

# Denti-Cal Bulletin



VOLUME 23, NUMBER 28 P.O. BOX 15609 SACRAMENTO, CALIFORNIA 95852-0609 JULY 2007

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) National Provider Identifier (NPI)**

The attached NPI Informational Flowchart has been developed to assist Denti-Cal providers in obtaining and registering NPIs.

We hope this flowchart will be helpful to you and your staff. Please contact the Denti-Cal Telephone Service Center at (800) 423-0507 if you have any questions.

# NPI Informational Flowchart

# 1

## How Many NPIs Should I Get?

### Sole Proprietor

Sole Proprietors can only receive one NPI (Entity Type 1) from NPPES regardless if the provider has multiple service office locations. The NPI will replace both the billing (B12345-01, B12345-02, etc.) and rendering (D12345) Denti-Cal provider numbers.

### Corporations/Group Practices

Corporations/Group Practices are eligible for an Entity Type 2 NPI. Corporations/Group Practices with multiple service office locations may also receive "subpart" NPIs. When providers request subpart NPIs, each service office location will receive its own, separate NPI. The NPIs will replace all billing Denti-Cal provider numbers (B12345-01, B12345-02, B12345-03, etc.).

However, there are many Corporations/Group Practices which are owned by providers who also render services to beneficiaries. Such providers are to receive 2 NPIs, an Entity Type 1 for the provider as an individual (D12345), and an Entity Type 2 (or subparts) for the practice (B12345-01, etc.).

All Corporations/Group Practices should also make sure that all of their rendering providers obtain NPIs and register them with Denti-Cal.

### ENTITY TYPE 1:

- ◆ ALL RENDERING PROVIDERS
- ◆ SOLE PROPRIETORSHIP DENTAL PRACTICES

NPIs issued to Health Care providers who are individual human beings, including dentists and hygienists. A Social Security Number "SSN" or Individual Tax Identification Number "TIN" is required when obtaining an Entity Type 1 NPI.

An Individual is an Entity Type 1 and is eligible for a single NPI and cannot have subparts and cannot designate subparts.

### ENTITY TYPE 2:

- ◆ BILLING PROVIDERS
- ◆ GROUP DENTAL PRACTICES
- ◆ INCORPORATED DENTAL PRACTICES

NPIs issued to Health Care Providers who are organizations, including dental practices, and/or incorporated individual dental practices. An Employer Identification Number "EIN" is required when obtaining an Entity Type 2 NPI.

Providers with multiple service office locations are eligible for subparts. The NPI Final rule refers to separate locations, licensure, or specialty of an organizational health care provider as a "subpart." Subparts often operate independently of each other and usually conduct their own billing.

The benefits of subparting:

- ◆ Each location receives its own separate NPI and remains uniquely identified in standard transactions
- ◆ Ensures claims are paid and processed according to the appropriate service office.

Denti-Cal recommends qualifying providers obtain separate NPIs for each of their subparts.

Please Note: If a provider chooses NOT to subpart and receives one (1) NPI for all service office locations, the PIN designated for the "01" office must be used, regardless of which service office provides services.

# 2

## Where Do I Get an NPI?

Apply for an NPI through the National Plan & Provider Enumeration System (NPPES)

Visit the Web site:

<http://nppes.cms.hhs.gov> OR

Call:

(800) 465-3203 or  
(800) 692-2326 (TTY) OR

Mail:

NPI Enumerator  
P.O. Box 6059  
 Fargo, ND 58108-6059 OR

E-mail:

[Customerservice@npienumerator.com](mailto:Customerservice@npienumerator.com)

### Receive verification from NPPES confirming the NPI(s)

When an NPI is requested through the NPPES Web site, an NPI Confirmation Page will be e-mailed to you.

When an NPI is requested by mail, an NPI Confirmation Letter will be sent to you.

### Keep a copy of the confirmation for your records.

If you misplace your confirmation, please contact NPPES who will send you another copy.

# 3

## REGISTER NPIs with Denti-Cal

Providers must register their NPIs through one of two options:

- 1) Register NPI(s) **ON-LINE** using the Denti-Cal NPI Web Collection process:

<http://www.denti-cal.ca.gov>

Click on the link **National Provider Identifier (NPI)**

Select the appropriate box at the bottom of the screen: Billing Provider NPI Registration or Rendering Provider NPI Registration.

**When finished print and keep a copy of the Confirmation Web Page for your records.**

- 2) Register NPI(s) with Denti-Cal by **MAIL**

1. Obtain and complete a **Denti-Cal NPI Registration Form**:

✓ Download a printable form from the Denti-Cal Web site: <http://www.denti-cal.ca.gov>.

OR

✓ Call Denti-Cal Telephone Service Center at (800) 423-0507 to request a form.

2. Submit completed **Denti-Cal NPI Registration Form(s) and a copy of the NPPES NPI Confirmation Letter(s) to:**

California Department of Health Services  
Medi-Cal Dental Program  
Provider Enrollment  
PO Box 15609  
Sacramento, CA 95852-0609

Please remember to register an NPI for **each** Denti-Cal provider number.

# 4

## Resources

Denti-Cal Web site: <http://www.denti-cal.ca.gov>

CMS NPI Web Page: [www.cms.hhs.gov/NationalProvdentStand](http://www.cms.hhs.gov/NationalProvdentStand)

CMS NPI Subparts Fact Sheet:  
[www.cms.hhs.gov/NationalProvdentStand/downloads/npi\\_fs\\_subparts\\_032106.pdf](http://www.cms.hhs.gov/NationalProvdentStand/downloads/npi_fs_subparts_032106.pdf)

NPI Final Rule  
[www.cms.hhs.gov/NationalProvdentStand/Downloads/NPIfinalrule.pdf](http://www.cms.hhs.gov/NationalProvdentStand/Downloads/NPIfinalrule.pdf)

If you are unsure if you have received the correct NPI(s), Denti-Cal can assist you. Please call the Telephone Service Center at (800) 423-0507.