



February 19, 2007

Re: Information about National Provider Identifier and Passport Health Plan

Dear Passport Health Plan (PHP) Provider:

Beginning May 23, 2007, all health care providers who transmit health information electronically in connection with HIPAA-covered transactions must begin using the National Provider Identifier (NPI). The NPI is a unique, 10-digit identification number that must be used when a provider identifier is required to be submitted as part of a transaction, regardless of the carrier involved.

In anticipation of this effective date, we are asking you to report your practice and individual NPIs to us by March 5, 2007.

This letter provides instructions for obtaining NPIs, if you have not yet done so, reporting your type 2 and facility sub-part NPIs, and using your NPIs. Please be aware that for providers not enrolled with PHP, applying for and receiving an NPI will not automatically create a business relationship with PHP. NPI enrollment does not replace provider enrollment activities with PHP (or any other health plan) for new and existing providers.

How to Apply for Your NPI

- Complete the web-based application at <https://nppes.cms.hhs.gov>. This process takes approximately 20 minutes to complete. *Note: This is the most time-efficient method.*
or
- Call the Enumerator call center at (800) 465-3203 or TTY (800) 692-2326 to request a paper application.
or
- E-mail customerservice@npienumerator.com to request a paper application.
or
- Request a paper application by mail:
NPI Enumerator
P.O. Box 6059
Fargo, ND 58108-6059

Note: There are two types of NPIs: Type 1 (Personal) and Type 2 (Organizational provider entities such as facilities, large provider groups, and health systems). Organizational provider entities must obtain an NPI for themselves and their subparts (such as emergency medicine, anesthesiology, pathology, and laboratory medicine). There are no indicators in the NPI number that will link a subpart to its “parent”.

Reporting your NPI(s)

1. **Submit your organization and subpart NPIs** via electronic bulk exchange format, such as Excel, Access, Word, or text format to: NPISubmissionsLOB1300@KMHP.com
2. **Include the following data elements:**
 - a. NPI





- b. Entity name
- c. Mailing address (with zip+4)
- d. Location address (with zip+4)
- e. Telephone number
- f. Federal tax ID (EIN)
- g. Passport Health Plan facility ID
- h. State license number
- i. NCPDP number (if applicable)
- j. DUNS number (optional)
- k. Taxonomy code*

*Report the corresponding primary provider taxonomy code for your organization and each subpart as reported on your NPI application(s). The provider taxonomy code, a 10-character alphanumeric identifier, indicates provider specialty and will assist us in verifying NPIs for claims processing. Information on provider taxonomy codes is available at www.wpc-edi.com/taxonomy.

3. **Maintain copies of NPI confirmation at your office location**, issued to your organization and subparts by the National Provider Identifier Enumerator. We may ask for your NPI confirmation for verification purposes.
4. **Please return your completed submission file by March 5, 2007 via secure e-mail to NPISubmissionsLOB1300@KMHP.com.**
5. **Finally, choose the online registration process to submit your NPI number to Passport Health Plan.** Access the convenient, easy-to-use online NPI registration tool in the Provider Center of our web site, www.passporthealthplan.com.

What to do in the Future

There will be a dual use period when your organization and its subparts will be asked to submit claims using both the NPI and your PHP ID number. We will notify you when the dual use period will begin and end.

We have included a "Frequently Asked Questions" handout to address the NPI process in more detail. Also look for more communications in upcoming provider newsletters and on the Provider Center of our web site at www.passporthealthplan.com

If you need any further assistance, please call your Provider Relations representative or the Provider Relations department at (502) 585-7943.

Sincerely,

Denise Schifano

Denise Schifano
AVP, Provider Relations

