

NATIONAL PROVIDER IDENTIFIER (NPI) QUESTIONS AND ANSWERS GUIDE

INTRODUCTION

Beginning May 23, 2007, use of the NPI will be a government mandated requirement for electronic health care transactions. In addition, individual states may require use of the NPI for paper claims. To minimize potential claim processing errors and delays in payment, United Concordia encourages **all** dentists to obtain NPIs.

WHERE CAN DENTISTS APPLY FOR AN NPI?

Here are three simple ways to apply for your NPI:

1. Follow the online process at: www.nppes.cms.hhs.gov.
2. Download the paper application from the website.
3. Contact the NPI enumerator at (800) 465-3203 or customerservice@npienumerator.com

The application process is **Free**.

WHAT ARE ENTITY TYPES?

When applying for an NPI, choose one or both of the entity types listed below.

- Entity Type 1 (Individual) is defined as any individual dentist, including a sole proprietor, providing health care services. Apply using your Social Security Number (SSN). Only one NPI will be allowed for an individual dentist.
- Entity Type 2 (Organization) is defined as an organization providing health care services, such as group practices, professional corporations, and clinics, including incorporated individuals. Apply using the organization's Employer Identification Number (EIN). A dental practice that is incorporated is considered a Type 2 even if it employs only one dentist. In certain situations organizations may apply for additional (Subpart) NPIs.

The following page is a guide to help you in choosing the type of NPI(s) you may need for your practice.

WHEN SHOULD DENTISTS REPORT NPIS TO UNITED CONCORDIA?

As soon as you receive your NPI, submit it along with your entity type (1 or 2), National Plan and Provider Enumeration System (NPPES) confirmation, address, and your United Concordia provider number using one of the following three methods:

1. Fax 717-260-6834
2. E-Mail UCprovNPI@ucci.com
3. Mail United Concordia Companies, Inc.
Provider Data Management
P.O. Box 69415
Harrisburg, PA 17106-9415

WHEN WILL UNITED CONCORDIA ACCEPT NPIS ON ELECTRONIC HEALTH CARE TRANSACTIONS?

November 1, 2006 – United Concordia will begin accepting NPIs in addition to United Concordia's provider numbers on electronic claims submissions. *The NPI is optional, but the United Concordia provider number will still be required.*

May 23, 2007 – The NPI will be required on all electronic health care transactions. United Concordia will not accept electronic health care transactions (claims, inquiries, etc.) without an NPI.

NPI Entity Type Guide

Individual Dentist/Sole Proprietor



Dr. Leslie Smith
SSN

Entity Type 1 (one for the individual)

Incorporated Individual Dentists



Dr. Leslie Smith
SSN



Dr. Leslie Smith, Inc.
EIN

Entity Type 1 (one for the individual)
Entity Type 2 (one for the organization)

Organization/Group Practice Multiple Providers



Dr. Leslie Smith
SSN



Dr. Pat Jones
SSN



City Dental, Inc.
EIN

Entity Type 1 (one for each individual)
Entity Type 2 (one for the organization)

Multiple Site Organization/Group Practice with Different Employer Identification Numbers (EINs)



Dr. Leslie Smith
SSN



Dr. Pat Jones
SSN



Dr. Ronnie Kent
SSN



Dr. R.L. Jones
SSN



City Dental, Inc.
Location 1
EIN – xx-xxxxxx1



City Dental, Inc.
Location 2
EIN – xx-xxxxxx2

Entity Type 1 (one for each individual)
Entity Type 2 (one for each EIN)

Multiple Site Organization/Group Practice with One Employer Identification Number (EIN)



Dr. Leslie Smith
SSN



Dr. Pat Jones
SSN



Dr. Ronnie Kent
SSN



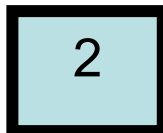
Dr. R.L. Jones
SSN



Metro Smiles, Inc.
Location 1
EIN – xx-xxxxxx1



Metro Smiles, Inc.
Location 2
EIN – xx-xxxxxx1



Metro Smiles, Inc.
Corporate HQ
EIN – xx-xxxxxx1

Requires Subpart Determination

Entity Type 1 (for each individual)
Entity Type 2 (one for the “parent” organization and the potential for additional subpart Type 2’s if needed)

Subpart Determination

The organization/group practice may need to obtain unique Entity Type 2 NPIs for components or locations (subparts) meeting any of the following criteria:

- operates independently from the “parent” organization
- conducts own HIPAA standard transactions (*must obtain own unique Entity Type 2 NPI*)
- certified by the State separately from the “parent” organization
- must be uniquely identified in HIPAA standard transactions