



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER NO. 691

March 14, 2008

To: Iowa Medicaid Providers (Excluding Individual CDAC)
From: Iowa Department of Human Services, Iowa Medicaid Enterprise
Subject: Reminder of NPI Billing Deadline
Effective: Immediately

Only two months remain until all claims will be required to be submitted with the National Provider Identifier (NPI). *To avoid a disruption in cash flow, please ensure your office has taken the following steps:*

1. **Get your NPI:** to register for NPI number(s) go to the NPPES site: <https://nppes.cms.hhs.gov> . The NPPES site will instruct on how to obtain NPI; questions or requests for a paper NPI application call: 1-800-465-3203 or e-mail: customerservice@npienumerator.com.
2. **Share your NPI:** All providers must share the NPI with IME. IME is not obtaining NPI directly from NPPES, so it is every provider's responsibility to take this step. To date, 91% of all Medicaid legacy numbers have an NPI assigned.

If you are among the remaining 9% of providers who have not yet shared your NPI with IME, the IME has established the Iowa NPI Verification Tool (NPIV) to collect NPI from providers. Providers login to a secured website by confirming an active Iowa Medicaid number and the associated Tax ID (or Social Security Number). Simply go to the address below to begin the process: <https://www.imeservices.org> . For questions or problems contact IME Provider Services, and ask to speak with an NPI representative: 1-800-338-7909 option 2 (locally 515-725-1004 option 2) or e-mail NPISupport@dhs.state.ia.us. Providers not able to access this site may request a paper verification form.

3. **Use your NPI:** the IME has accepted NPI on all claims since early 2007. However, IME has continued to accept "legacy" Iowa Medicaid provider numbers for providers operating under a contingency plan. **On May 23, 2008 NPI, and NPI only, will be required on all health care claims. NPI became required on all institutional claims effective January 1, 2008.**

Special note for providers expecting claims to crossover automatically from Medicare:
Now is the time to ensure that your cross-over claims will continue to process after May 23, 2008. To minimize the impact of any issues, please ensure that you have verified with Medicaid and Medicare the same billing and treating NPIs so that claims cross over automatically and the need for completion of paper claims is minimized. This can be especially problematic if you have recently formed a group with Iowa Medicaid, or have a group with Medicare, but not with Medicaid. If you have any questions regarding your structure or how your cross-over claims are being processed, please contact NPI support at 1-800-338-7909 option 2 (locally 515-725-1004 option 2) or e-mail NPISupport@dhs.state.ia.us.