



ISSUE DATE  April 16, 2018	EFFECTIVE DATE  April 27, 2018	NUMBER  99-18-06
SUBJECT  Update to Submission of Claims that Require the National Provider Identifier (NPI) of a Medical Assistance Enrolled Ordering, Referring or Prescribing Provider	BY   Sally A. Kozak, Acting Deputy Secretary Office of Medical Assistance Programs	

**IMPORTANT REMINDER:** All providers must revalidate their MA enrollment every 5 years. Providers should log into PROMISE to check their revalidation date and submit a revalidation application at least 60 days prior. Enrollment (revalidation) applications may be found at [http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S\\_001994](http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S_001994).

**PURPOSE:**

The purpose of this bulletin is to update the provider types requiring a National Provider Identifier (NPI) for an ordering, referring or prescribing provider who is enrolled in the Medical Assistance (MA) Program in order to obtain payment.

**SCOPE:**

This bulletin applies to all providers enrolled in the MA Program who submit claims for items or services in the Fee-for-Service delivery system, including the School-Based ACCESS Program and home and community-based waiver programs. Providers rendering services in the managed care delivery system should address any billing and payment related questions to the appropriate MA managed care organization.

**BACKGROUND:**

In MA Bulletin 99-16-07, titled “Enrollment of Ordering, Referring and Prescribing Providers”, issued and effective April 1, 2016, the Department of Human Services (Department) informed providers of the implementation of the federal requirement for enrollment of ordering, referring, or prescribing providers in the MA Program. This bulletin also advised providers that when a claim is submitted for payment, the Department will use the NPI of the ordering, referring, or prescribing provider included on the claim to validate the provider’s enrollment in the MA Program and if the NPI of the ordering, referring or prescribing provider is not enrolled in the MA Program, the claim for payment will be denied.

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

The appropriate toll free number for your provider type

Visit the Office of Medical Assistance Programs Web site at  
<http://www.dhs.pa.gov/provider/healthcaremedicalassistance/index.htm>

On January, 30, 2017, the Department issued MA Bulletin 99-17-02, titled “Submission of Claims that Require the National Provider Identifier (NPI) of a Medical Assistance Enrolled Ordering, Referring or Prescribing Provider”, to advise MA providers of the provider types and services that must have the NPI of a MA enrolled ordering, referring or prescribing provider on their claim forms to receive MA payment. The bulletin also instructed providers to reference their PROMISe™ provider handbooks and billing guides for further directions on including the NPI of a MA enrolled provider on submitted claims.

### **DISCUSSION:**

The billing providers identified by provider type below, in addition to those identified in MA Bulletin 99-17-02, must check the PROMISe™ provider billing guides to determine which claims for services submitted by their provider type and specialty combination require a MA enrolled ordering, referring or prescribing provider’s NPI on the claim.

- Provider Type 23 – Nutritionist
- Provider Type 52 – Community Residential Rehabilitation
- Provider Type 54 – Intermediate Service Organization
- Provider Type 55 – Vendor
- Provider Type 56 – Non JCHCO Accredited Residential Treatment Facility

If the claim requires the NPI of an ordering, referring or prescribing practitioner, but is submitted without the NPI field populated or the NPI on the claim does not match a NPI of an enrolled MA provider, the billing provider’s claim will be denied.

### **PROCEDURE:**

Providers are to reference their PROMISe™ provider handbooks and billing guides for further directions on including the NPI of a MA enrolled provider who ordered, referred or prescribed the item or service on the claim. The PROMISe™ provider handbooks and billing guides instruct providers, by provider type or provider type and specialty, where to populate the NPI of the ordering, referring or prescribing MA enrolled provider on the claim for the different claim types (professional, institutional, paper or electronic).

Billing providers may check the Provider Portal Lookup Function in PROMISe™ to determine if the provider who ordered, referred or prescribed the service is enrolled in the MA Program. The Provider Portal Lookup Function can be accessed after a MA enrolled provider has logged into PROMISe™.

### **REFERENCES:**

- PROMISe™ Provider Handbooks and Billing Guides – <http://www.dhs.pa.gov/publications/forproviders/promiseproviderhandbooksandbillingguides/index.htm>

- Provider Quick Tip 155, titled “Announcing the New Medical Assistance (MA) Enrolled Provider Portal Lookup Function.” Providers may view this Quick Tip by accessing the Department’s website at:  
[http://www.dhs.state.pa.us/cs/groups/webcontent/documents/communication/p\\_034770.pdf](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/communication/p_034770.pdf).