

# **NPI BATCH REGISTRATION**

## **Reference Guide**

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## 1.0 **OVERVIEW**

The National Provider Identification (NPI) number is currently mandated for use in place of the New York Medicaid Identification number on May 23, 2007. With very few exceptions, New York State Providers and Organizations submitting Medicaid transactions to eMedNY will be required to comply.

This document contains instructions to register batch NPI information with NYS Medicaid via eMedNY Exchange, FTP, and VPN from providers and organizations that have a NYS Medicaid provider ID Number. Preparers will not be able to edit the NPI number once it has been successfully entered. If you have any questions or concerns regarding Batch NPI Registration, or for assistance, please contact eMedNY Provider Services at **1-800-343-9000**.

*Note: Currently, providers and organizations can utilize the NPI registration option available on [www.eMedNY.org](http://www.eMedNY.org). Once on the eMedNY website, click the button labeled “[Enter NPI](#)”. When using the web based NPI registration method, each NPI number must be registered individually.*

*The batch NPI registration method (described in this guide), has been developed to accommodate providers and organizations, that have a large quantity of NPI numbers to register with NYS Medicaid. Batch NPI registration method is available as of January 18<sup>th</sup>, 2007. If you are qualified and have not applied for an NPI, please visit our [website](#) for additional information.*

## 2.0 INPUT FILE SPECIFICATIONS

Each record in the NPI Batch Registration file must be of fixed length (196 bytes). Carriage Return and/or Line Feed need to be included at the end of each record. When entering information in fields 106-108, you must space fill the remainder of each field, if the information you entered does not meet the required length specified below.

Fld #	Field Name	Format	Length	Position	Req	Value/Comments
101	Identifier	A/N	4	1-4	R	Identifier field must contain 'NPIB'
102	Provider Identifier	A/N	8	5-12	R	Current 8 digit NYS Medicaid Provider Identification number (MMIS ID)
103	NPI Identifier	A/N	10	13-22	R	National Provider Identification (NPI), which you are registering/deleting.
104	Social Security Number (SSN)	A/N	9	23-31	S	If field 104 is populated, space fill field 105. If both fields are sent, SSN (field 104) will be used.
105	Federal Employer Identification Number (FEIN)	A/N	9	32-40	S	If field 105 is populated, space fill field 104. If both fields are sent, SSN (field 104) will be used.
106	Preparer's Name	A/N	50	41-90	R	Preparers first name, middle initial and last name
107	Preparer's Title	A/N	20	91-110	R	This field must not be blank
108	Preparer's email	A/N	75	111-185	R	This field must contain a valid email address
109	Preparer's Phone Number	A/N	10	186-195	R	Enter area code and phone number only. No hyphens or parenthesis. Format should be as follow : '8005551212'
110	Action Code	A/N	1	196	R	'A' to add record. 'D' to delete record.

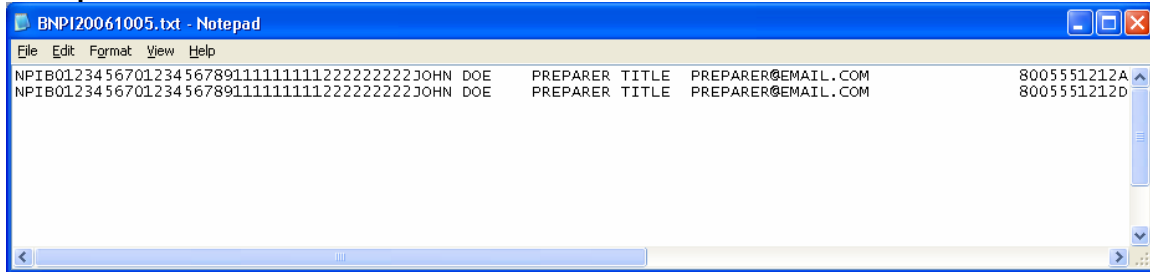
All fields must be populated with the exception of SSN (Field 104) and FEIN (Field 105), of which at least one should be present. SSN/FEIN fields **must not** contain all zeros (0's) or all nines (9's).

### 3.0 CREATE FILE IN NOTEPAD

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

**Remember:** Each record in this file must be 196 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**

If you plan to create the file in 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:

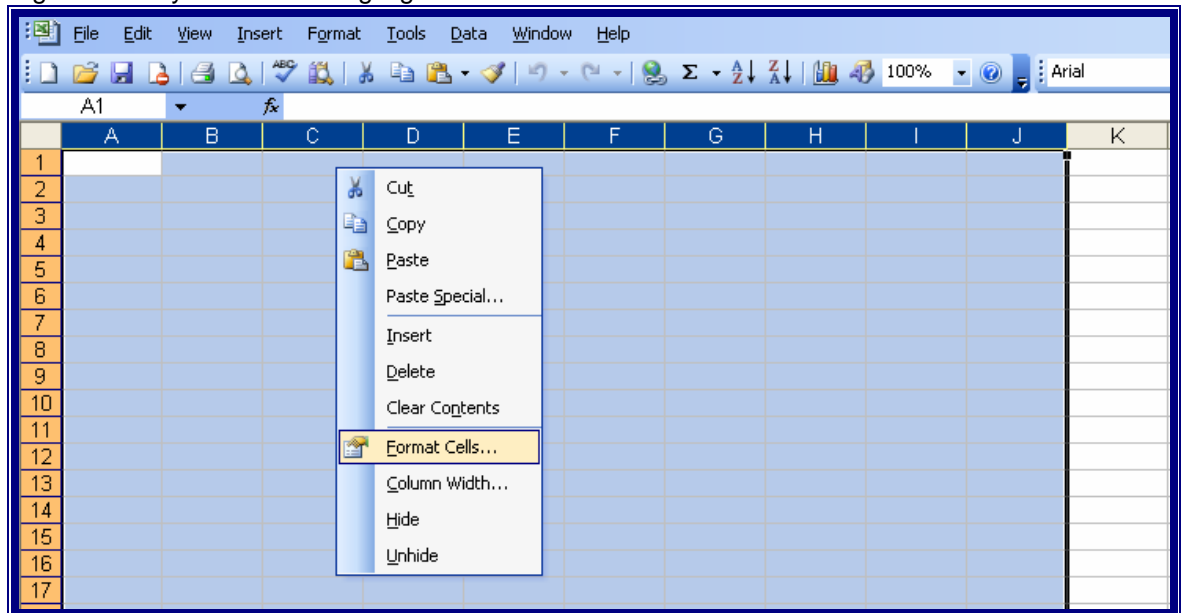
By default Windows List Separator is set to a comma. If you are planning on creating your NPI file in excel, then we need to remove the comma to make it a fixed length file. In order to do this, follow these instructions:

*Note: All images in this section were created in MS Office Excel 2003. Your options may differ, if you use a different version of MS Excel or an OS other than Windows XP.*

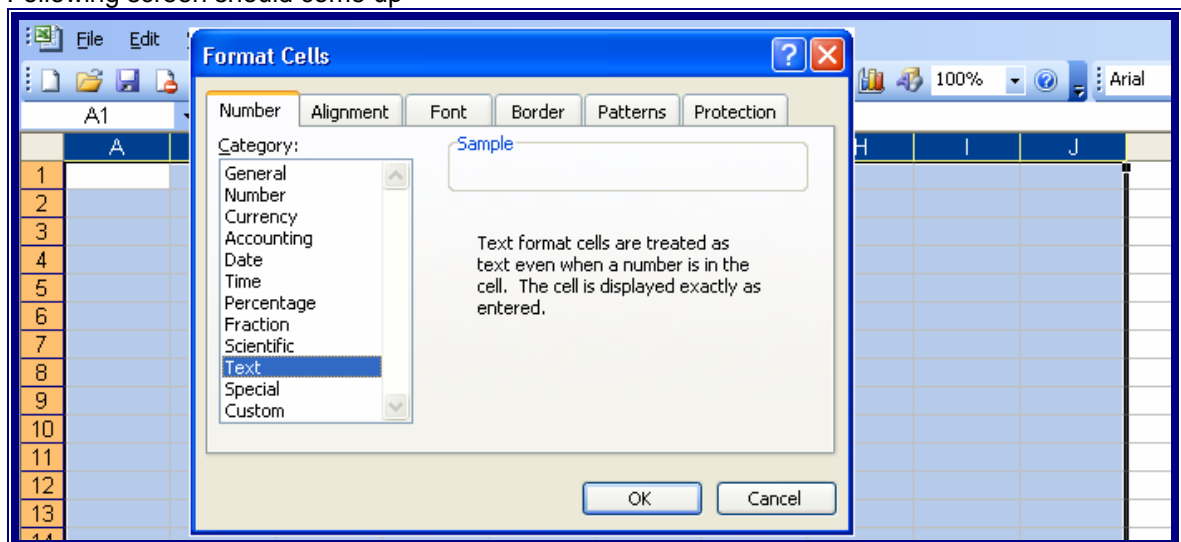
### 4.1 Create a batch NPI File in excel

Open a new excel document and select Columns A through J (All Rows)

Right Click anywhere in the highlighted area and select '**Format Cells...**'



Following screen should come up



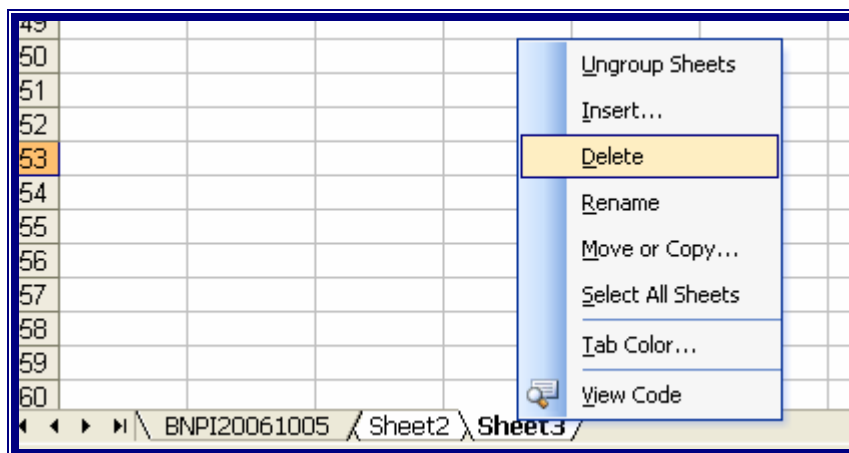
Select '**Text**' from **Number Tab** under **Category**:

Click **OK** button

	A	B	C	D	E	F	G	H	I	J
1	NPIB	01234567	0123456789	111111111	222222222	JOHN DOE	PREPARER TITLE	PREPARER@EMAIL.COM	8005551212	A
2	NPIB	01234567	0123456789	111111111	222222222	JOHN DOE	PREPARER TITLE	PREPARER@EMAIL.COM	8005551212	D
3										

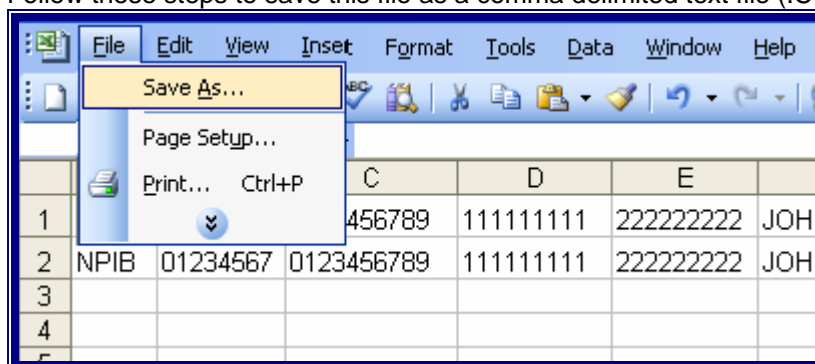
Now begin entering the data, starting from cell A1

*Note: After entering the data for fields 105, 106 and 107 ([Input File Specifications](#)), please remember to space fill appropriately, in order to meet the required field lengths*



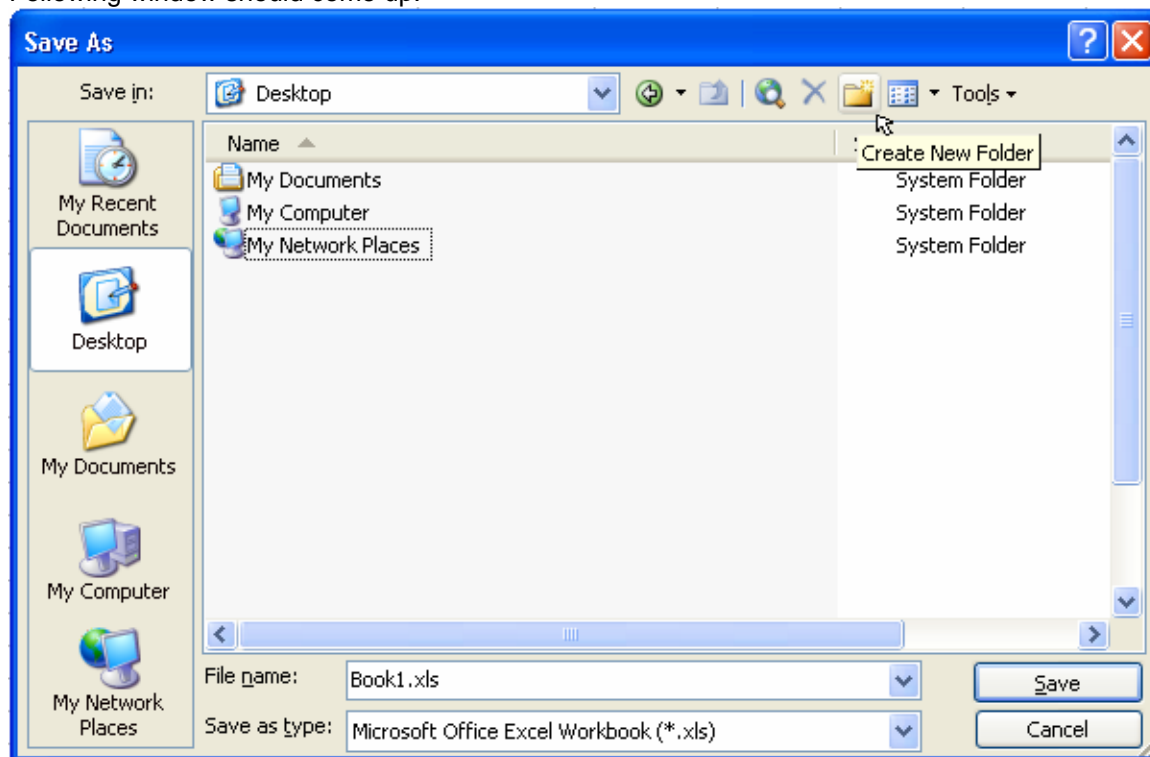
Delete any excess worksheets such as Sheet2 and Sheet3 here. When converting the file into a .csv format, excel can only have one worksheet.

Follow these steps to save this file as a comma delimited text file (.CSV):

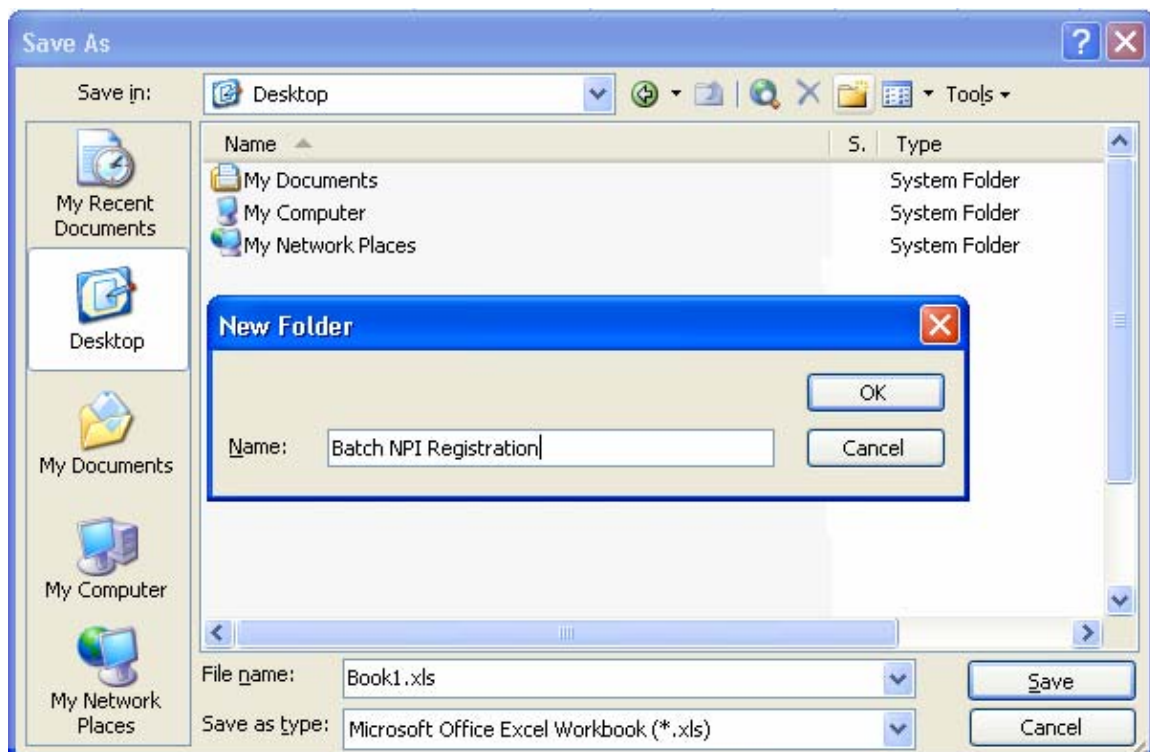


Click on **File** and then **Save As**

Following window should come up:

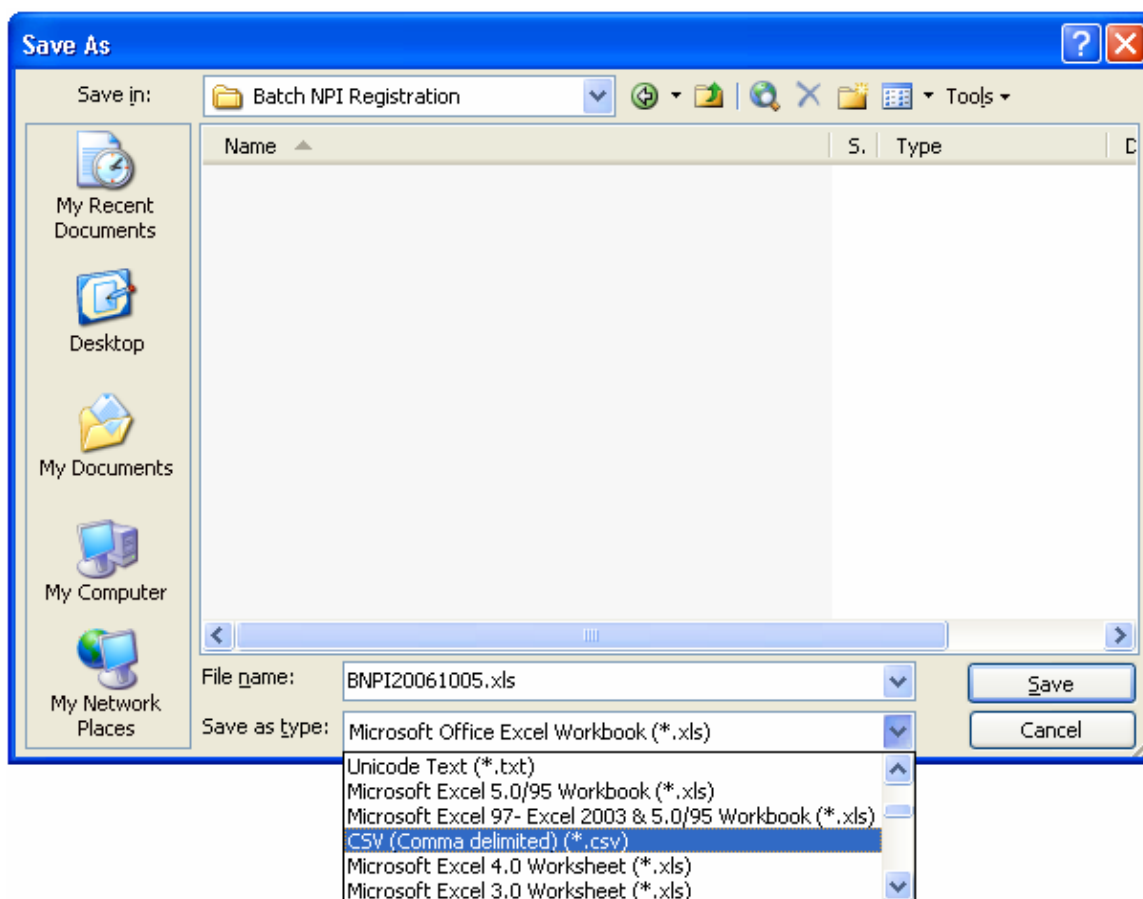


Click on **Create new folder** button



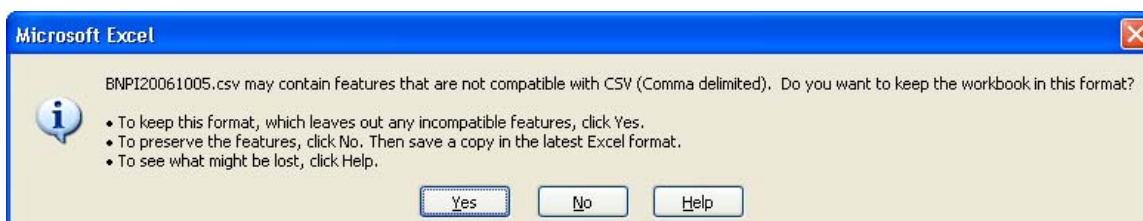
Type in the Folder name in New Folder window  
Click **OK**.



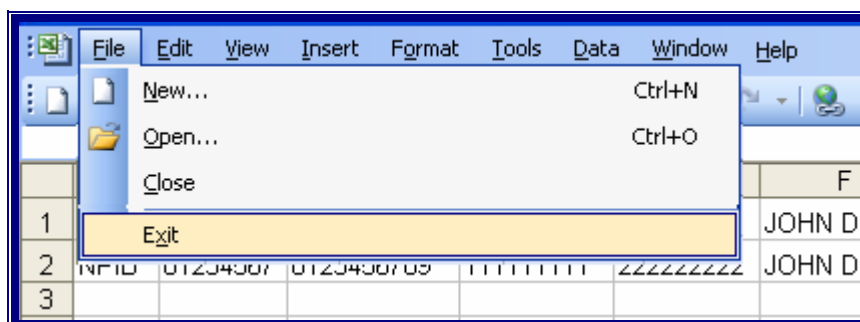


Enter a File name

Click on the drop down box next to **Save as type** and select '**CSV (Comma delimited) (\*.csv)**'. Press **Save**.



Click **Yes**



If you are done entering all the data, Click **File** and **Exit**

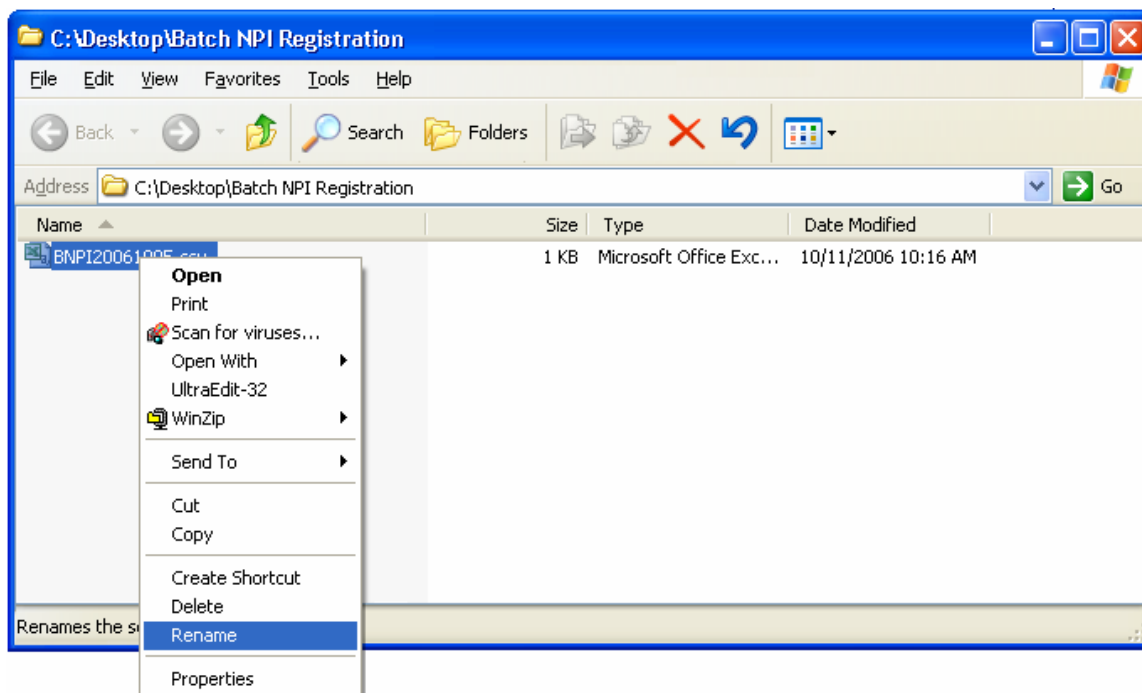
Excel may ask you to save the file again when you try to exit. Click **Yes** to all.

## 4.2 Renaming the .csv File to .txt

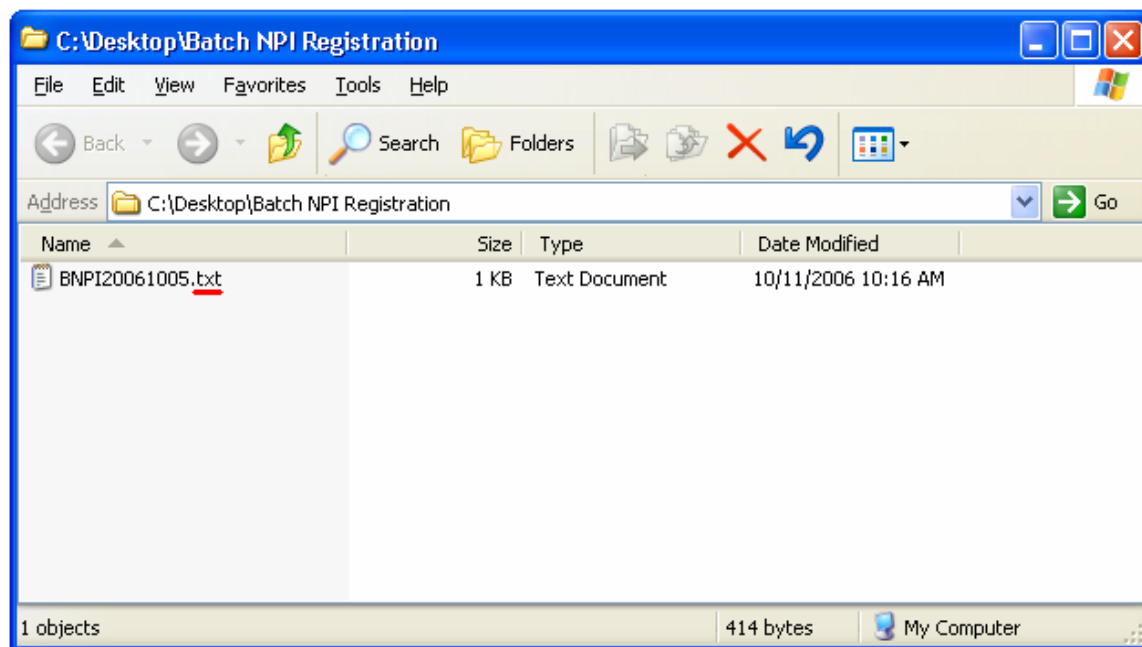
In order for you to transmit the file to eMedNY, you will need to change the file extension from **.csv** to **.txt**

Follow these instructions to do so:

Open the folder '**Batch NPI Registration**' from your desktop



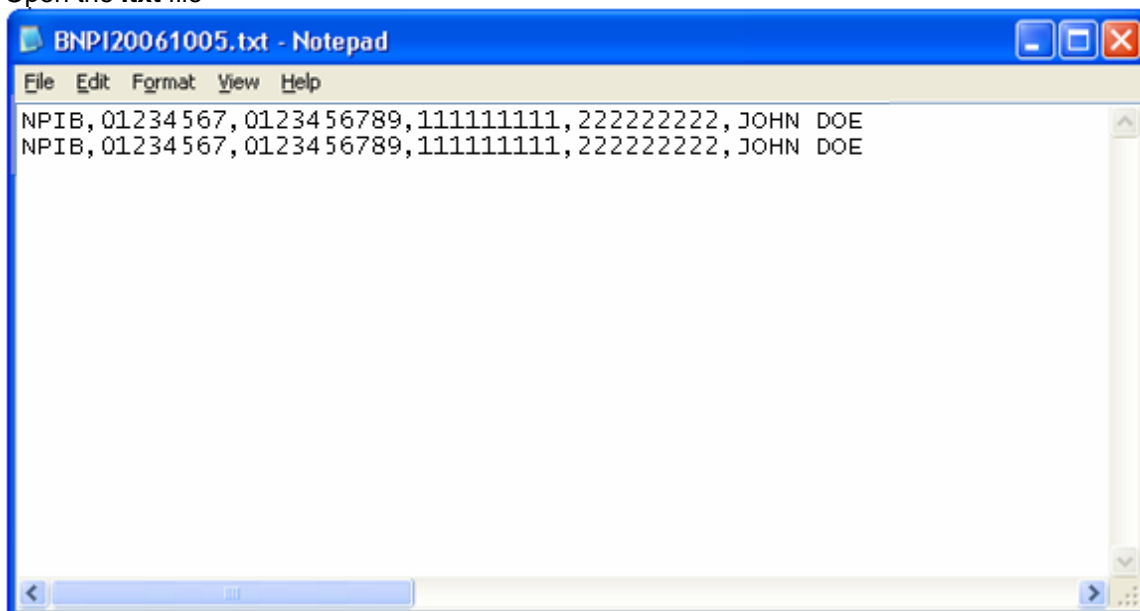
Right click on the file name and select **Rename**



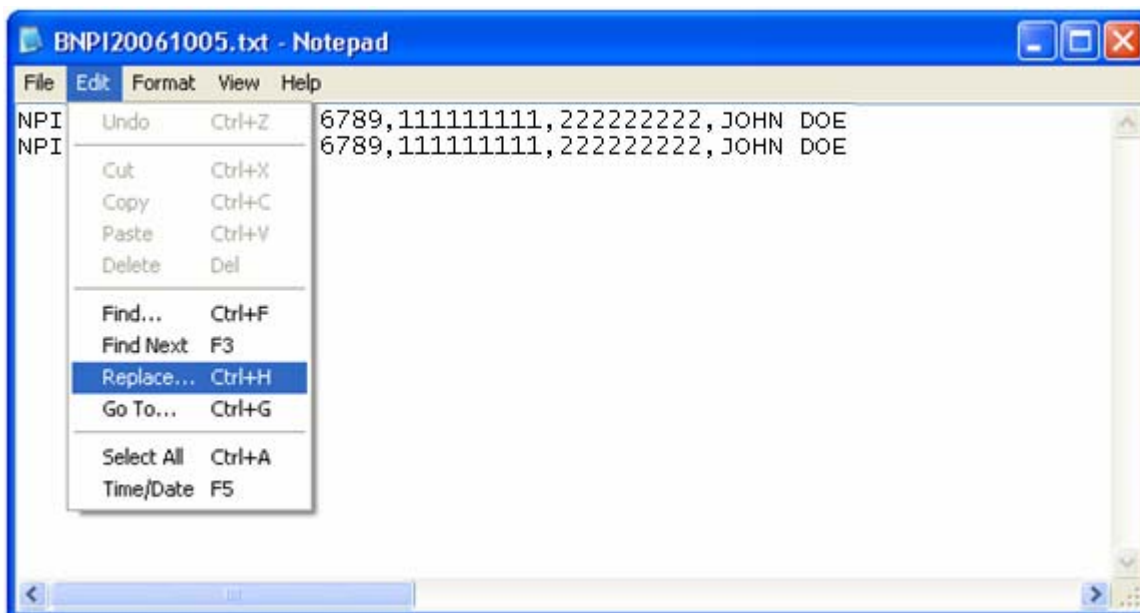
#### 4.3 Remove the .csv extension and replace it with .txt Reformat .txt File to Make It Fixed Length

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** ', ')

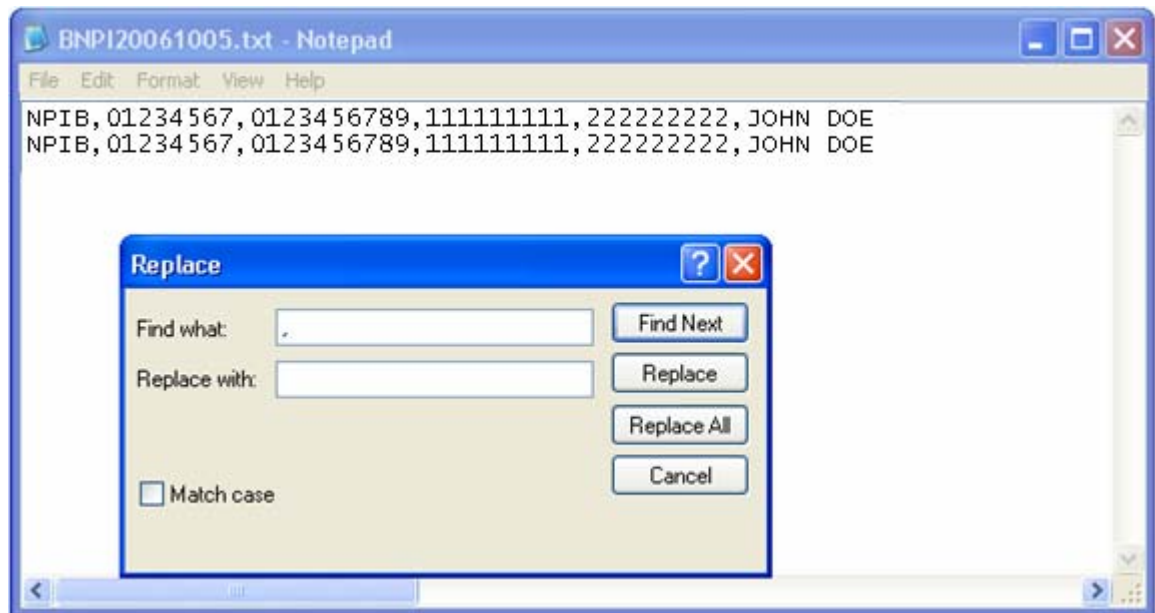
Open the .txt file



File should look similar to this.



Select the **Edit** option and click **Replace**



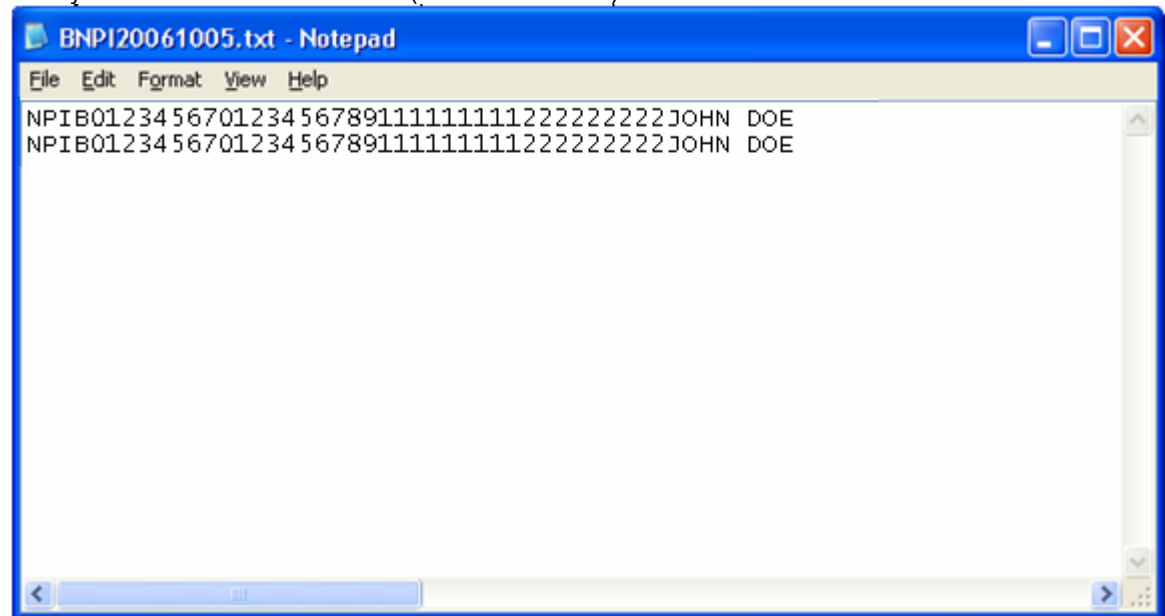
Enter **comma ( , )** into field 'Find what'

Leave 'Replace with' field blank

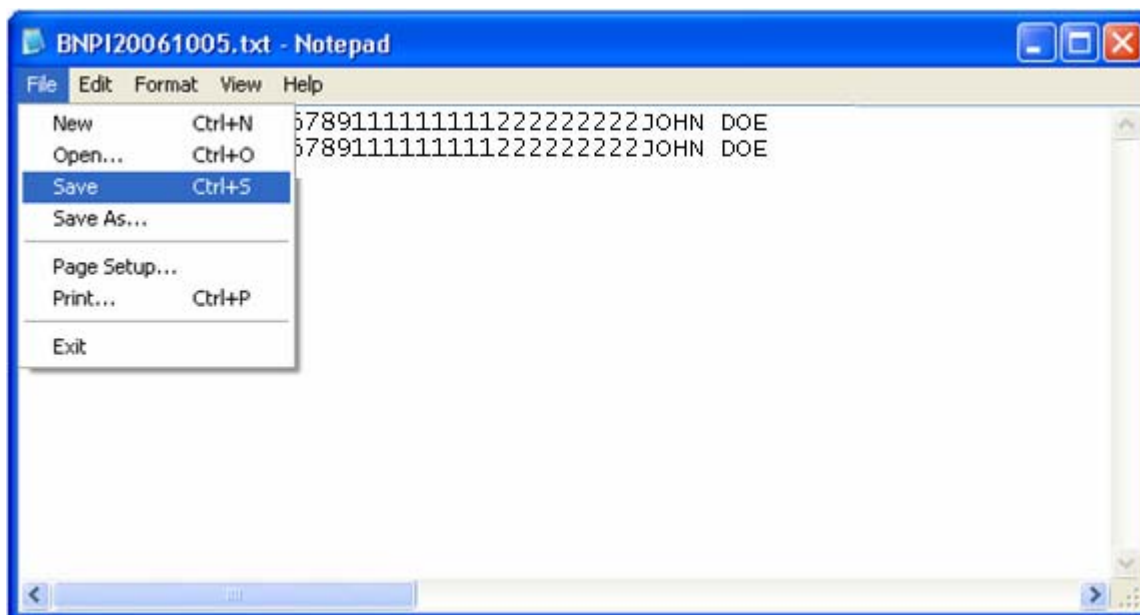
Click 'Replace All' button

Click 'Cancel' button

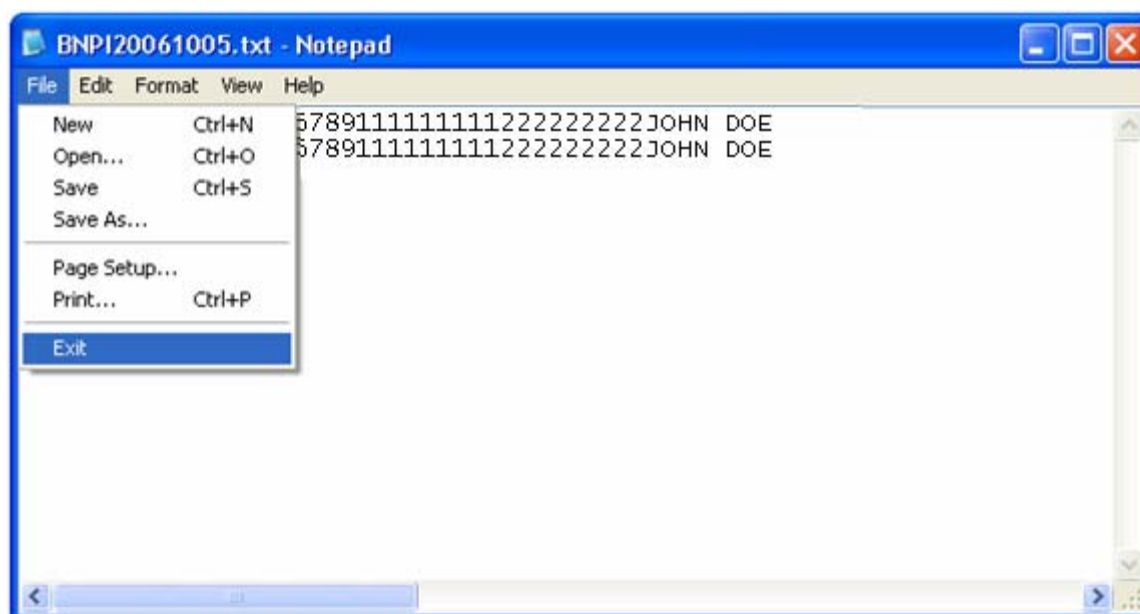
Now your file should look like this (*with no commas*)



Verify that each record is **exactly 196 bytes**.



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



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

## 5.0 TRANSMITTING THE BATCH NPI FILE

Once you have created your Batch NPI 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 NPI Batch Registration 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.

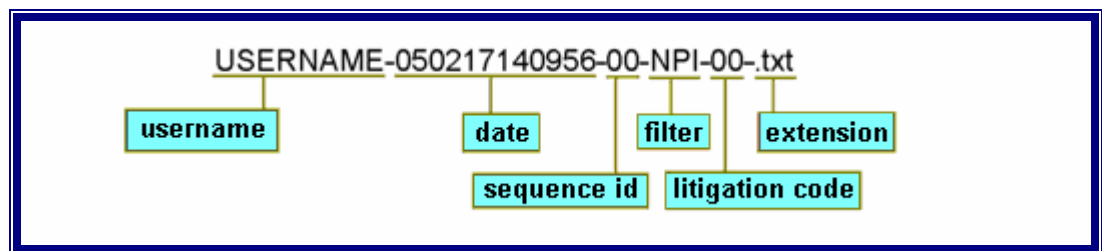
Select “**NPI**” from Batch Type.

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:

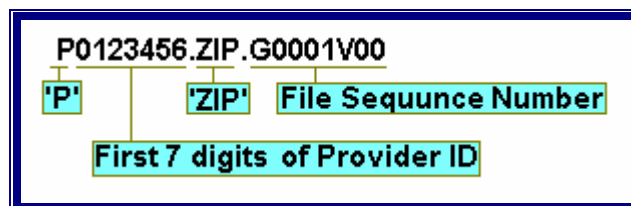


This is an automatically assigned file name and it will be displayed as such in your ‘**Sent Batches**’ page.

If you have question about eMedNY eXchange, please click [here](#) for FAQ's.

### 5.2 NPI Batch Registration via FTP/VPN

As with any other file submissions via FTP/VPN, Zip the Batch NPI file and upload as usual. Use the normal FTP naming convention for naming the Zip file.



Note: You may name the NPI Batch file within the zip file anything you please. You may send only one NPI Batch file within each zip file.

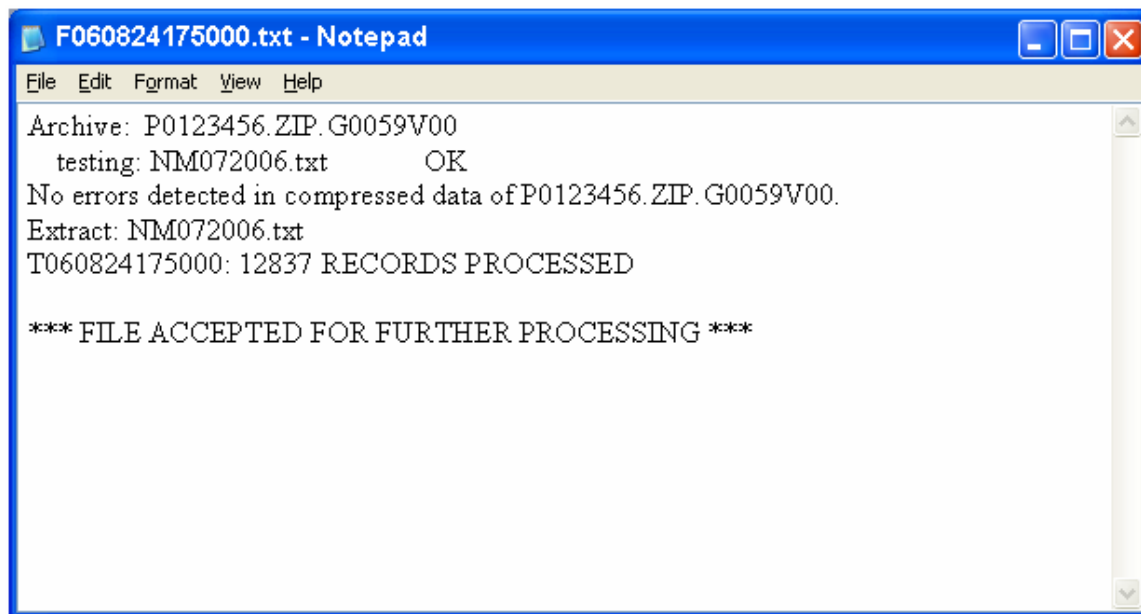
For assistance with submission via FTP, please click [here](#).

## 6.0 RESPONSE FILES

### 6.1 Front-End ('F') File

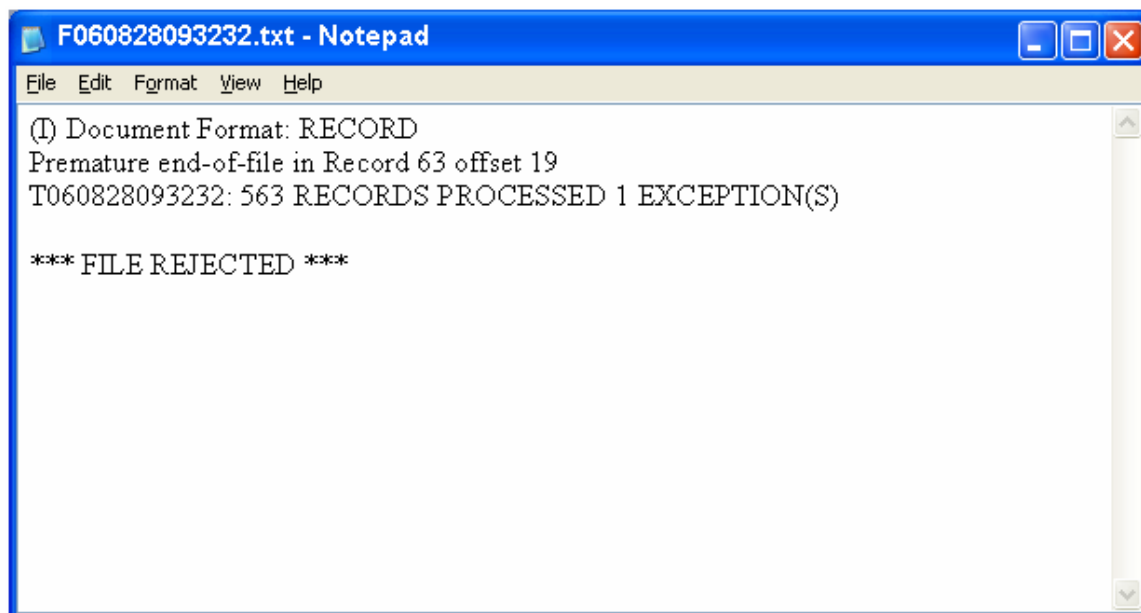
An 'F' file will be generated for all files submitted. File format and Record format errors will be detected by this Front-End response file. If there are no Front-End errors, you will receive a response "FILE ACCEPTED FOR FURTHER PROCESSING"

Example:



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.

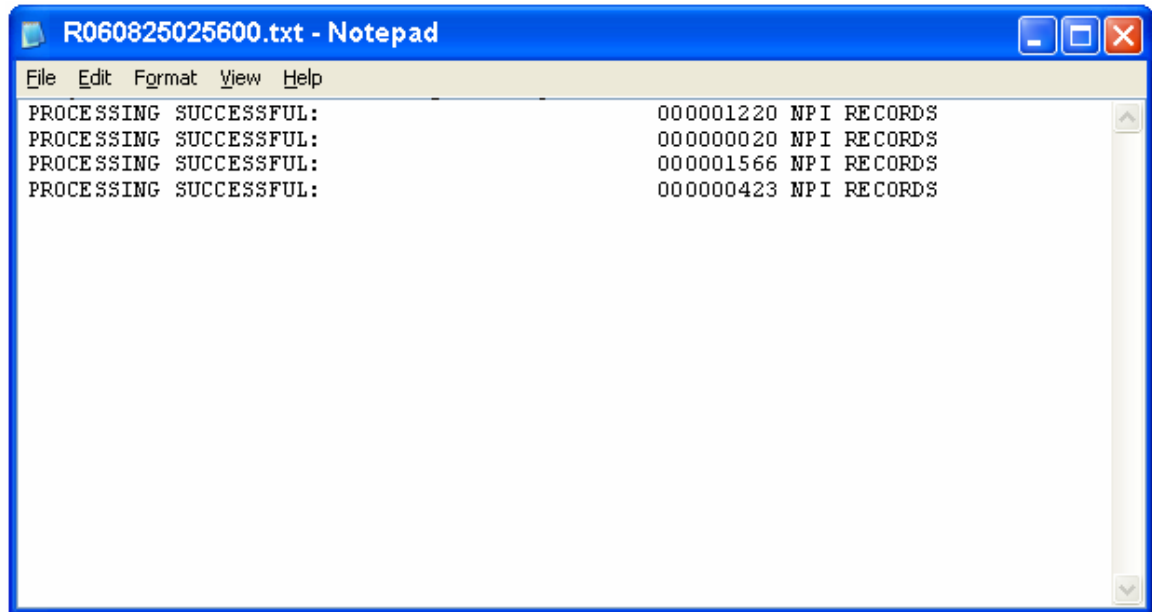
Example:



## 6.2 Acknowledgement/Reject File

An Acknowledgment/Reject File will be generated for all valid and invalid records. All possible errors for a given record will be reported in the reject file for submitter identification and correction. NPI information editing that result in a record rejection will cause the entire file to be rejected.

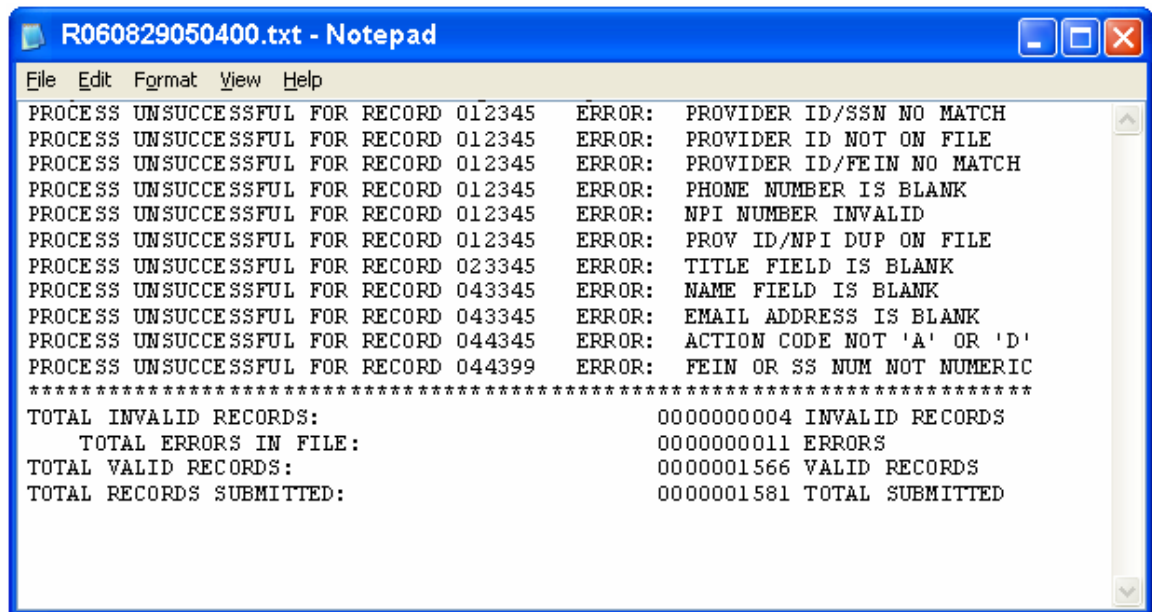
### Example of a successful Acknowledgment/Reject File:



```

R060825025600.txt - Notepad
File Edit Format View Help
PROCESSING SUCCESSFUL:                000001220 NPI RECORDS
PROCESSING SUCCESSFUL:                000000020 NPI RECORDS
PROCESSING SUCCESSFUL:                000001566 NPI RECORDS
PROCESSING SUCCESSFUL:                000000423 NPI RECORDS
  
```

### Example of an unsuccessful Acknowledgment/Reject File:



```

R060829050400.txt - Notepad
File Edit Format View Help
PROCESS UNSUCCESSFUL FOR RECORD 012345  ERROR: PROVIDER ID/SSN NO MATCH
PROCESS UNSUCCESSFUL FOR RECORD 012345  ERROR: PROVIDER ID NOT ON FILE
PROCESS UNSUCCESSFUL FOR RECORD 012345  ERROR: PROVIDER ID/FEIN NO MATCH
PROCESS UNSUCCESSFUL FOR RECORD 012345  ERROR: PHONE NUMBER IS BLANK
PROCESS UNSUCCESSFUL FOR RECORD 012345  ERROR: NPI NUMBER INVALID
PROCESS UNSUCCESSFUL FOR RECORD 012345  ERROR: PROV ID/NPI DUP ON FILE
PROCESS UNSUCCESSFUL FOR RECORD 023345  ERROR: TITLE FIELD IS BLANK
PROCESS UNSUCCESSFUL FOR RECORD 043345  ERROR: NAME FIELD IS BLANK
PROCESS UNSUCCESSFUL FOR RECORD 043345  ERROR: EMAIL ADDRESS IS BLANK
PROCESS UNSUCCESSFUL FOR RECORD 044345  ERROR: ACTION CODE NOT 'A' OR 'D'
PROCESS UNSUCCESSFUL FOR RECORD 044399  ERROR: FEIN OR SS NUM NOT NUMERIC
*****
TOTAL INVALID RECORDS:                0000000004 INVALID RECORDS
TOTAL ERRORS IN FILE:                0000000011 ERRORS
TOTAL VALID RECORDS:                0000001566 VALID RECORDS
TOTAL RECORDS SUBMITTED:            0000001581 TOTAL SUBMITTED
  
```