Facilities Practitioner's NPI Reporting

Batch Reference Guide

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1.0   OVERVIEW

The purpose of this document is to provide guidance for entities to record their affiliated practitioner's NPI and License(s).   Collectively this information will be referred to as "Facility Practitioner NPI Reporting" (FPR). The batch FPR method was developed to accommodate entities that have a large quantity of affiliations to report to NYS Medicaid.

Entities with multiple Billing NPI numbers (subparts) must maintain a separate roster for each Billing NPI.

Background

Since May 23, 2007, the National Provider Identifier (NPI) has been mandated for use in electronic health care transactions. NYS Medicaid uses NPI for all providers that meet the definition of "Health Care Providers".

As a result of both the NPI Final Rule and an Office of the Medicaid Inspector General (OMIG) initiative, the NPI of a: clinic, hospital, or other facility will no longer be accepted as an Attending Provider – use the entity affiliation. The affiliation of Attending Providers will enable eMedNY to validate the relationship between the Attending Provider and the Billing Provider.

Claims will be denied if the Attending Provider's NPI is not "linked" to the Billing Provider's NPI.

Web Entry Available

A web based application is also available to report Facility Practitioner NPI information on the eMedNY website. The web application is targeted primarily for entities with smaller quantities of providers that require affiliation.

For information on using the web based application, go to http://www.emedny.org and clicking on "**Enter Facilities Practitioner's NPIs**" located in the green box on the right side of the page.

For all questions and concerns regarding Facility Practitioner NPI Reporting, or for assistance, please contact eMedNY Provider Services Call Center at **1-800-343-9000.**

2.0   INPUT FILE SPECIFICATIONS

Each record in the FPR file must be fixed length (220 bytes). Carriage Return and/or Line Feed need to be included at the end of each record. When entering information in fields 105 and 111-113, you must space fill the remainder of each field, if the information you entered does not meet the required length specified below.

Field #	Field Name	Format	Length	Position	Req	Value/Comments
101	Identifier	A/N	04	1-4	R	Identifier field must contain 'NPIR'
102	NPI (Facility)	A/N	10	5-14	R	National Provider Identification (NPI), for the Clinic/Hospital or other facility.
103	FEIN (Facility)	A/N	09	15-23	R	Federal Employer Identification Number (FEIN) of the facility. This field must not contain all zeros or all 9's
104	NPI (Individual)	A/N	10	24-33	R	National Provider Identifier (NPI) of the individual practitioner that has a relationship to the facility.
105	License Number (Individual)	A/N	10	34-43	R	State License number of the individual provider. This field must be formatted as follows: 00 + the 6-digit license number + 2-spaces at the end. Example: "00123456bb", where bb equals 2 blanks.
106	Profession Code (Individual)	A/N	03	44-46	R	Profession code of the individual provider. *See Section 7.2*
107	State Code	A/N	02	47-48	R	Must be a valid two character state abbreviation (ex NY, NJ etc.)
108	Action Code	A/N	01	49-49	R	Enter 'A' to Activate a relationship. Enter 'I' to Inactivate a relationship.
109	Active Date	A/N	08	50-57	S	This field must be sent when Action Code (Field 108) is 'A'. Value must in be in a valid date format (CCYYMMDD).
110	Inactive Date	A/N	08	58-65	S	This field must be sent when Action Code (Field 108) is 'I'. Value must in be in a valid date format (CCYYMMDD)
111	Preparer's Name	A/N	50	66-115	R	Preparers first name, middle initial and last name
112	Preparer's Title	A/N	20	116-135	R	This field must not be blank
113	Preparer's Email	A/N	75	136-210	R	This field must contain a valid email address
114	Preparer's Phone	A/N	10	211-220	R	Enter area code and phone number only. No hyphens or parenthesis. Format should be as follow : '8005551212'

All fields must be populated with the exception of Active Date *(field 109)* and Inactive Date *(field 110)*, of which at least one should be present.
If Action Code *(field 108)* is 'A':
        Active Date *(Field 109)* can NOT be blank.
        The Inactive Date can be submitted.
If Action Code *(field 108)* is 'I':
        Inactive Date *(field 110)* must not be blank and prior to Active Date on file.
   The Active Date *(field 109)* can NOT be submitted.

3.0   CREATE FILE IN NOTEPAD

** (SKIP Section 3 if you intend to use other means to create the FPR file and proceed to SECTION 5) **

You may create the FPR Batch file in any text editor (ex. notepad) or you may use any application that can generate a flat text file (fixed record length).

Remember: Each record in this file must be 220 bytes. Carriage Return and/or Line Feed need to be included at the end of each record

Example:
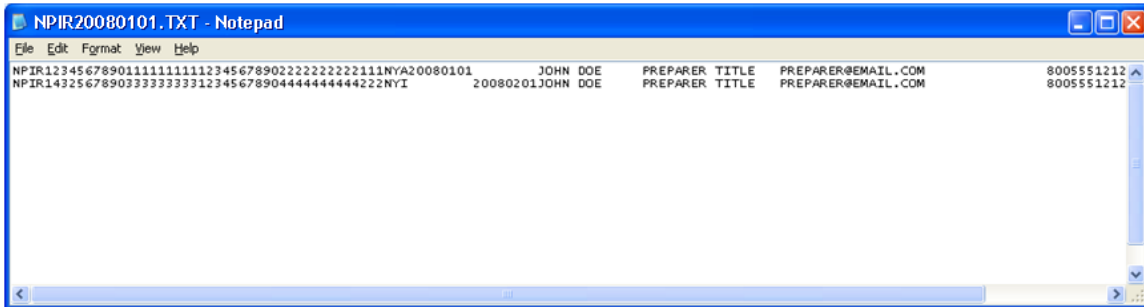
4.0   CREATE FILE IN MICROSOFT EXCEL & REFORMAT
** (SKIP Section 4 if you intend to use other means to create the FPR file and proceed to SECTION 5) **

If you plan to create the file in Microsoft (MS) Excel, you have to export the file in text format and rename the file with extension **.txt**. Follow these steps to export MS Excel file as a Text file:
By default, Windows List Separator is set to a comma. If you are planning on creating your FPR file in Excel, then remove the comma to make it a fixed length file. In order to do this, follow these instructions:
Note: All images in this section were created in MS Office Excel 2003. Your options may differ, if using a different version of MS Excel or an Operating System (OS) other than Windows XP.
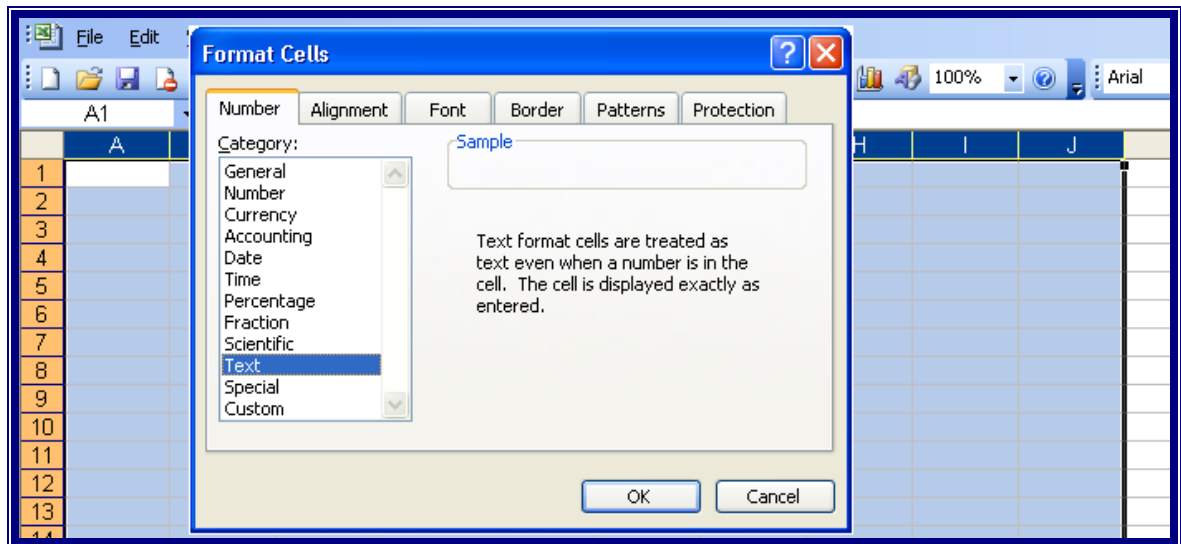
4.1   Create a batch FPR File in Excel

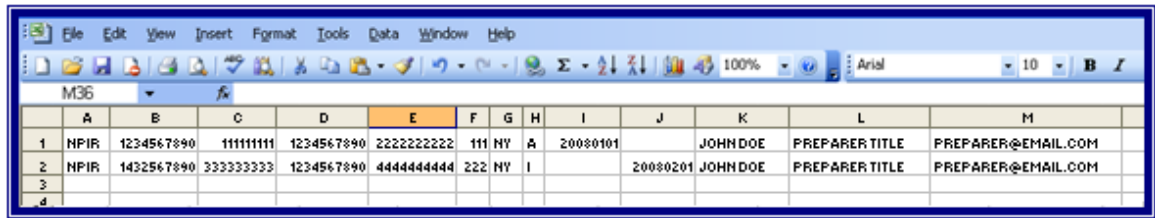Open a new Excel document and select Columns A through N (All Rows)
Right Click anywhere in the highlighted area and select '**Format Cells…**'
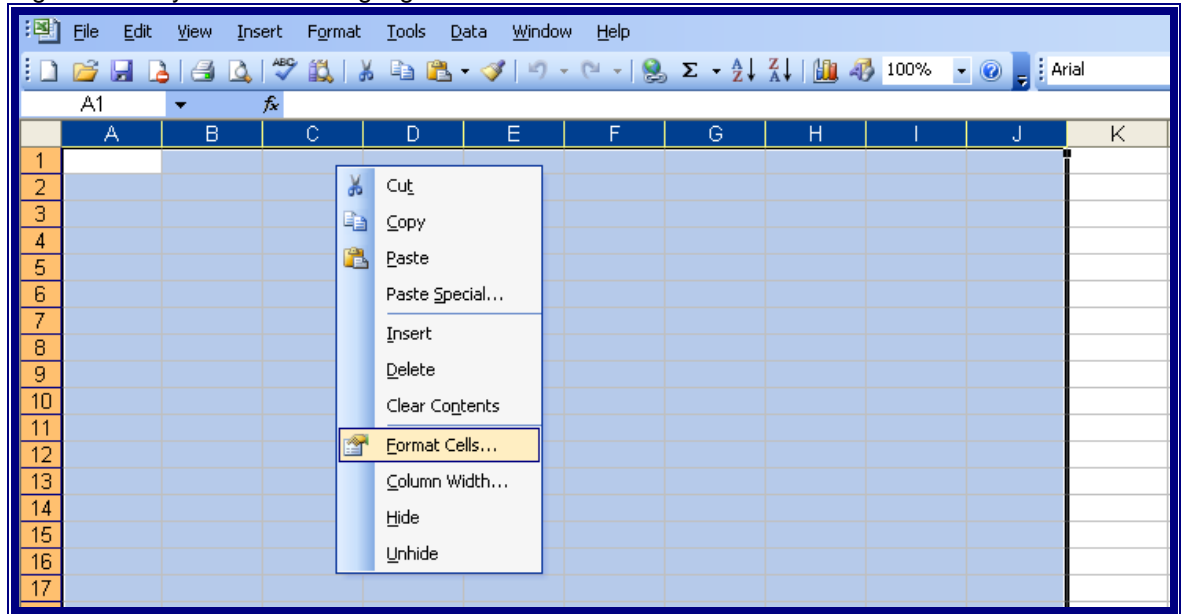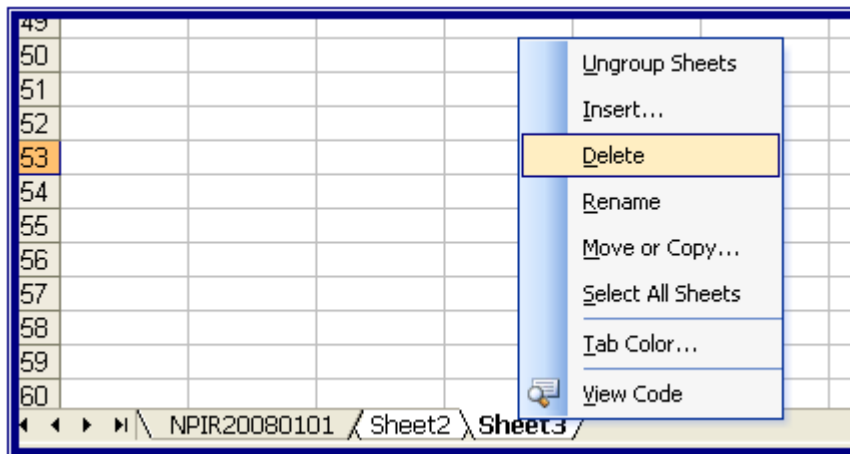

The following screen is displayed:

Select '**Text**' from **Number Tab** under **Category:**
Click **OK** button.

Now begin entering the data, starting from cell A1.

Note: After entering the data for fields 111, 112 and 113 (Input File Specifications), please remember to space fill appropriately, in order to meet the required field lengths.

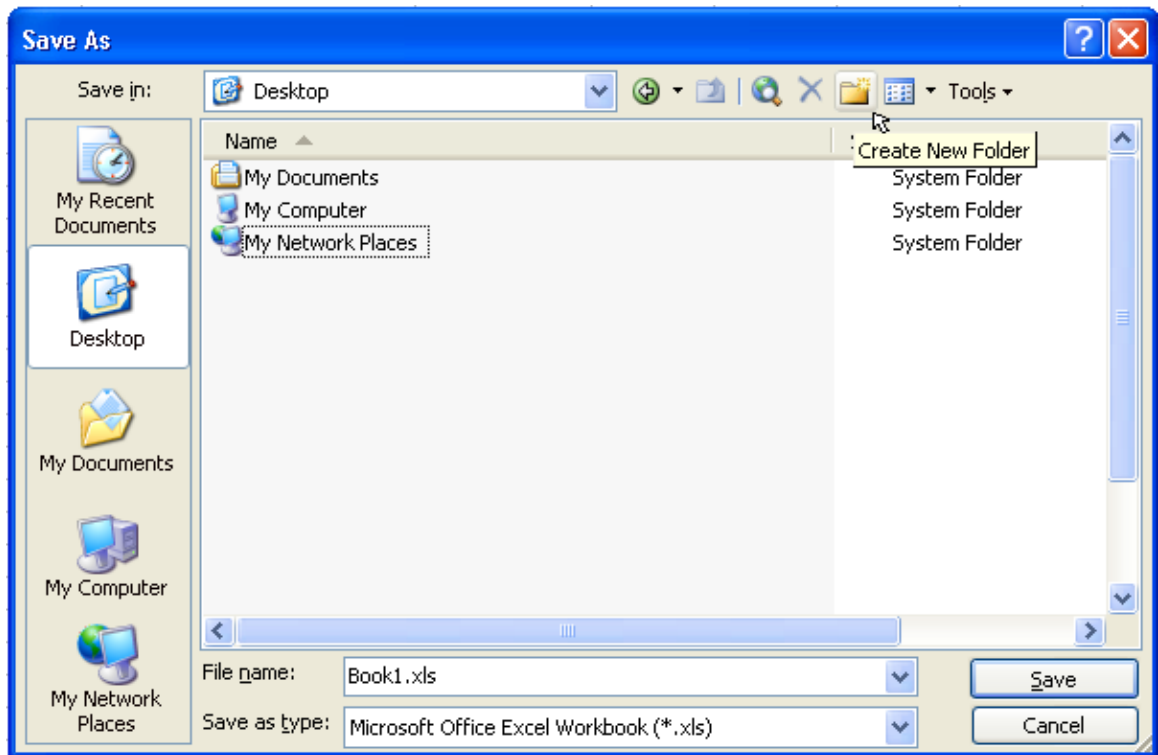Delete any excess worksheets such as Sheet2 and Sheet3 here.

When converting the file into a .csv format, Excel can only have one worksheet.

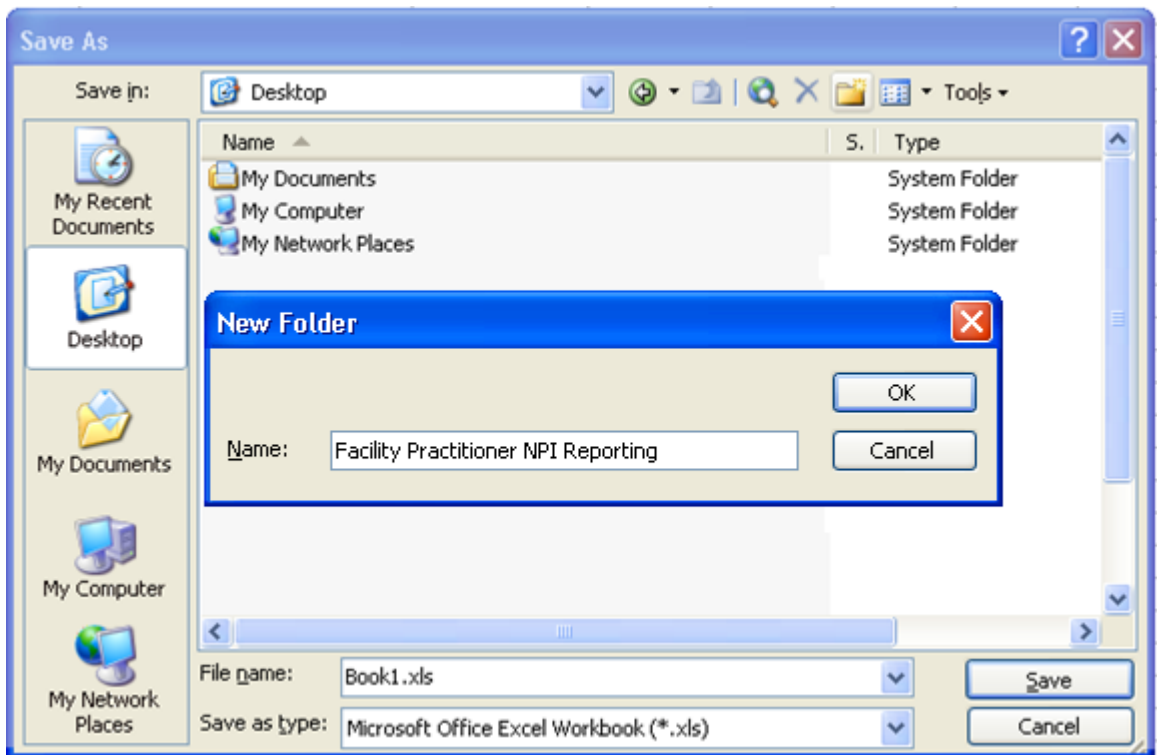Follow these steps to save this file as a comma delimited text file (.CSV):
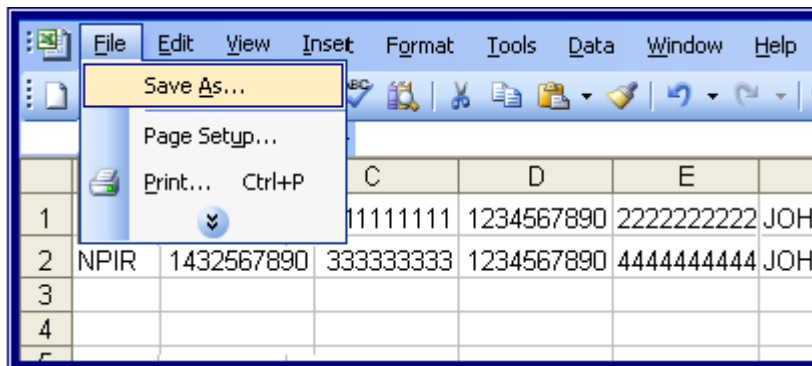
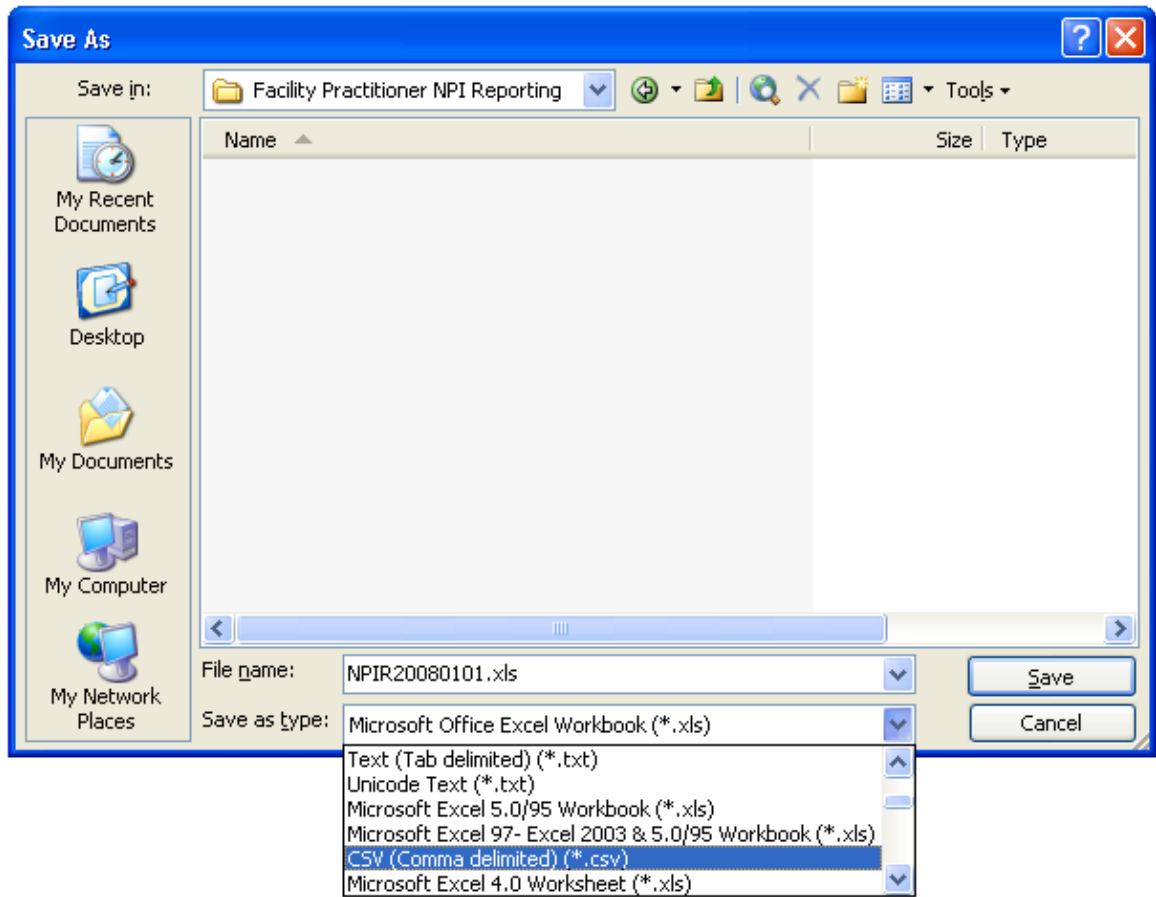Click on **File** and then **Save As**.
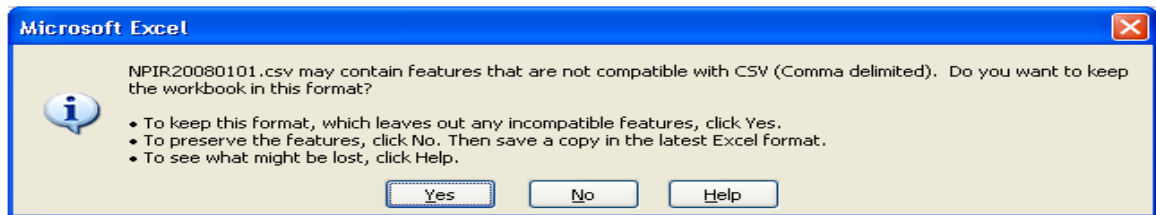
The following window is displayed:

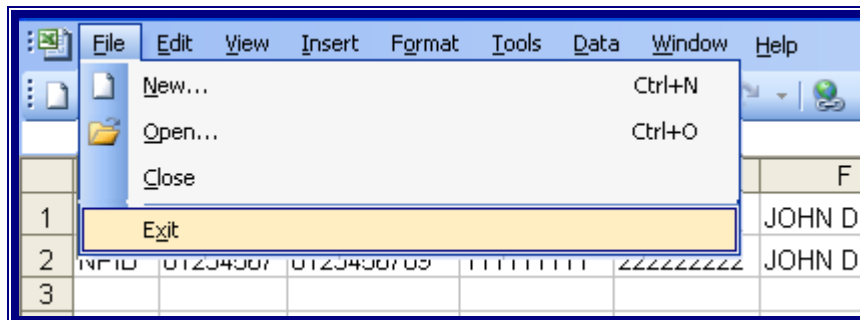Click on the **Create New Folder** button.

Type the filename in the New Folder window.
Click **OK**.

Enter a File name.
Click on the drop down box next to **Save as type** and select **'CSV (Comma delimited) (*.csv)'.**
Select **Save.**

Click **Yes**.

When you are done entering all of the data, Click **File** and then **Exit.**
Excel may ask you to save the file again when you try to exit. Select **Yes** for all.
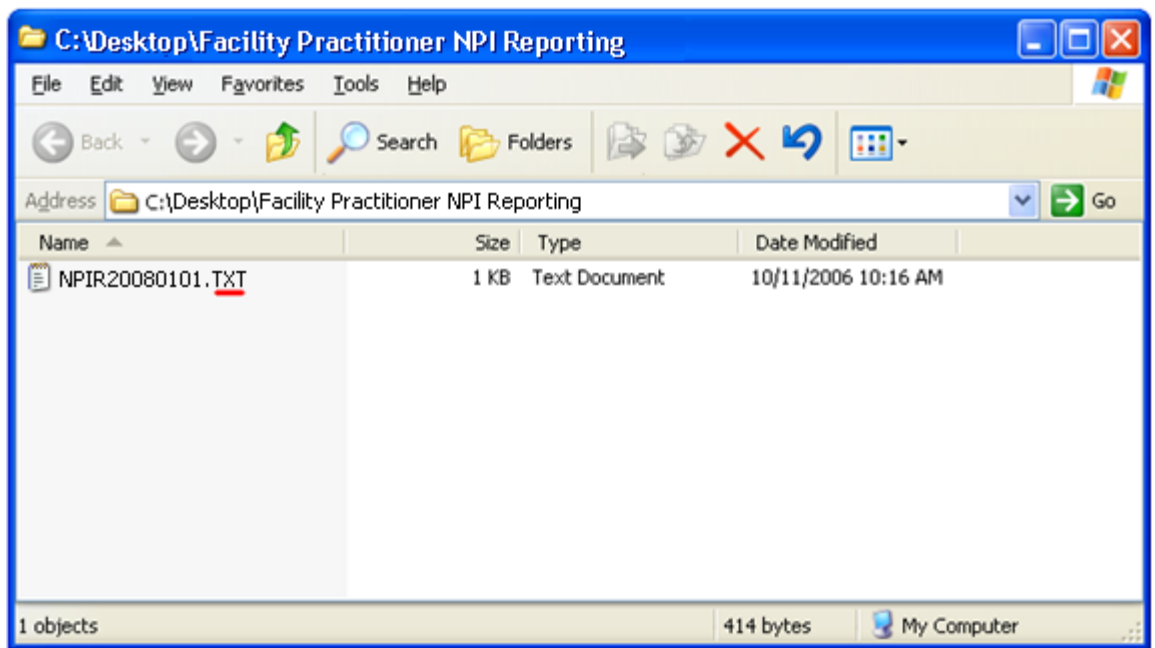
4.2   Renaming the .csv File to .txt

In order to transmit the file to eMedNY, change the file extension from **.csv** to **.txt**.
Follow these instructions to do so:

Open the folder '**Facility Practitioner NPI Reporting**' from your desktop.
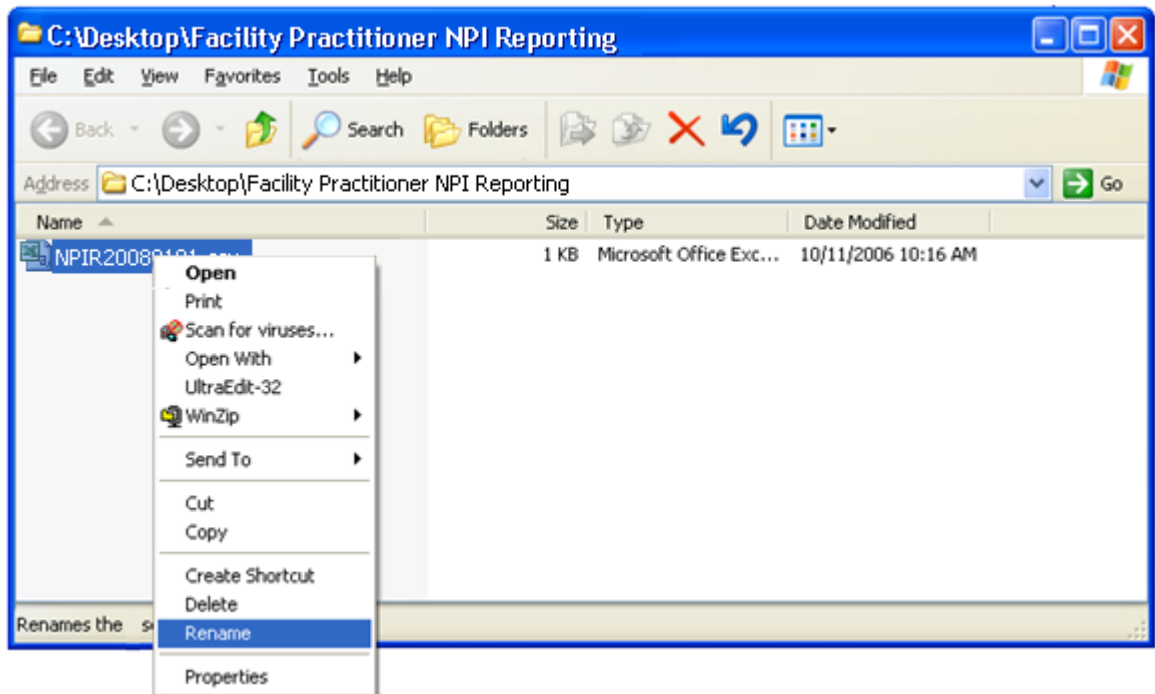
Right click on the file name and select **Rename**.

Remove the **.csv** extension and replace it with **.txt**.

4.3   Reformat .txt File to Make It Fixed Length

Since this should be a file containing fixed length fields, we do not need delimiters. Therefore we need to remove the delimiters (in this case **comma ', '**)

Open the **.txt** file.
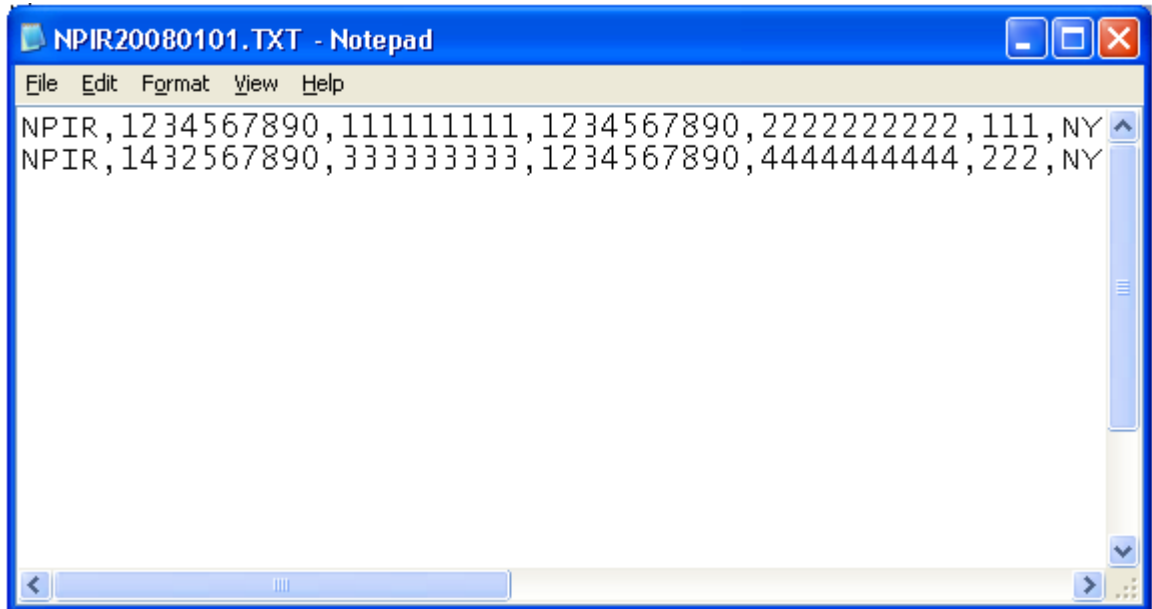
File should look similar to this.
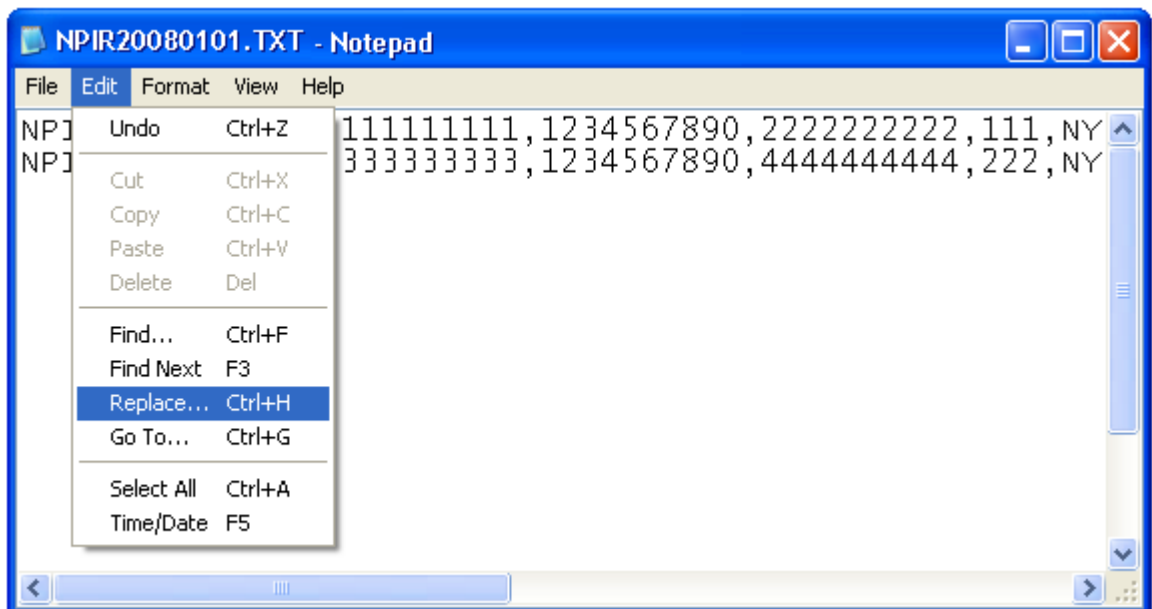
Select the **Edit** option and click **Replace**.
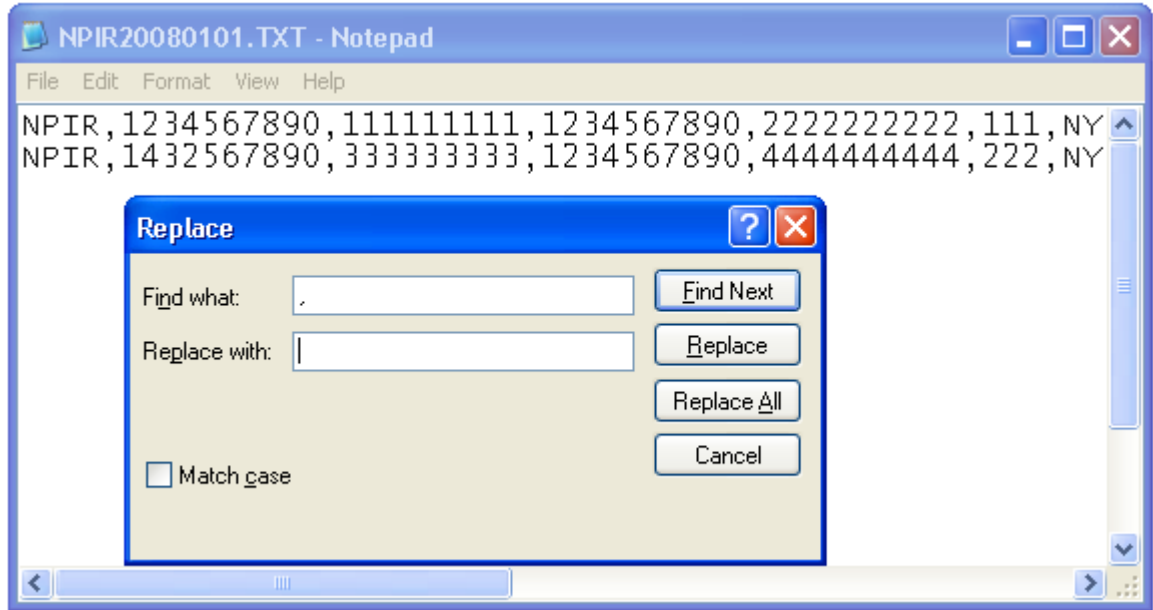
Enter **comma (' , ')** into field **'Find what'**.
Leave **'Replace with'** field blank.
Click '**Replace All**' button.
Click '**Cancel**' button.

Now your file should look like this (*with no commas*).

Verify that each record is **exactly 220 bytes**.

Click on **File** and then **Save**.

Click on **File** and then **Exit**.

5.0   TRANSMITTING THE BATCH FPR FILE

Once you have created your Batch FPR File, you may use any of the following batch transmission methods to submit the file to eMedNY:
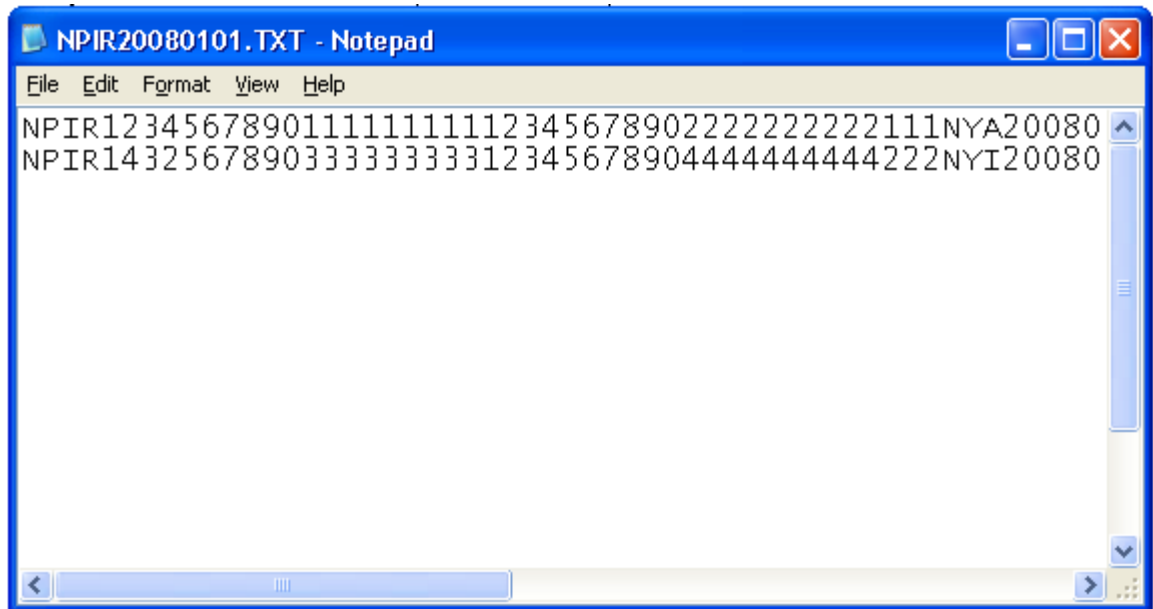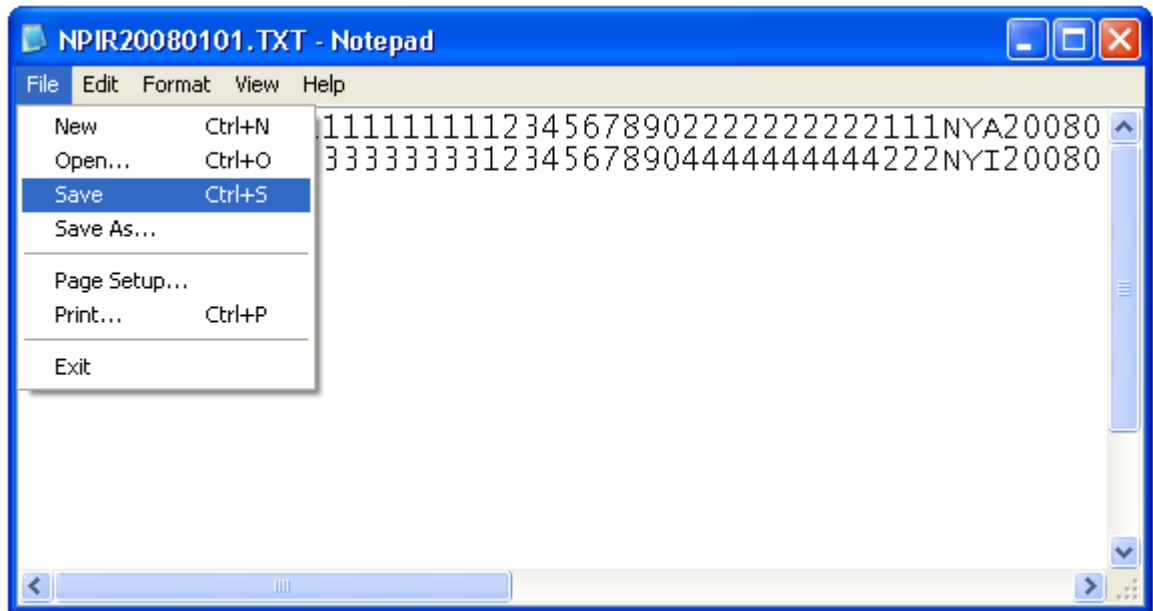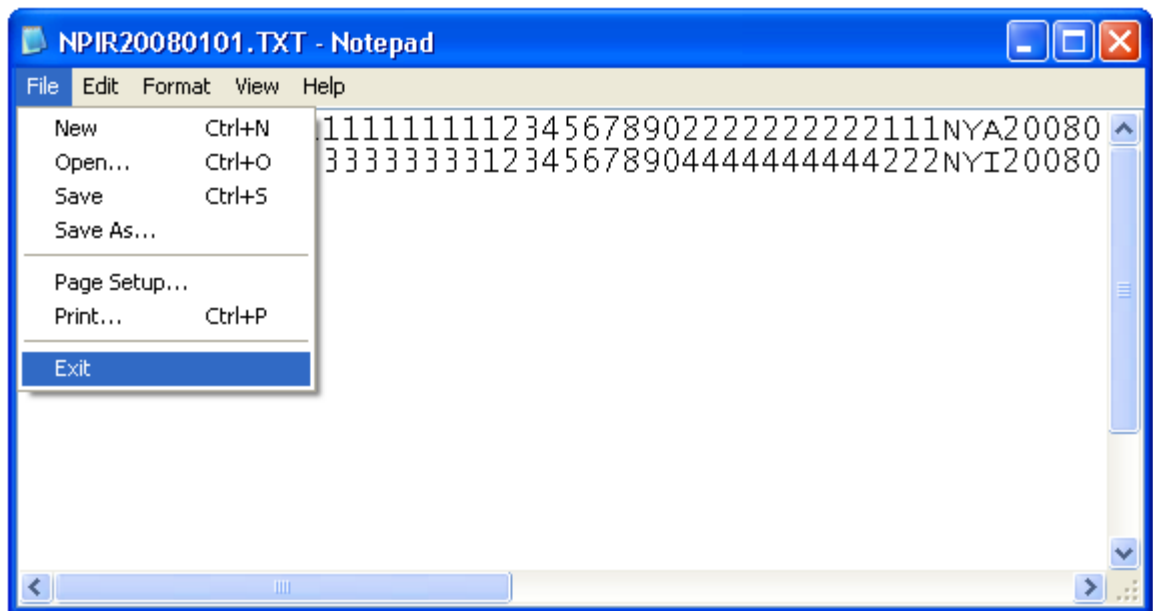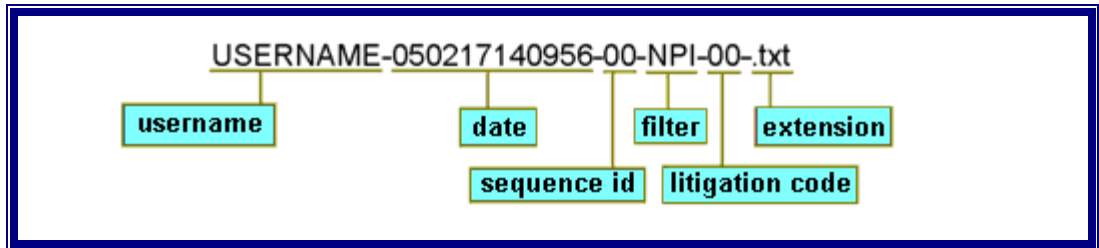- eMedNY eXchange
- FTP/VPN

You may use any of these methods provided you currently have a user account on one of these platforms.

5.1   FPR Batch Submission via eMedNY eXchange

Log on to eMedNY eXchange and go to the '**Send A Batch'** page.
A new "Batch Type" will be added to this page.
Select **"NPI for Facilities Affiliated Practitioners"** from Batch Type.
Browse or enter the path and file name to attach a file.
Press Send button.

Currently there are no restrictions on the naming convention of the file which you upload.
A new file name is assigned by eXchange, which will follow the following naming convention:

This is an automatically assigned file name and it will be displayed as such in your '**Sent Batches'** page.

If you have questions about eMedNY eXchange, please click here (*or see link below*) for FAQ's.
http://www.emedny.org/selfhelp/exchange/faq.html

5.2   FPR Batch Submission via FTP/VPN

As with any other file submissions via FTP/VPN, Zip the Batch FPR file and upload as usual.
Use the normal FTP naming convention for naming the Zip file.
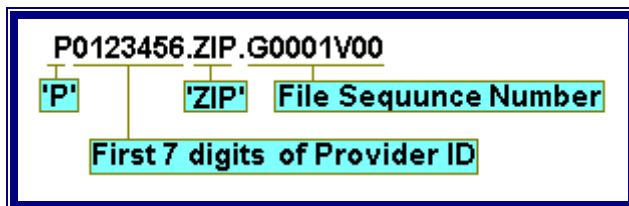
Note: You may name the FPR Batch file within the zip file anything you please. You may send only one FPR Batch file within each zip file.
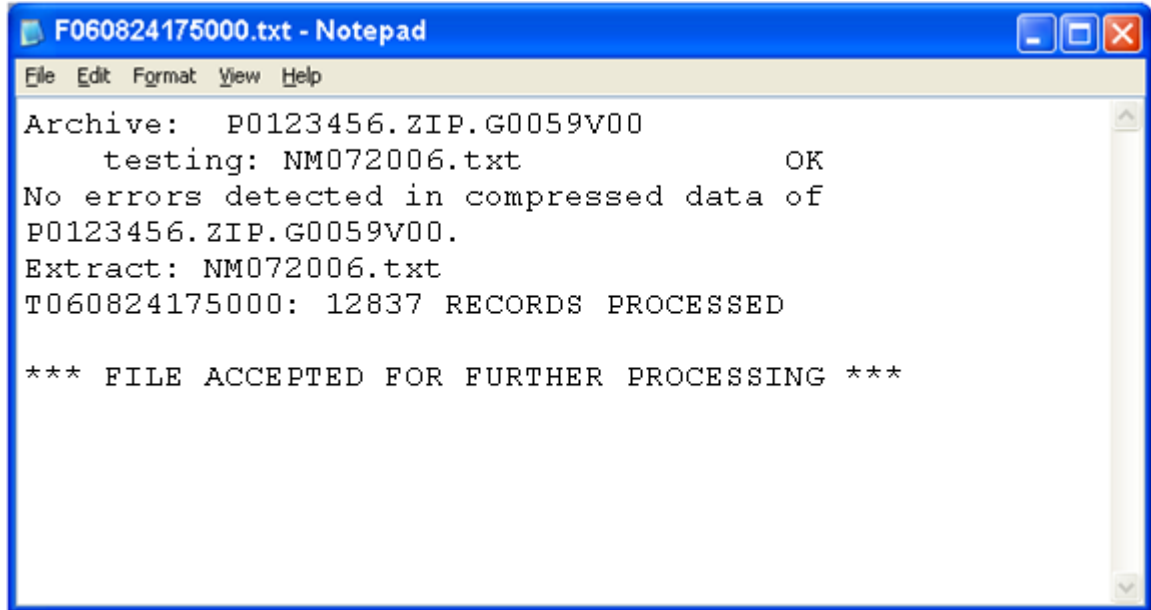
For assistance with submission via FTP, please click here (*or see link below*).
http://www.emedny.org/ProviderManuals/AllProviders/MEVS/MEVS_Batch_Auth/FTP Batch Instructions Manual.pdf

6.0   RESPONSE FILES
6.1   Front-End ('F') File

An 'F" file will be generated for all files submitted. File format and Record format errors will be detected by this Front-End response file. If there are no Front-End errors, you will receive a response "FILE ACCEPTED FOR FURTHER PROCESSING"

Example:
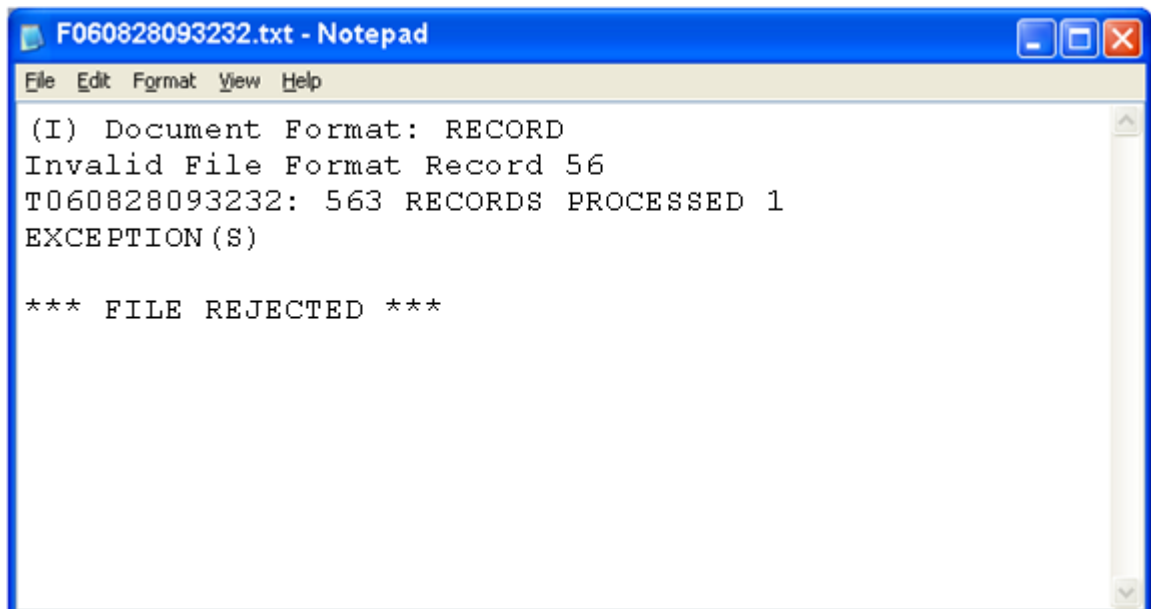
```
F060824175000.txt - Notepad
File  Edit  Format  View  Help

Archive:   P0123456.ZIP.G0059V00
     testing: NM072006.txt            OK
No errors detected in compressed data of
P0123456.ZIP.G0059V00.
Extract: NM072006.txt
T060824175000: 12837 RECORDS PROCESSED

*** FILE ACCEPTED FOR FURTHER PROCESSING ***
```

If there is a file format or record format error you will receive the following response "FILE REJECTED". In this case please review the error in the "F" file then correct and resubmit the file for further processing.

Example:

```
F060828093232.txt - Notepad
File  Edit  Format  View  Help

(I) Document Format: RECORD
Invalid File Format Record 56
T060828093232: 563 RECORDS PROCESSED 1
EXCEPTION(S)

*** FILE REJECTED ***
```

6.2   Acknowledgement/Reject File

An Acknowledgment/Reject File will be generated for all ACCEPTED (*see above* Section 6.1) FPR files. All possible errors for a given record will be reported in the Acknowledgement/Reject file for submitter identification, correction and associated balancing processes. For assistance with errors, please refer to the Error Message Matrix (*see below* Section 7.1).

Note that blank NPI, Licenses, or Profession Code fields will generate two errors. One error indicating that there is invalid content and another for "NPI (IND) /LIC/PROF CD BLANK".

If the facility NPI is invalid, the NPI must be verified or registered with Provider Enrollment or through the eMedNY website NPI Registration process.

Example of an Acknowledgment/Reject File:
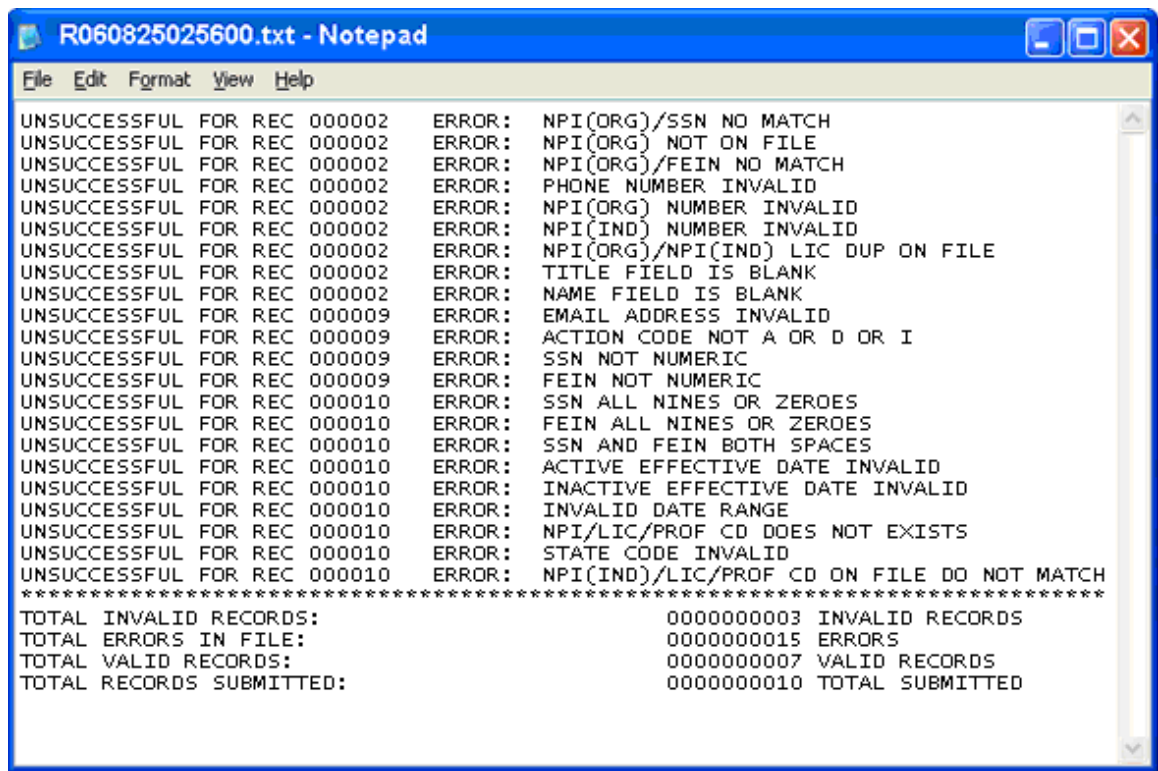
7.0   <u>APPENDIX</u>

7.1   <u>Error Message Matrix</u>

Error Message	Condition
NPI (FAC) NUMBER INVALID	NPI (Facility) does not pass check digit or is all 9's or 0's.
NPI (IND) NUMBER INVALID	NPI (Individual) does not pass check digit or is all 9's or 0's.
FEIN CONTAINSSPACES	FEIN contains spaces.
FEIN NOT NUMERIC	The FEIN contains alpha characters in the input file.
FEIN ALL NINES or ZEROS	FEIN in file contains all 9's or 0's.
STATE CODE INVALID	The State Code on input file is blank or is not a valid code.
PHONE NUMBER INVALID	Phone Number field on input file is blank or contains non-numeric values.
TITLE FIELD IS BLANK	Title Field on input file is blank.
NAME FIELD IS BLANK	Name Field on input file is blank.
EMAIL ADDRESS INVALID	Email address on input file is blank or does not pass the email validation routine.
INVALID LICENSE NUMBER	Profession Code submitted without a License Number or License number contains special characters.
INVALID PROFESSION CODE	License Number submitted without Profession Code or invalid Profession Code submitted.
NPI (IND) /LIC/PROF CD BLANK	The Individual NPI, License Number and Professional Code required.
ACTION CODE NOT A OR I	Action code is value other than A or I.
ACTIVE EFFECTIVE DATE INVALID	The Active Effective Date on input file is invalid. Must be in YYYYMMDD. The Action Code equals 'A' and the Active Effective Date is Blank.
ACTIVE EFFECTIVE DATE NOT ALLOWED	The Action Code equals 'I' and the Active Effective Date is entered.
INACTIVE EFFECTIVE DATE INVALID	The Inactive Effective Date on input file is invalid. Must be in YYYYMMDD format. The Action Code equals 'I' and the Inactive Effective Date is Blank.
INACTIVE EFFECTIVE DATE NOT ALLOWED	The Action Code equals 'A' and the Inactive Effective Date are entered.
OVERLAPS EXISTING IN ACTIVE PERIOD	The Action Code equals 'A' and the Active Effective date entered is prior to or during an active period that already exist on file.
ACTIVE RECORD ALREADY EXIST	The Action Code equals 'A' and the Inactive

Error Message	Condition
	Effective Date is equal to 12/31/9999 which indicates the record is still active.
INVALID DATE RANGE	The Action Code equals 'I', and Inactive Effective Date is prior to Active Effective Date on file.
RECORD ALREADY INACTIVE	The Action Code equals 'I' and Inactive Effective Date already on file does not equal 12/31/9999 which indicates the record is inactive.
NPI (FAC) NOT ON FILE	NPI (Facility) not on file.
NPI (FAC) / FEIN NO MATCH	NPI (Facility) and FEIN on file do not match what was sent in file; possible condition of all 9's or 0's in FEIN or NPI.
NPI (FAC) /NPI(IND) LIC DUP ON FILE	NPI (Facility) and NPI (Individual), License / Profession Code, Action Code, Active Effective Date and Inactive Effective Date are already on file.
NPI (IND)/LIC/PROF CD DOES NOT EXIST	In an update condition, if a record is sent in with an action code of 'I' to inactivate, a record must already exist on file with a status code of 'A'.
NPI (IND)/LIC/PROF CD ON FILE DO NOT MATCH	The submitted NPI (Individual) License number and Profession Code do not match what was found on the Provider License Table. (This edit will be bypassed for out-of-state non-enrolled Practitioners).

7.2   Profession Codes and Descriptions

PROFESSION DESCRIPTION	PROFESSION CODE
MEDICAL PHYSICIST DIAGNOSTIC RADIOLOGY	009
PRACTICAL NURSE	010
MEDICAL PHYSICIST MEDICAL HEALTH	011
MEDICAL PHYSICIST MEDICAL NUCLEAR	012
MEDICAL PHYSICIST THERAPEUTIC RADIOLOGY	013
PHARMACISTS	020
PHARMACIST 3 YEAR LICENSE	021
REGISTERED NURSE	022
PHYSICIANS ASSISTANT	023
SPECIALIST ASSISTANT	024
ACUPUNCTURE	025
MASSAGE THERAPY	027
MIDWIFE	028
NURSE PRACTITIONER/ADULT HEALTH	030
NURSE PRACTITIONER/COLLEGE HEALTH	031
NURSE PRACTITIONER/COMMUNITY	032
NURSE PRACTITIONER/FAMILY HEALTH	033
NURSE PRACTITIONER/GERONTOLOGY	034
NURSE PRACTITIONER/NEONATOLOGY	035
NURSE PRACTITIONER/OB-GYN	036
NURSE PRACTITIONER/ONCOLOGY	037
NURSE PRACTITIONER/PEDIATRICS	038
NURSE PRACTITIONER/PERINATOLOGY	039
NURSE PRACTITIONER/PSYCHIATRY	040
NURSE PRACTITIONER/SCHOOL HEALTH	041
NURSE PRACTITIONER/WOMEN'S HEALTH	042
NURSE PRACTITIONER/ACUTE CARE	043
NURSE PRACTITIONER/PALLIATIVE CARE	044
NURSE PRACTITIONER-HOLISTIC NURSING	045
NURSE PRACTITIONER-IN-ANESTHESIA	046
DIETETICS/NUTRITION	048
CERTIFIED DENTAL ASSISTANT	049
DENTAL SCHOOL/DENTIST	050
DENTIST HYGIENIST	051
RESPIRATORY THERAPIST	052
RESPIRATORY THERAPY TECHNICIAN	053
CONTACT LENS	054
OPTHALMIC DISPENSER	055
OPTOMETRISTS	056
AUDIOLOGY	057
SPEECH THERAPY	058
DENTISTRY LIMITED LICENSE	059

PROFESSION DESCRIPTION	PROFESSION CODE
PHYSICIANS	060
PHYSICIANS WITH LIMITED LICENSE	061
PHYSICAL THERAPIST	062
OCCUPATIONAL THERAPIST	063
OCCUPATIONAL THERAPY ASSISTANT	064
PODIATRIST	065
PHYSICAL THERAPIST ASSISTANT	066
PSYCHOLOGIST	068
DENTAL HYGIENE LIMITED LICENSE	069
CHIROPRACTOR/PORT-XRAY-SVC (QMB)	070
LICENSED MASTER SOCIAL WORKER	072
LICENSED CLINICAL SOCIAL WORKER	073
CLINICAL SOCIAL WORKER	080
DENTAL PARENTERAL CONSCIOUS SEDATION 081	081
DENTAL GENERAL ANESTHESIA	082
DENTAL ENTERAL CONSCIOUS SEDATION	083
DENTAL HYGIENE ANESTHESIA	084
DENTAL PARENTERAL CONSCIOUS SEDATION 088	088
DENTAL ANESTHESIA	089
PSYCHOTHERAPY VISITS	090
DRUGGIST	091