



# Oregon

Theodore R. Kulongoski, Governor

**Department of Human Services**  
*Division of Medical Assistance Programs*  
500 Summer St NE, E35  
Salem, OR 97301-1077  
**Voice (503) 945-5772**  
**Fax (503) 373-7689**  
**TTY (503) 378-6791**

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**To:** Targeted Case Management (TCM)  
Service Providers

**From:** Jean Hutchinson, Operations and Policy Analyst  
DMAP Policy and Planning Section

**Subject: Important Enrollment and National Provider Identifier (NPI) requirements**



## **Providers Must Enroll as a DMAP Provider Using New Forms**

The Division of Medical Assistance Programs (DMAP) must obtain information on leveraging providers; therefore, all TCM providers must enroll as a DMAP provider using updated forms.

In the new Medicaid Management Information System (MMIS) each TCM program must have a separate and distinct DMAP provider number. For example, if a county has both Babies First/Cacoon and Human Immunodeficiency Virus (HIV) TCM programs, that county must have a different DMAP provider number for each program.

Providers for TCM Babies First/Cacoon and Federally Recognized Tribal Governments in Oregon (Tribal) programs will keep the same DMAP provider numbers when you enroll, however, you must enroll with the new forms.

Providers for TCM HIV and TCM Pregnant Substance Abusing Women and Women with Young Children programs must enroll **and** apply for a new DMAP provider number. Beginning in December, providers must use their **new** DMAP provider number to bill. To obtain a new DMAP provider number, you must first obtain either:

- a) An NPI number specifically for each program, OR
- b) Keep an existing NPI number but obtain a new taxonomy code specifically for each program.

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## New Provider Enrollment Forms and Checklist

DMAP will not accept out-dated enrollment forms! The new Provider Enrollment forms are found on the DMAP Web page:

[http://www.oregon.gov/DHS/healthplan/tools\\_prov/enroll-forms.shtml](http://www.oregon.gov/DHS/healthplan/tools_prov/enroll-forms.shtml)

On this Web page, scroll down to Targeted Case Management. Complete and submit the following forms:

- DMAP 3103
- DHS 3972
- DHS 3974
- DHS 3975

The Checklist is used to ensure you complete all forms accurately. Find the checklist here: <http://dhsforms.hr.state.or.us/Forms/Served/DE3976.pdf>

### Enroll as soon as possible!

Because providers for Babies First/Cacoon and Tribal programs are keeping the same NPI and DMAP provider numbers, they can enroll right away.

TCM HIV and TCM Pregnant Substance Abusing Women providers must have their new NPI or taxonomy number to enroll.

- **If you enroll by November 24, 2008**, the enrollment will be automatically transferred into the new MMIS system and there will be no delay in billing.
- **If you re-enroll after Nov. 24**, DMAP staff must manually input your enrollment after the new MMIS goes live on December 9 and you may not receive your new DMAP provider number and be able to bill until approximately December 23.

### Final deadlines:

Program	Process	Deadline to enroll
<ul style="list-style-type: none"><li>• Babies First</li><li>• Tribal</li></ul>	<b>Provider:</b> <ul style="list-style-type: none"><li>• Submits all required forms above</li><li>• Keeps same DMAP provider number, NPI number and taxonomy code</li></ul>	January 1, 2009

Program	Process	Deadline to enroll
<ul style="list-style-type: none"> <li>• HIV</li> <li>• Pregnant Substance Abusing Women, Women with Young Children</li> </ul>	<p><b>Provider:</b></p> <ul style="list-style-type: none"> <li>• Obtains new NPI number, or new taxonomy code for existing NPI number</li> <li>• Registers new NPI number or taxonomy code with DMAP</li> <li>• Submits DHS and DMAP forms above</li> </ul> <p><b>DMAP</b> assigns new DMAP provider number</p>	December 8, 2008

## How to obtain a new National Provider Identifier (NPI) number or NPI Taxonomy Code.

Please see the attached document for instructions on how to obtain a new NPI number or NPI taxonomy code. If you are keeping the same NPI number, but getting a new NPI taxonomy code, make sure the taxonomy code is different from ones used for other programs in your county. One suggested taxonomy code is Case Management, 251B00000X, if this is not already in use for another program.

## Where do I submit applications for Enrollment?

Please address enrollment applications to DMAP:

Att: Marta Sandor, Provider Enrollment Services,  
DHS Bldg, DMAP – 3<sup>rd</sup> fl,  
500 Summer St. NE,  
Salem, Oregon 97301

## Questions?

If you have questions about this information, please contact one of the following:

- DMAP Provider Services, 800-336-6016 or e-mail [dmap.providerservices@state.or.us](mailto:dmap.providerservices@state.or.us)
- Jean Hutchinson, DMAP Operations and Policy Analyst, 503-945-9420 or e-mail [Jean.E.Hutchinson@state.or.us](mailto:Jean.E.Hutchinson@state.or.us)

## **National Provider Identifier (NPI) Instructions for Enrollment as DMAP TCM Provider**

Each county providing TCM services must have a separate National Provider Identifier (NPI) and specialty area taxonomy code for each TCM program.

Your NPI(s) will eventually replace your current six digit DMAP ID number(s). The NPI is a 10-digit, numeric identifier that does not expire or change, and is administered by the Centers for Medicare & Medicaid Services (CMS).

### **Action Required**

Apply for your NPI at the National Plan and Provider Enumeration System (NPPES) website. Before you begin the National Provider Identifier (NPI) application here is a list of information you will need:

#### Information Required for Organizations

\* (Required for certain taxonomies only)

- Organization Name
- Employer Identification Number (EIN) (tax ID number)
- Name of Authorized Official for the Organization
- Phone Number of Authorized Official for the Organization
- Organization Mailing Address
- Practice Location Address and Phone Number
- Taxonomy (Provider Type)
- \*State License Information
- Contact Person Name
- Contact Person Phone Number and Email

When you have the information listed above go to [www.nppes.cms.hhs.gov/NPPES](http://www.nppes.cms.hhs.gov/NPPES) to begin the application process.

The heading at the top of the page will read:

- National Plan and Provider Enumeration System (NPPES)

Step 1:

- Click on the light blue text in the statement: **“If you are a Health Care Provider”**, the National Provider Identifier (NPI) is your standard unique identifier.'

Step 2:

- Click on Need an NPI?.....Apply Online for an NPI

Step 3:

- Click 'BEGIN APPLICATION FORM' button

Step 4:

- Create a User ID and password,
- Select a secret question, and type answer to secret question. (Write it down and keep it in case you need to access this information again to make any changes or amendments.)
- Click 'NEXT' button

Step 5:

- Click bubble next to 'Type 2: An organization that renders Health Care Services',
- Click 'NEXT' button

Step 6:

- Enter organization name,
- Employer Identification Number (Tax ID number),
- Enter authorized official for the organization;
- Click 'NEXT' button

Step 7:

- Enter Domestic Mailing Information,
- Click 'NEXT' button;

Step 8:

- Review standardized address,
- Click 'ACCEPT STANDARDIZED ADDRESS'

Step 9:

- If practice location address is the same as the mailing address, enter the organization's phone number (you have to enter your phone number or the system will not let you move on),
- Click 'SAME AS MAILING ADDRESS' button,
- Click 'NEXT' button

Step 10:

- Click 'ACCEPT STANDARDIZED ADDRESS' button

Step 11:

- Review information,
- Click 'NEXT' button

Step 12:

- Click 'ADD TAXONOMY' button

Step 13:

- Select provider type code
- Click 'NEXT' button

Step 14:

- Select taxonomy code from list,
- Click 'SAVE' button

Step 15:

- Review information,
- Click 'NEXT' button

Step 16:

- Enter contact person information,
- Click 'NEXT' button

Step 17:

- Click on box next to "check this box to indicate that you certify the following" after reading the certification statement

Step 18:

- Click 'SUBMIT' button

Step 19:

- Print page with your tracking number for your records
- Keep it with your user ID and password information

During the NPI application process, it is critical that you record the exact Provider Type and Taxonomy applied for. It is recommended that you print the screen containing this information for your records. You can also call the NPI Enumerator at 1.800.465.3203 and request a paper NPI application form

After your application request has been processed, you will receive notification of your ten-digit NPI from the National Plan and Provider Enumeration System.

### **Register your NPI with the Division of Medical Assistance Programs**

After you receive notification of your NPI, you will need to register your NPI and Taxonomy code with the Division of Medical Assistance Programs (DMAP). Click on the link below to fill out a DHS FAX form and register your numbers with DHS.

<http://dhsforms.hr.state.or.us/Forms/Served/OE1038.pdf>

### **Helpful Resources**

- DHS NPI website with additional links to help you register your NPI and Taxonomy code with the Division of Medical Assistance Programs (DMAP): <http://www.oregon.gov/DHS/admin/hipaa/npi/main.shtml>
- DHS EDI Support Services 800.422.5047 (option 2) or 503.947.5347