

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
HEALTH AND RECOVERY SERVICES ADMINISTRATION  
Olympia, Washington**

**To:** Indian Health Service Providers  
Tribal 638 Health Clinic Providers  
Managed Care Organizations

**Memo #: 10-24**  
**Issued: May 19, 2010**

**From:** Douglas Porter, Assistant Secretary  
Health and Recovery Services  
Administration (HRSA)

**For information, contact:**  
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**Subject: Tribal Health Program: Rendering Provider's NPI Required To Process Claims in ProviderOne**

**Beginning May 9, 2010**, all encounter *and* fee-for-service (FFS) claims require the rendering provider's national provider identifier (NPI) on the claim. This memo explains a temporary process how an Indian Health Services (IHS) provider or Tribal 638 Health Clinic provider may bill the Department so claims NOT containing rendering provider information will be paid.

### **Rendering Provider NPIs Required on All Claims**

**Beginning May 9, 2010**, providers must submit ALL claims with the **rendering** provider's national provider identifier (NPI) in order to be paid; the new ProviderOne system requires this NPI on all claims. The NPI of the rendering provider must be linked to the facility's NPI in the Core Provider Agreement (CPA). As long as Indian Health Services (IHS) and Tribal 638 providers have all rendering providers attached to their facility's current NPI and all required information is included on submitted claims, those claims should process correctly. If the rendering provider's NPI is not linked to the facility's NPI, the claim will be denied.

### **A Temporary Process to Help Providers**

IHS providers and Tribal 638 Health Clinics that have not updated the rendering provider information in their CPAs have six months to update their CPAs with the rendering provider NPIs. **Until November 8, 2010**, the Department will process claims with the term "tribal encounter" in the *Comments* field to allow IHS providers and Tribal 638 Health Clinics time to update their information.

## What Do Providers Need to Do?

IHS or Tribal 638 Health Clinic program administrators need to:

- View the rendering providers who are currently linked to their facility NPI in ProviderOne;
- Ensure that their rendering providers have a current CPA with the Department; and
- Update their rendering provider information directly into ProviderOne. For guidance on the process, go to: <http://www.dshs.wa.gov/provider/enroll.shtml#provider>.

To establish a new CPA, go to: <http://www.dshs.wa.gov/provider/enroll.shtml#provider>. After July 1, 2010, the Department will no longer accept paper CPAs.

For questions regarding the CPA, please call toll free: 1-800-562-3022.

**Note:** The clinician NPI is sometimes referred to as: performing, servicing, or rendering provider number. The facility or program NPI is sometimes referred to as the billing or pay-to number.

The Tribal ProviderOne website is: <http://hrsa.dshs.wa.gov/providerone/Tribes.htm>.

## How Can I Get the Department/HRSA Provider Documents?

To download and print the Department/HRSA provider numbered memos and billing instructions, go to the Department/HRSA website at <http://hrsa.dshs.wa.gov> (click the ***Billing Instructions and Numbered Memorandum*** link).