

## NATIONAL PROVIDER IDENTIFIER (NPI) QUESTIONS AND ANSWERS GUIDE

Beginning May 23, 2007, use of the NPI became a government mandated requirement for electronic health care transactions. As of May 23, 2008, the NPI was required on all electronic health care transactions. United Concordia will not accept electronic health care transactions (claims, inquiries, etc.) without an NPI. In addition, individual states *may* require use of the NPI for paper claims. To minimize potential claim processing errors and delays in payment, United Concordia encourages **all** dentists to obtain NPIs.

### WHERE CAN DENTISTS APPLY FOR AN NPI?

Here are three simple ways to apply for your NPI:

1. Follow the online process at: [www.nppes.cms.hhs.gov](http://www.nppes.cms.hhs.gov).
2. Download the paper application from the Web site.
3. Contact the NPI enumerator at (800) 465-3203 or [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com). The application process is **Free**.

### WHAT ARE ENTITY TYPES?

When applying for an NPI, choose one or both of the entity types listed below:

- **Entity Type 1** (Individual) is defined as any individual dentist, including a sole proprietor, providing health care services. Apply using your Social Security Number (SSN). Only one NPI will be allowed for an individual dentist.
- **Entity Type 2** (Organization) is defined as an organization providing health care services, such as group practices, professional corporations, and clinics, including incorporated individuals. Apply using the organization's Employer Identification Number (EIN). A dental practice that is incorporated is considered a Type 2 even if it employs only one dentist. In certain situations organizations may apply for additional (Subpart) NPIs.

*The following page is a guide to help you in choosing the type of NPI(s) you may need for your practice.*

### WHY IS AN ENTITY TYPE 2 IMPORTANT AND DOES OUR OFFICE REQUIRE A TYPE 2 NPI?

The type 2 represents the organization which is most likely used for billing purposes. It would be incorrect for United Concordia to match an individual's type 1 NPI to a United Concordia Group Practice ID number. The type 1 NPI belongs solely to the individual, similar to a SSN. If that individual provider leaves the group practice, their type 1 NPI leaves along with them. Should the group practice be using the departing individual's type 1 NPI for billing purposes, it would cause potential delays in billing and payment as the group would need to update their systems with a new NPI and communicate that new NPI to United Concordia for correct matching. Continued use of the type 1 NPI by the group could constitute fraud. In addition, since individual dentists frequently work at multiple practice locations, type 2 NPIs representing each practice would ensure payment to the correct practice.

### WHAT IS A TAXONOMY CODE AND IS IT THE SAME AS MY NPI?

The taxonomy code is NOT an NPI number. The taxonomy code defines the dentist's and/or group's specialty type and is usually a mixture of numbers and letters that end with an 'X'. The NPI is ten digits in length and comprised of numbers only.


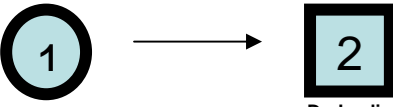
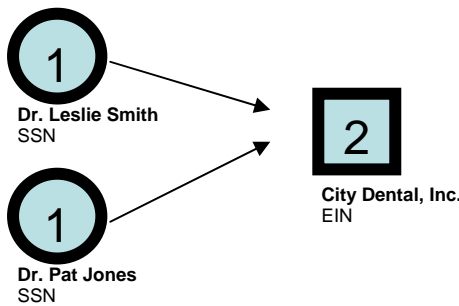
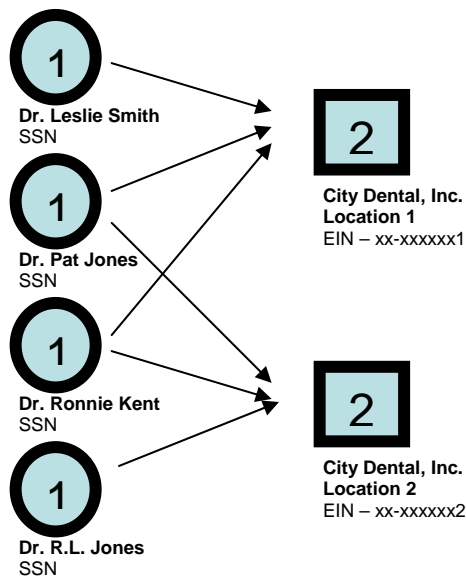
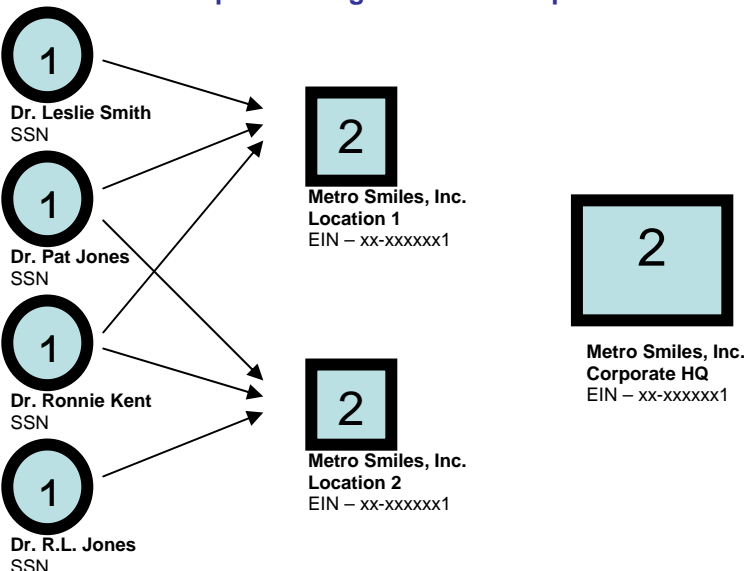
### WHEN SHOULD DENTISTS REPORT NPIs TO UNITED CONCORDIA?

As soon as you receive your NPI, submit it along with your entity type (1 or 2), National Plan and Provider Enumeration System (NPPES) confirmation, address, and your United Concordia provider number using one of the following three methods:

1. Fax: (866) 223-2770
2. E-Mail: [PDMMaint@ucci.com](mailto:PDMMaint@ucci.com)
3. Mail: United Concordia Companies, Inc.  
Provider Data Management  
P.O. Box 69415  
Harrisburg, PA 17106-9415

Visit the Centers for Medicare and Medicaid Services at  
[www.nppes.cms.hhs.gov](http://www.nppes.cms.hhs.gov) for more information.

**NPI Entity Type Guide**

<p><b>Individual Dentist/Sole Proprietor</b></p>  <p>Dr. Leslie Smith SSN</p> <p>Entity Type 1 (one for the individual)</p>	<p><b>Incorporated Individual Dentists</b></p>  <p>Dr. Leslie Smith SSN</p> <p>Dr. Leslie Smith, Inc. EIN</p> <p>Entity Type 1 (one for the individual) Entity Type 2 (one for the organization)</p>
<p><b>Organization/Group Practice Multiple Providers</b></p>  <p>Dr. Leslie Smith SSN</p> <p>Dr. Pat Jones SSN</p> <p>City Dental, Inc. EIN</p> <p>Entity Type 1 (one for each individual) Entity Type 2 (one for the organization)</p>	<p><b>Multiple Site Organization/Group Practice with Different Employee Identification Numbers (EINs)</b></p>  <p>Dr. Leslie Smith SSN</p> <p>Dr. Pat Jones SSN</p> <p>Dr. Ronnie Kent SSN</p> <p>Dr. R.L. Jones SSN</p> <p>City Dental, Inc. Location 1 EIN – xx-xxxxxx1</p> <p>City Dental, Inc. Location 2 EIN – xx-xxxxxx2</p> <p>Entity Type 1 (one for each individual) Entity Type 2 (one for each EIN)</p>
<p><b>Multiple Site Organization/Group Practice with One Employer Identification Number (EIN)</b></p>  <p>Dr. Leslie Smith SSN</p> <p>Dr. Pat Jones SSN</p> <p>Dr. Ronnie Kent SSN</p> <p>Dr. R.L. Jones SSN</p> <p>Metro Smiles, Inc. Location 1 EIN – xx-xxxxxx1</p> <p>Metro Smiles, Inc. Location 2 EIN – xx-xxxxxx1</p> <p>Metro Smiles, Inc. Corporate HQ EIN – xx-xxxxxx1</p> <p><b>Requires Subpart Determination</b>              Entity Type 1 (for each individual)              Entity Type 2 (one for the “parent” organization and the potential for additional subpart Type 2’s if needed)</p> <p><b>Subpart Determination</b>              The organization/group practice may need to obtain unique Entity Type 2 NPI(s) for components or locations (subparts) meeting any of the following criteria:</p> <ul style="list-style-type: none"> <li>operates independently from the “parent” organization</li> <li>conducts own HIPAA standard transactions (<i>must obtain own unique Entity Type 2 NPI</i>)</li> <li>certified by the State separately from the “parent” organization</li> <li>must be uniquely identified in HIPAA standard transactions</li> </ul>	

**These are examples only and do not represent a description of all possible scenarios. Each dentist/organization is responsible for determining how many NPI numbers they may need to ensure no claims payment interruptions.**