providers/np/np.htm> for instructions and the proper form to fill out, or contact our Provider Relations area at 800-397-1630

2) Updating your billing software:

- If you use the EDI Claims Link 3 software provided by ValueOptions, you may want to download the latest version of the instruction manual, which contains information on how to update the provider records within the software, available at:

<http://www.valueoptions.com/providers/Compliance/ediclaimslinkmanual.pdf>

- If you use 3rd party software or are billing through a clearinghouse, you may need to follow up with your software vendor or clearinghouse on how to properly include the NPI number with your claims. You may also need our 837 Companion Guide with information to configure your software, at http://www.valueoptions.com/providers/Compliance/837_Companion_Guide_042607.pdf

Once we have your NPI on record, and you have updated your software, you should have no problems at all once we implement the NPI requirement. You may also contact us if you would like us to review your submitted files or switch your account to test mode.

Please see below for more information. If you have any questions please call the EDI Helpdesk at 1-888-247-9311.

With the recent addition of the National Provider ID to the claim submission process, we have found that we may need to request additional provider information with your claims so we can process them faster.

The attached instructions contain information that can be applied if you are using software provided by a 3rd party vendor or billing through a clearinghouse.

You may need to share this information with your software vendor or clearinghouse if you need help updating your software.

FOR 837 PROFESSIONAL CLAIMS BILLING FOR 837 INSTITUTIONAL CLAIMS BILLING Billing/Pay-To Provider Information, also referred to as loop 2010AA. This is the identifying and address information where your payment will be sent. This should contain:

- Your agency NPI Number
- Your full street address
- Your agency tax ID.

Service Facility Location Information, also referred to as loop 2310D. Even if your service address matches your Billing address, please include this information. This should contain

- Your full street address
- Your agency NPI number

Rendering Provider Information, also referred to as loop 2310B. This is required for professional series billing: procedure codes with the 908XX format

This should contain:

- The rendering providers last name and licensure information (ex: Smith, MD; or Jones, LCSW)
- The SAME NPI Number as referenced above in the Billing/Pay-To Provider Information
- The rendering provider's taxonomy code.

Billing/Pay-To Provider Information, also referred to as loop 2010AA. This is the identifying and address information where your payment will be sent. This should contain:

- Your NPI Number
- Your full street address
- Your agency tax ID.

Attending Provider Information, also referred to as loop 2310B. This is required for professional series billing: procedure codes with the 908XX format

- The rendering providers last name and licensure information (ex: Smith, MD; or Jones, LCSW)
- The SAME NPI Number as referenced above in the Billing/Pay-To Provider Information