



# COMMONWEALTH OF VIRGINIA

*Department of Medical Assistance Services*

## ATYPICAL PROVIDER NPI ATTESTATION FORM

This is to certify that:

**Legal Name:** \_\_\_\_\_

**Atypical Provider Identification (API) Number:** \_\_\_\_\_

**has been assigned an National Provider Identifier (NPI):** \_\_\_\_\_

**NPI Type** (Please check one):  Individual (Type 1) or  Organization (Type 2)

by the NATIONAL PLAN AND PROVIDER ENUMERATION SYSTEM (NPPES) as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and mandated by the Secretary of Health and Human Services.

I declare under penalty of perjury under the laws of the State of Virginia that the information in this document and any attachments are true, accurate, and complete to the best of my knowledge and belief.

I understand that Virginia Medicaid will rely on this information in entering into or continuing a Virginia Medicaid Participation Agreement and that this form will be incorporated into and become a part of my Virginia Medicaid Participation Agreement.

I understand that I am responsible for the presentation of true, accurate, and complete information on all invoices/claims submitted to First Health Services. I further understand that payment and satisfaction of these claims will be from federal and state funds and that false claims, statements, documents, or concealment of material facts may be prosecuted under applicable federal and state laws.

Is this NPI being used in place of more than one Medicaid Provider Identification Number (PIN) or API?

**NO.** I am using this NPI in place of only one Medicaid PIN or API.

**YES.** I am using this NPI in place of more than one Medicaid PIN or API. I have chosen to use the following Medicaid PIN (or API) for my Primary Information: \_\_\_\_\_

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## Atypical Providers

Atypical Providers are individuals or organizations that are not defined as healthcare providers under the National Provider Identifier (NPI) Final Rule. Atypical providers may supply non-healthcare services such as non-emergency transportation or carpentry. The Department of Medical Assistance Services (DMAS) assigns an Atypical Provider Identifier (API) to providers who are not eligible to receive an NPI.

### Examples of Atypical Providers

Adult Day Health Care	Non-Emergency Transportation
Assisted Living	Personal Care
Case Management	Respite Care
Family Caregiver Training	Treatment Foster Care
Mental Retardation /Mental Health Services (non-health care)	

Some Atypical Providers may have successfully obtained an NPI because they provide other services that qualify them as a healthcare provider according to the HIPAA rules. If this is the case and you have successfully obtained an NPI, your NPI will supercede the DMAS assigned API. Please complete the Atypical Provider NPI Attestation Form to notify DMAS of your NPI.

### **Use of the DMAS assigned API is REQUIRED for providers of the following services:**

Family Caregiver Training	Treatment Foster Care
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At this time, DMAS will not allow use of an NPI to bill for these services.

## Completing the Atypical Provider NPI Attestation Form

**Submit this form only if you have obtained an NPI and DMAS has also assigned you an API.**

1. Enter your legal name.
2. Enter your 10-digit Atypical Provider Identification (API) Number as assigned by DMAS.
3. Enter your 10-digit NPI, as assigned to you by the National Plan and Provider Enumeration System (NPPES).
4. Check the box to indicate if this is an Individual (Type 1) NPI or Organization (Type 2) NPI.
5. Check the appropriate box:
  - a. Check the box for "No" if you are using the NPI entered on this form in place of only the one API/Medicaid Provider Identification Number (PIN) specified on this form.
  - b. Check the box for "Yes" if you are using this NPI in place of more than one API/Medicaid PIN. Review the Primary Information and Taxonomy instructions below.
  - c. If you checked "Yes", then you must also specify a Medicaid PIN for DMAS to use for your Primary Information. (See the instructions on the next page.)
6. Sign, date, and print your name in the designated area of the Provider NPI Attestation Form.
7. Send your completed Atypical Provider NPI Attestation Form to the address or fax number listed below.

First Health's Provider Enrollment Unit is available during the hours of 8:00 A.M. and 5:00 P.M. EST, Monday through Friday, to answer any enrollment questions you may have. You may contact the Provider Enrollment Unit at 1-888-829-5373 (In-state toll free) or 1-804-270-5105 (Outside Virginia).

Completed Atypical Provider NPI Attestation Forms should be mailed or faxed to the Provider Enrollment Unit at the following address or fax number:

**First Health Services Corporation  
Provider Enrollment Unit  
PO Box 26803  
Richmond, VA 23261-6803**

**804-270-7027 (Fax)**

## Primary Information

While an NPI may be associated with multiple service locations, DMAS is requiring the following set of primary information to be unique for an NPI:

1. Provider Name
2. Mail-To Address
3. Pay-To Address
4. Remittance Advice Address
5. EFT Account Number
6. EIN/SSN for Tax/1099 purposes
7. Service Center/Receiver for electronic transactions sent to you by Virginia Medicaid

If you have chosen to use the same NPI in place of more than one Medicaid Provider Identification Number (PIN), then DMAS will require you to specify one of your current Medicaid PINs to use for this primary information. DMAS will only send payments for an NPI to one primary location. Therefore, if you fail to specify a Medicaid PIN (or API) for this situation, DMAS will be unable to process claims using your NPI until this information is received.

**If you have chosen to use the same NPI in place of more than one Medicaid PIN or API, and those PINs/APIs are used to bill different kinds of services, then you will be required to submit taxonomy codes on your claims. Please read the Taxonomy Code section below.**

If you have chosen to use the same NPI in place of more than one Medicaid PIN (or API), and those PINs are used to bill the same (or similar) types of service, just at different locations, then taxonomy codes are not required on your claim submissions.

## Prior Authorizations

If you have PAs opened under an API and you replace the API with an NPI, you will need to contact the organization that you used to open the original PA and request that a new PA be opened under the NPI.

This same process was in place prior to the NPI when a provider would enroll with an additional Medicaid Provider Identification Number (PIN). A request had to be made open to a new PA under the new PIN, and close the original PA under the old PIN, before the claim could be billed under the new PIN.

## Taxonomy Code

The Healthcare Provider Taxonomy Code is part of the HIPAA National Standard Code Set. It is a ten-character code that classifies healthcare providers by their specialty, discipline, or the type of services that they supply.

Prior to using the NPI/API, DMAS assigned a unique legacy Medicaid provider number to a provider for each of the service types being billed. However, with the NPI/API, a provider may bill for more than one service type under a single NPI. Since claims are adjudicated and paid based on the provider service type, our system must determine which service type for the provider should be assigned to a particular claim. If the NPI represents more than one service type, a taxonomy code must be submitted so the appropriate service type can be identified.

Please review the Medicaid Memorandum regarding the DMAS Requirements for National Taxonomy Codes: [http://www.dmas.virginia.gov/pr-medicaid\\_memos\\_providers.htm](http://www.dmas.virginia.gov/pr-medicaid_memos_providers.htm)

A partial list of taxonomy codes pertaining to atypical providers is given below. A larger list of taxonomy codes that DMAS will use is available in the DMAS Taxonomy Code Summary which is available at: [http://www.dmas.virginia.gov/downloads/pdfs/npi\\_DMAS\\_TaxonomyCodeSummary.pdf](http://www.dmas.virginia.gov/downloads/pdfs/npi_DMAS_TaxonomyCodeSummary.pdf)

## DMAS Service Types that REQUIRE a Taxonomy Code on Claims

**when one NPI is used to bill by providers who previously had more than one Medicaid Provider ID because they supplied different kinds of service**

DMAS PCT	Type of Service	Taxonomy Code(s)	Major Procedure Code Billed (required modifiers are not noted)	Comments
063	Private Duty Nursing	163WC2100X	T1002, T1003	
055	Personal Care	3747P1801X	H2021, T1005, T1019, S5126, S5135, S5136, S5150, S5160, S5161, S5165, S5185,	
047	Respite	385H00000X	T1002, T1003, T1005, S5135, S5136, S9125	
058 059	Home Health	251E00000X	0550, 0551, 0559, 0571, 0424, 0421, 0431, 0434, 0441, 0444, 0542	
061	Family Care Training	None	S5111	These providers must use their DMAS-assigned API.
048	Adult Day Health	261QA0600X	S5102	
079 079	Assisted Living	310400000X 311500000X	T1020 (Regular) T2031 (Alzheimer's)	
056 056	Mental Health-Mental Retardation Community Services	251C00000X 261QM0801X	H0035, H0040, H2000, H2011, H2014, H2021, H2023, H2024, H2025, T1002, T1003, T1005, T1019, T1028, T1999, S5109, S5116, S5126, S5135, S5136, S5150, S5165, 97139, 97535, 97537, 99509, 99199	Updated 4/27/07, either taxonomy code listed may be used.
036	Case Management – Baby Care	251B00000X	99420, G9001, G9002, A0160, S0215, S9442, S9446, 97802, 97803, S5131	
073 ----- 073	Case Management Waiver	171M00000X ----- 251B00000X	H2000, S5109, S5116, S5135, S5165, T1016, T1028, 97139, 97535, 97537, 99199, 99509	For AIDS Waiver for Services Facilitator CM Services. ----- ----- For all other waiver case management services.
022	Treatment Foster Care	None	T1016	These providers must use their DMAS-assigned API.

Revised April 27, 2007

If you have a question related to Taxonomy, please e-mail DMAS at [NPI@dmass.virginia.gov](mailto:NPI@dmass.virginia.gov)