



FINAL Request for National Provider Identifier (NPI)

May 1, 2008

Dear Passport Health Plan and/or Passport Advantage Provider,

As you may know, the Centers for Medicare and Medicaid Services (CMS) issued guidance allowing health plans and health care providers to implement contingency plans as part of a good faith effort toward compliance with the National Provider Identifier (NPI)* provisions. Although providers were strongly encouraged to begin submitting NPI on claims beginning May 23, 2007, the Plan extended the dual use period, allowing providers to continue using their health plan ID numbers on electronic and paper claims.

Effective May 23, 2008, this dual use period will end and the NPI will be required on all claim submissions.

This is our final attempt to ensure NPI readiness. We appreciate your cooperation with the following:

Providers who have not already done so must submit individual, facility and/or organizational NPI(s) to the Plan by May 5, 2008.

The NPI must be recorded in our claims processing system. Please go to the Provider Center of www.passporthealthplan.com for the online NPI submission. You may also use our online form to fax your NPI to (215) 863-5735.

Effective May 23, 2008, claims submitted without a valid NPI number will be automatically rejected.

You may begin using your NPI on both paper and electronic claims submissions at any time. Please note, you are also *strongly encouraged to continue to include* your Passport Health Plan/Passport Advantage ID on your paper and electronic claims, even after the NPI is required.

Thank you for your prompt attention to this matter. Take action now to avoid claims processing issues later! If you need further assistance, please call your Provider Relations representative or the Provider Relations department at (502) 585-7943.

Sincerely,

A handwritten signature in cursive script that reads "Denise Schifano".

Denise Schifano
AVP, Provider Relations

***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**
- Download and complete a paper application from the same web site, and mail it to the NPI Enumerator; **OR**
- Call the Enumerator call center at (800) 465-3203, TTY (800) 692-2326, to request a paper application.

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