Facilities Practitioner’s NPI Reporting

Web Reference Guide

Version: 1.2

Publication: 01/15/2014
Trading Partner: eMedNY
Table of Contents

1.0 OVERVIEW ............................................................................................................ 3

2.0 FACILITIES AFFILIATED PRACTITIONERS NPI APPLICATION ........ 4
   2.1 Figure 1: Facility Affiliated Practitioner NPI Application ................................. 4
   2.2 Figure 2: Facility Confirmation Page ............................................................... 5

3.0 PREPARER’S EMAIL VERIFICATION .......................................................... 6
   3.1 Figure 3: Preparer's Email Verification Page ..................................................... 6
   3.2 Figure 4: Enter the Preparer Information ......................................................... 7
   3.3 Figure 5: Confirm the Preparers Information .................................................. 8

4.0 AFFILIATED PRACTITIONERS ................................................................. 9
   4.1 Figure 6: Affiliated Practitioner Page ............................................................... 9
   4.2 Figure 7: Add New Affiliated Practitioner Page ............................................. 10
   4.3 Figure 8: Thank You Page ............................................................................. 11

5.0 APPENDIX .......................................................................................................... 12
   5.1 Problems with submission ............................................................................. 12
1.0 OVERVIEW

The purpose of this document is to provide guidance for entities to record their affiliated practitioner’s NPI and License(s). The Facility Practitioner NPI Reporting Application was developed to allow for individual entries of these affiliations.

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

The Facilities Affiliated Practitioners NPI Application can be accessed by going 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.

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. The affiliation of Attending Providers with facilities enables 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.

Batch Reporting Available

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

For information on how to build a batch submission, please go to the Batch Manual located at: https://www.emedny.org/hipaa/NPI/Facility%20Practitioner%20NPI%20Reporting%20(Batch%20Instructions).pdf

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.

Note: For ePACES users, attending providers are referred to as servicing providers in ePACES.
2.0 FACILITIES AFFILIATED PRACTITIONERS NPI APPLICATION

2.1 Figure 1: Facility Affiliated Practitioner NPI Application

On the initial page, users will enter the number from the image displayed along with the valid Facility NPI and FEIN.

If any information is incorrect, an error will be displayed at the top of the page. If this occurs, the image verification number must be re-entered in addition to the corrected information.

Clicking ‘Enter’ displays the ‘Facility Confirmation’ page.

To remove all information that has been entered, click ‘Reset Form’.
2.2 Figure 2: Facility Confirmation

This page displays the NPI and name of the facility along with up to six Categories of Services.

In the event that the facility’s information is incorrect, the preparer should use the ‘click here’ link to access a help page which contains contact information for the eMedNY Call Center.

Clicking ‘Continue’ displays the ‘Preparer’s Email Verification’ page.
3.0 **PREPARER’S EMAIL VERIFICATION**

3.1 **Figure 3: Preparer's Email Verification Page**

The preparer should enter the email address where they can be contacted, if there are any questions.

If the email address entered does not have a valid format (i.e. User@domain.com), an error will be displayed at the top of the page.

Clicking ‘Continue’ will display either the ‘Preparer Information Entry’ page for new email addresses or ‘Preparer Confirmation’ page for registered email addresses.
3.2 **Figure 4: Preparer Information Entry Page**

This page pre-populates with the email address from the 'Preparer’s Email Verification’ page.

The user must enter the preparer’s name, title, and phone number (without hyphens).

All fields are required. The phone number and email address must have a valid format. Any errors are displayed at the top of the page.

Clicking ‘Continue’ will display the ‘Preparer Confirmation’ Page.
3.3 Figure 5: Preparers Confirmation Page

This page displays the information on file for the email address or from the ‘Preparer Information Entry’ page.

If any information is incorrect, click ‘Edit’ to change the information. This will display the ‘Preparer Information Entry’ page.

If all the information is correct, click ‘Continue’ to enter to the NPI and License information for affiliated Attending Providers.

The first time NPI and License information for a facility NPI is added, the ‘Add New Affiliated Practitioner’ page will be displayed.

Once information has been added, the ‘Affiliated Practitioner’ page which shows all facility affiliated Attending providers will be displayed.
4.0 AFFILIATED PRACTITIONERS

4.1 Figure 6: Affiliated Practitioner Page

This page displays Attending Provider NPI and License information for this facility NPI.

Facilities with multiple NPIs must maintain a separate roster for each facility NPI.

Attending providers included in the claims must be affiliated with the facility NPI on the claim’s date of service. If the affiliation effective start and inactive date for the Attending Provider are not inclusive of the date of service, the claim will be denied.

To add new Attending providers, click ‘Add’ and the ‘Add New Affiliated Practitioner’ page will be displayed.

To deactivate an Attending Provider’s affiliation, enter the Effective Inactive Date and click ‘Save’.

To delete an affiliation, check the Delete box next to the entry to be deleted and click ‘Save’. Be careful since deleting removes all evidence that the Attending Provider was ever affiliated with the facility. To maintain a record that an Attending Provider was affiliated for a period of time, deactivate the Attending Provider’s affiliation, do not delete it. Claims with affiliated Attending Providers that have been deleted, instead of deactivated will be denied. If errors are made in the NPI, License numbers, effective start or inactive dates, the Attending Provider’s affiliation must be deleted and re-entered. This is to insure that all prior effective date ranges for the Attending Providers are maintained.

When all necessary changes have been made, click ‘Save’ then ‘Finish’.

![Affiliated Practitioner Page](image-url)
4.2 **Figure 7: Add New Affiliated Practitioner Page**

For each Attending Provider, enter the NPI, License Number, Profession Code, State, and Effective Start Date. For Attending Providers that are active, leave the Effective Inactive Date blank. For Attending Providers that are inactive at the time of entry, the Effective Inactive Date can be entered. *Note: The profession code indicates the profession of the provider (e.g. Physician is 060).*

The NPI must be the individual NPI of Attending Provider. Please be sure that the NPI does not reflect a physician’s group or other organization.

Clicking ‘Save’ validates the information entered on the page. If all information is correct, it is saved and a blank entry page is displayed so additional Attending Providers’ information can be entered. If there is an error when the NPI is validated, it will be displayed at the bottom of the page. Note that blank NPIs or Licenses will generate two errors. One error indicating that there is invalid content and another that the field is blank.

The effective dates are checked to ensure logical dates are entered. An error is displayed if an invalid date is entered.

If the license was issued by NYS, the license number is validated. If that license number does not exist on the NYS Education Department files, an error will be displayed.

Once the information has been entered and saved, use the ’Affiliated Practitioner’ page to add an inactive date or delete erroneous entries.

Clicking ‘Clear’ removes all information entered on the page. Clicking ‘View List’ will display the ‘Affiliated Practitioner’ page. Clicking ‘Finish’ will display the ‘Thank You’ page.
4.3 Figure 8: Thank You Page

When the entry process is complete, you may exit the application.

If additional attending provider NPI information needs to be entered, you may proceed to the ‘Facility Affiliated Practitioner NPI Application’ page by clicking on the word here on the following screen.
### APPENDIX

#### 5.1 Problems with submission

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ The information you provided to New York State Medicaid Program is incorrect. Please enter the information again.</td>
<td>NPI or Federal Taxpayer Number was entered incorrectly</td>
</tr>
<tr>
<td>✗ The number you have entered does not match the image. Please try again.</td>
<td>Image verification number was entered incorrectly</td>
</tr>
<tr>
<td>✗ Another failed attempt will return you to the eMedNY home page.</td>
<td>Image verification number, NPI or Federal Taxpayer Number was entered incorrectly the second time</td>
</tr>
<tr>
<td>✗ Required field left blank</td>
<td>Required field is blank</td>
</tr>
<tr>
<td>✗ Email fields entered do not match.</td>
<td>Email verification doesn’t match email addresses</td>
</tr>
<tr>
<td>✗ Please enter a valid 10 digit phone number.</td>
<td>Invalid entry in phone number</td>
</tr>
<tr>
<td>✗ Unable to update the system with the supplied information.</td>
<td>Invalid email address</td>
</tr>
<tr>
<td>✗ Invalid NPI entered, verify the 10 position NPI you entered and try again.</td>
<td>Invalid NPI entered</td>
</tr>
<tr>
<td>✗ Invalid license number. Check the format and reenter.</td>
<td>Invalid License number entered</td>
</tr>
<tr>
<td>✗ Incorrect Effective Start Date entered. Check the format (MM/DD/YY) and reenter. The date cannot be 12/31/9999.</td>
<td>Effective Start Date entered was invalid</td>
</tr>
<tr>
<td>✗ License and Profession code and State code combination is not the same that is on the NYS Medicaid License database file. Check the combination and reenter</td>
<td>Combination entered was not found on file</td>
</tr>
<tr>
<td>✗ Incorrect Effective Inactive Date entered. Check the format (MM/DD/YYYY) and reenter. The date cannot be 12/31/9999.</td>
<td>Incorrect Effective Inactive date entered</td>
</tr>
<tr>
<td>✗ Press the Save button to complete the add transaction. Otherwise, click the Clear button first.</td>
<td>Finish or the View list button was clicked after making changes to information without saving the changes</td>
</tr>
</tbody>
</table>