

GUILFORD CENTER PROVIDER NUMBER SUMMARY INSTRUCTIONS

In order to electronically bill IPRS and Medicaid claims; it is **mandatory** that the Guilford Center submit claims with the required fields that are listed on the attached provider number summary sheet(s) that you are receiving. Attached are individual provider number summary sheets for each physical location that you have registered with The Guilford Center. The top section of the form is simply your organization's name and a physical address. The second section on the form is a data collection form to place all of the required fields that we need to report billing for this agency/location. This is the section where we need your help to enter some mandatory fields that you have been assigned either by DMA or NPPES.

Internal Guilford Numbers:

The first three fields will be completed by Guilford Center staff. These are numbers that we generate in house to identify your organization. **HSIS-EXT number, MSO number, and IPRS number.** Additionally the **ISTAT Number** will be assigned by the Division of Mental Health.

NPI and Taxonomy Numbers

The second set of numbers on the form will be NPI numbers 1 through 4 and Taxonomy numbers 1-4. Please give us the information that you have received from NPESS. Please list each NPI and taxonomy number that you have for the physical address shown on the form(s). If you choose not to subpart or only have 1 NPI number for all of your locations, please list the NPI and taxonomy number on each of the forms you are receiving. If you elected to subpart, again, simply place the NPI number or numbers on the form(s) which are associated with the physical location that we are sending to you. For those of you who have not requested a NPI number, we have listed some basic information about the NPI number, below in order to determine whether or not you are an atypical provider.

Background Information

The NPI is a unique identification number for covered **health care providers**. Covered health care providers and all health plans and health care clearinghouses will use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). If you provide health care, you must obtain an NPI number. Here is the definition of a health care provider:

Health Care

45 CFR § Subtitle A 160.103 Definitions

Health care means care, services, or supplies related to the health of an individual.

Health care includes, but is not limited to, the following:

- (1) Preventive, diagnostic, therapeutic, rehabilitative, maintenance, or palliative care, and counseling, service, assessment, or procedure with respect to the physical or mental condition, or functional status, of an individual or that affects the structure or function of the body; and**
- (2) Sale or dispensing of a drug, device, equipment, or other item in accordance with a prescription.**

45 CFR § Subtitle A 160.103 Definitions

Health care provider means a provider of services (as defined in section 1861(u) of the Social Security Act [SSA], 42 U.S.C. 1395x(u)), a provider of medical or health services

(as defined in section 1861(s) of the SSA, 42 U.S.C. 1395x(s)), and any other person or organization who furnishes, bills, or is paid for health care in the normal course of business.

If you do not provide health care services, you are considered to be an ATYPICAL PROVIDER, and would not need to apply for an NPI number.

If you feel you meet the definition of an ATYPICAL PROVIDER, and are not going to obtain an NPI number; please write on the attached summary form(s) ATYPICAL for each location sheet that is atypical. The Guilford Center must register your locations with the Division of Mental Health as being atypical.

DMA would like to remind all providers that an NPI number must be supplied for every Medicaid number. If you are an endorsed provider, you must submit an NPI for the Core number and each service level number, i.e. the ones with the alpha-suffix. It maybe that it is the same number, but Medicaid will not make that assumption. Each association must be submitted to DMA. Please do this as quickly as possible.

If providers currently have both group and attending provider numbers, how many NPI numbers are required?

- N.C. Medicaid recommends that providers obtain an NPI for each Medicaid provider number used today.

TAXONOMY NUMBERS

Background information:

As part of the NPI application process, health professionals are required to list a “taxonomy code” or codes. A taxonomy code is a 10-digit alphanumeric identifier used to describe your health care practice and the services you provide.

Which taxonomy code is appropriate for providers to use?

Taxonomy codes and their descriptions are listed on the Washington Publishing Company website: <http://www.wpc-edi.com/taxonomy>. The provider must determine which taxonomy to use.

For each location provider number sheet that you are receiving; please enter the taxonomy number from your NPPEs email or letter that is associated with your NPI numbers. There is room on the form to list up to 4 taxonomy numbers.

CORE ENDORSED NUMBER AND ENDORSED SUFFIXES

If you are a Medicaid endorsed provider, who has an IPRS contract with us, we need your Medicaid Core Number and the suffix(s) of the endorsed services that you are providing at the physical location that is on the top of your sheet(s). Please place this information on the provider summary sheet that you have received. The Guilford Center has to register each physical location in IPRS, using your Core number and the suffix for each service.

Background information about Core Medicaid provider numbers

The provider will be issued a CORE Medicaid provider number to use as a billing provider number by DMA. As the provider enrolls for each service they wish to provide, they will be

issued an additional service specific attending provider number, which is the core number + the suffix.

Residential Core Number:

If you are Medicaid residential provider and have an IPRS contract with us, to serve an IPRS funded client; please enter your **residential** Medicaid billing number on the summary form:

Federal Tax ID Number: If this number is not on the sheet(s); simply fill this required field in. Again, this is a required field when we register providers in IPRS.

