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

NPI Imprinted Forms

Denti-Cal inventory continues to be provided to you free of charge. Upon successful NPI registration with Denti-Cal, you may begin requesting imprinted inventory with your NPI by referencing your NPI number on the Forms Reorder Request.

Inventory available for imprinting is:

♦   DC-002A (claim)

♦   DC-002B (Treatment Authorization Request (TAR))

♦   DC-014A and -014C (envelopes to send X-rays with claims)

♦   DC-014B and -014D (envelopes to send X-rays with TARs)

♦   DC-018A (EDI Labels, 3-up sheets)

Denti-Cal NPI Web Collection Announcement

Denti-Cal is happy to announce the Denti-Cal NPI Web Collection process, which allows existing Denti-Cal providers to register NPIs with Denti-Cal via the Web site, located at www.denti-cal.ca.gov. Once in the Web site, click on the link titled "National Provider Identifier (NPI)" or the link in the "What's New" section to take you to the NPI Introduction Page. There you can click on the "Register NPIs" link to take you to the location on the page for entry into the Billing Provider or Rendering Provider NPI Registration process. Click on the appropriate button and follow the steps below to register your NPI with Denti-Cal.

Billing Provider NPI Registration:

Step 1 - Login: The billing provider registration process contains a login screen where you input your billing provider number, service office location number and PIN. Next, click on the "Login" button to complete the verification process and move to the next step.

Step 2 - Enter/Certify NPI: After successful login, input your NPI and click the "Next" button. The Web collection process will verify the NPI for keying errors. Click on the "Next" button to move to the next step.

Step 3 - Certification Agreement: Verify the information on the page for correctness, check the certify box and click on the "Next" button to move to the next step.

Step 4 - Agreement Update Information: You will be asked to update those provider agreements on file with Denti-Cal. "Provider Agreement Update" displays a list of documents that will be updated as a result of NPI registration with Denti-Cal. Select "Yes" to update agreements or "No" if you do not want to update your agreements at this time. Then click on the "Submit" button, which will register your NPI with Denti-Cal.

Step 5 - Confirmation Document: A Denti-Cal NPI Collection System verification confirmation page appears listing the information submitted to Denti-Cal.

♦ Print a copy of this verification confirmation page for your records.

♦ Allow three business days for Denti-Cal to verify the registration process prior to submitting claims and Treatment Authorization Requests (TARs) with your NPI.

Note: A separate NPI registration is required for each existing Denti-Cal provider number. Providers with multiple Denti-Cal provider numbers must submit a separate NPI Registration Form for each Denti-Cal provider number.

For Rendering Provider NPI Registration

Step 1 - Login: The rendering provider registration process contains a login screen where you input your rendering provider number and the last four digits of your Social Security Number (SSN). Next, click on the "Login" button to complete the verification process and move to the next step.

Step 2 - Enter and Certify NPI: After successful login, you will be requested to input your NPI and click the "Next" button. The Web collection process will verify the NPI for keying errors.

Step 3 - Certification Agreement: Verify the information on the page for correctness, check the certify box and click on the "Submit" button, which will register your NPI with Denti-Cal.

Step 4 - Confirmation Document: A Denti-Cal NPI Collection System verification confirmation page appears listing the information submitted to Denti-Cal.

♦ Print a copy of this verification confirmation page for your records.

♦ Allow three business days for Denti-Cal to verify the registration process prior to submitting claims and Treatment Authorization Requests (TARs) with your NPI.

Note: A separate NPI registration is required for each existing Denti-Cal provider number. Providers with multiple Denti-Cal provider numbers must submit a separate NPI Registration Form for each Denti-Cal provider number.

Revised Application Form Requirements and Procedures Due to NPI Implementation

Effective May 23, 2007, applicants and providers are required to submit their National Provider Identifier(s) (NPIs) with each Medi-Cal provider application package. Current Denti-Cal providers will be required to submit both the NPI and Denti-Cal provider number on all application forms submitted to Denti-Cal.

The revised forms listed below are required for all application and disclosure packages received by Denti-Cal. All references to the forms below in *California Code of Regulations* (CCR), Title 22, Division 3, are amended to refer to the March 2007 version:

♦ *Medi-Cal Provider Group Application* (DHS 6203, Rev. 3/07)
♦ *Medi-Cal Provider Application* (DHS 6204, Rev. 3/07)
♦ *Medi-Cal Disclosure Statement* (DHS 6207, Rev. 3/07)
♦ *Medi-Cal Provider Agreement* (DHS 6208, Rev. 3/07)
♦ *Medi-Cal Supplemental Changes* (DHS 6209, Rev. 3/07)
♦ *Medi-Cal Rendering Provider Application/Disclosure Statement/Agreement for Physician/ Allied Dental Providers* (DHS 6216, Rev. 3/07)
♦ *Successor Liability With Joint and Several Liability Agreement* (DHS 6217, Rev. 3/07)

Effective July 2, 2007, application and disclosure packages received by Denti-Cal containing old forms (Rev. 1/06) will be returned.

Valid NPI Verification for Applicants

Applicants must submit verification of each NPI submitted to Denti-Cal in an application package, including the *Medi-Cal Supplemental Changes* form, if appropriate. Applicants are required to attach a copy of the CMS/National Plan and Provider Enumeration System (NPPES) confirmation letter for each NPI listed in the application package. Denti-Cal will not process an application package without the valid NPI verification.

NPI Number Replaces Current Provider Number

When an NPI is registered with Denti-Cal, all communication from Denti-Cal, including Explanations of Benefits (EOBs) and Notices of Authorization (NOAs), will display the NPI number.

For questions regarding any of the above, please contact Denti-Cal toll-free at (800) 423-0507.