

## National Provider Identifier Requirement for Waiver Providers

This is a notice to certified providers of waiver services through the Ohio Department of Developmental Disabilities (DODD), the Ohio Department of Aging (ODA), and providers of waiver and state plan services through the Ohio Department of Medicaid (ODM) that there is a new requirement for which you will need to take action. Effective November 25, 2019 ODM implemented a policy under Administrative Code 5160-1-17 requiring all providers to obtain a National Provider Identifier (NPI) and keep it on file with ODM.

Federal law requires that an NPI be used to identify providers on any standard transaction (such as a claim) for health care services. Since waiver services are paid in part using federal Medicaid funds, you must obtain an NPI and update your records with ODM to include your NPI. This notice explains how to obtain an NPI, and how to obtain and report your individual NPI to ODM.

**It is recommended that you complete the actions required in this notice by December 31, 2020**

### National Provider Identifiers - Background

NPIs are issued by the National Plan and Provider Enumeration System (NPPES) and are used nationwide to identify providers in a standard way. The NPI is similar to an ODA provider number, DODD contract number or Medicaid provider number. These numbers are not considered protected health information (PHI) because they do not contain personally identifiable information such as date of birth or social security number.

Several resources exist to assist you, including step-by-step instructions for completing the online application to obtain an NPI. The table below lists a variety of scenarios to guide you based on individual circumstances. You can find more information on the ODM website here:

<https://medicaid.ohio.gov/Provider/EnrollmentandSupport/ProviderEnrollment>

I am...	Actions Required
An existing waiver provider with DODD, ODA, and/or ODM with a 7-digit Medicaid ID but have not obtained an NPI	<ul style="list-style-type: none"> <li>- Obtain your individual NPI. If needed, use the NPI Reference Guide found on the ODM website referenced above</li> <li>- Contact ODM to update your record by e-mailing the information to: Medicaid_Provider_Update@medicaid.ohio.gov</li> <li>- To ensure timely processing of your request, please enter "NPI Update" in the subject line and include the following information:               <ul style="list-style-type: none"> <li>o Your first and last name</li> <li>o Your Medicaid ID</li> <li>o Your NPI</li> <li>o Reason for request (i.e., need to update records)</li> </ul> </li> </ul>
An existing waiver provider with DODD, ODA, and/or ODM with 7-digit Medicaid ID and have an NPI that is not on record with ODM	<ul style="list-style-type: none"> <li>- Contact ODM to update your record by e-mailing the information to: <a href="mailto:Medicaid_Provider_Update@medicaid.ohio.gov">Medicaid_Provider_Update@medicaid.ohio.gov</a></li> <li>- To ensure timely processing of your request, please enter "NPI Update" on the subject line and include the following information:               <ul style="list-style-type: none"> <li>o Your first and last name</li> <li>o Your Medicaid ID</li> <li>o Your NPI</li> <li>o Reason for request (i.e., need to update records)</li> </ul> </li> </ul>
Not sure	<ul style="list-style-type: none"> <li>- Contact your respective agency to obtain this information</li> </ul>

For questions not addressed in this memo, please contact ODM Provider Assistance at ODM by calling 1-800-686-1516