



September 12, 2007

## **Re: Extension for Paper Claims Using New CMS 1500 and UB-04 Format**

Dear Provider,

Previous Passport Health Plan communications notified you of the deadline to begin using the new professional (CMS 1500) and facility (UB-04) paper claim forms. Although this deadline has passed, we continue to receive and process many claims using the old forms.

### **Final Notice For Use Of The Old Forms**

Please be aware all claims received using the old version of the HCFA 1500 or UB-92 on or after November 1, 2007 will be rejected.

### **Use Of The New Forms**

All claims submitted on or after November 1, 2007 must use the new forms. To ensure compliance and timely processing of claims, it is imperative your billing systems be converted to accommodate these new formats. When submitting corrected claims or re-submitting older claims for reconsideration, please keep in mind the new forms must be used regardless of the date of service.

### **How to Obtain The New Forms**

Copies of the CMS 1500 and UB-04 paper claim forms may be obtained through your forms distributor. Although Passport Health Plan does not distribute copies of these paper claim forms, please call Provider Services at (800) 578-0775 for assistance in locating a forms distributor.

### **NPI Reminder**

As a reminder, both Passport Health Plan and Passport Advantage strongly encourage the continued use of the Plan-assigned provider numbers in addition to national provider identifier (NPI). Information regarding the completion of the field requirements can be found in the Provider Center of our web site at [www.passporthealthplan.com](http://www.passporthealthplan.com). Also, if your group and/or individual practitioners have not yet received their assigned NPI's, please leave the NPI specific fields blank when submitting your claims for payment.

Thank you for your cooperation with this very important issue. The Plan is committed to processing your claims in a timely and efficient manner. We truly appreciate your participation in our network and your continued commitment to our members. If you have any questions, please contact your Provider Relations representative or the Provider Relations department at (502) 585-7943.

Sincerely,

*Denise Schifano*

Denise Schifano  
Associate Vice President, Provider Relations

