

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
HEALTH AND RECOVERY SERVICES ADMINISTRATION  
Olympia, Washington**

**To:** All Providers \*

**Memorandum No: 07-14**

**Issued:** April 9, 2007

**From:** Douglas Porter, Assistant Secretary  
Health and Recovery Services  
Administration (HRSA)

**For information, contact:**

800.562.3022

<http://maa.dshs.wa.gov/providrone/>

**Subject: REPORT YOUR FEDERALLY REQUIRED NPI NUMBERS TO DSHS**

**ATTENTION PROVIDERS!** You must submit your NPI (National Provider Identifier) numbers to DSHS **no later than August 17, 2007 to help ensure uninterrupted Medicaid payments.** This memorandum tells you how you can submit your NPI numbers.

### **Who needs to complete this activity?**

Providers currently paid through the Medicaid Management Information System (MMIS) need to complete this activity. This includes payments from DSHS that are currently:

- Billed using standard claim forms (UB, dental or 1500 Claim Form);
- Billed through WaMedWeb or WinASAP; or
- Submitted through HIPAA batch transactions.

### **Why does DSHS need my NPI numbers?**

DSHS is developing a new payment system named ProviderOne. This activity allows us to link your NPI numbers to your current DSHS (Medicaid) Provider numbers, and any DSHS (Medicaid) Provider numbers you've used in the past. This will keep your claims history intact.

**If you don't complete the reporting process by August 17, 2007, DSHS will consolidate your DSHS (Medicaid) Provider numbers into one record for each Tax ID Number. This will result in a single payment and remittance advice sent to a single location through ProviderOne.** Reporting your NPI numbers will assure that payments continue to be sent to the correct location once ProviderOne begins processing claims.

As stated in Numbered Memorandum 06-81, published on October 6, 2006, both the NPI and current DSHS (Medicaid) Provider number are required on all claims submitted to DSHS beginning May 23, 2007. Because DSHS has no way to capture the NPI information from your claims in the current payment system, **you must submit your NPI numbers to DSHS.**

\* Pharmacy Providers who submit claims through the Point-of-Sale System only do not need to report NPI numbers through this process. DSHS will capture pharmacy providers' NPI numbers through a separate process.

## **How do I report my NPI numbers to DSHS?**

DSHS has provided detailed instructions for submitting your NPI numbers at:

<http://maa.dshs.wa.gov/ProviderOne/providers.htm>

**Note:** If you don't have access to the internet, call DSHS at 800.562.3022  
(Select **option 2**, then **option 5**)

## **What information do I need when submitting my NPI numbers?**

When submitting your NPI numbers, you will need to have the following information available:

- NPI numbers;
- Tax Identification Number (TIN) or Social Security Number (SSN); and
- DSHS (Medicaid) Provider Numbers.