

July 12, 2007

Notice to Sole Proprietors and Solo Practitioners – NPI and Medicare

Changes in the enrollment process over the years have caused some differences between the NPI and Medicare identification number assignment process. This may require some providers to complete an 855I enrollment form in order for their NPI and Medicare numbers to match.

The enclosed decision chart is designed to assist you in determining if you will need to complete a new enrollment form for Medicare before you start using your NPI numbers. Providers particularly affected by the changes include solo incorporated practitioners (Professional Corporations, LLC, Professional Associations, Corporations). These providers are considered a group or entity for Medicare number assignment.

If you fall in to the category that requires a new enrollment form to be completed, here are some tips for success:

1. Read the application carefully and complete all applicable sections in ink.
2. Sign and *date* all areas requiring a signature. We recommend blue ink to clearly reflect original signatures. Photocopies are not acceptable.
3. Submit all documentation required. If you are not already receiving your checks electronically, you are required to enroll in Electronic Funds Transfer (EFT) using the CMS 588 form.
4. Make sure your business license, EFT (if applicable), NPI and 855I all reflect the same business name. These must match exactly.
5. **Continue to use your Legacy number for billing until you receive your entity number.** Your Type 2 NPI then can be used in Item 33 A. Your NPI type 1 will be used in 24J.

Prompt submission of the enrollment forms will help insure you are ready for billing with the NPI when the contingency is lifted. The 855 and EFT enrollment forms can be downloaded from the CMS website at <http://www.cms.hhs.gov/CMSForms/CMSForms/list.asp#TopOfPage>

For assistance in completing the application, NHIC has developed an E-learning module on the NHIC Education Online section of the website at

<http://www.medicarenhic.com/providers/online/providerEnrollment/providerenrollment.html>

If you have questions about the applications or if you need assistance in determining if you need to complete the enrollment form, you may call Customer Service at 877-527-6613.

Provider Outreach and Education
