

Facilities Practitioner's NPI Reporting

Web Reference Guide

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1.0 OVERVIEW

The purpose of this document is to provide guidance for entities to record their affiliated practitioner's NPI and License(s). . The Facility Practitioner NPI

2.2 Figure 2: Facility Confirmation

This page displays the NPI and name of the facility along with up to six Categories of Services.

In the event that the facility's information is incorrect, the preparer should use the 'click here' link to access a help page which contains contact information for the eMedNY Call Center.

Clicking 'Continue' displays the 'Preparer's Email Verification' page.



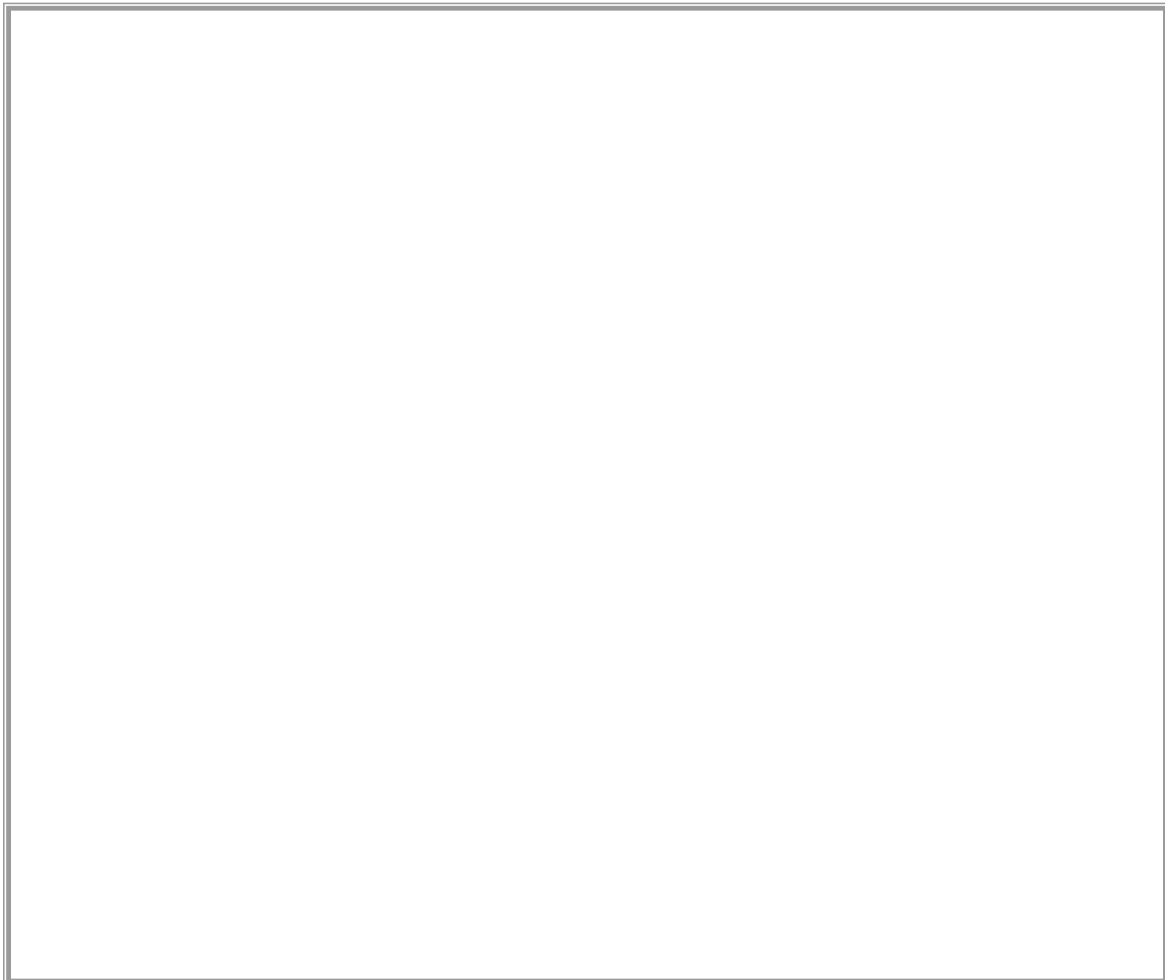
3.0 PREPARER'S EMAIL VERIFICATION

3.1 Figure 3: Preparer's Email Verification Page

The preparer should enter the email address where they can be contacted, if there are any questions.

If the email address entered does not have a valid format (i.e. User@domain.com), an error will be displayed at the top of the page.

Clicking 'Continue' will display either the 'Preparer Information Entry' page for new email addresses or 'Preparer Confirmation' page for registered email addresses.



3.2 Figure 4: Preparer Information Entry Page

This page pre-populates with the email address from the 'Preparer's Email Verification' page.

The user must enter the preparer's name, title, and phone number (without hyphens).

All fields are required. The phone number and email address must have a valid format.

4.0 AFFILIATED PRACTITIONERS

4.1 Figure 6: Affiliated Practitioner Page

This page displays Attending Provider NPI and License information for this facility NPI.

Facilities with multiple NPIs must maintain a separate roster for each facility NPI.

Attending providers included in the claims must be affiliated with the facility NPI on the claim's date of ser

4.2 Figure 7: Add New Affiliated Practitioner Page

For each Attending Provider, enter the NPI, License Number, Profession Code, State, and Effective Start Date. For Attending Providers that are active, leave the Effective Inactive Date blank. For Attending Providers that are inactive at the time of entry, the Effective Inactive Date can be entered. Note: The profession code indicates the profession of the provider (e.g. Physician is 060).

The NPI must be the individual NPI of Attending Provider. Please be sure that the NPI does not reflect a physician's group or other organization.

Clicking 'Save' validates the information entered on the page. If all information is correct, it is saved and a blank entry page is displayed so additional Attending Providers' information can be entered. If there is an error when the NPI is validated, it will be displayed at the bottom of the page.

4.3 Figure 8: Thank You Page

When the entry process is complete, you may exit the application.

If additional attending provider NPI information needs to be entered, you may proceed to the 'Facility Affiliated Practitioner NPI Application' page by clicking on the word **here** on the following screen.



5.0 **APPENDIX**

5.1 Problems with submission