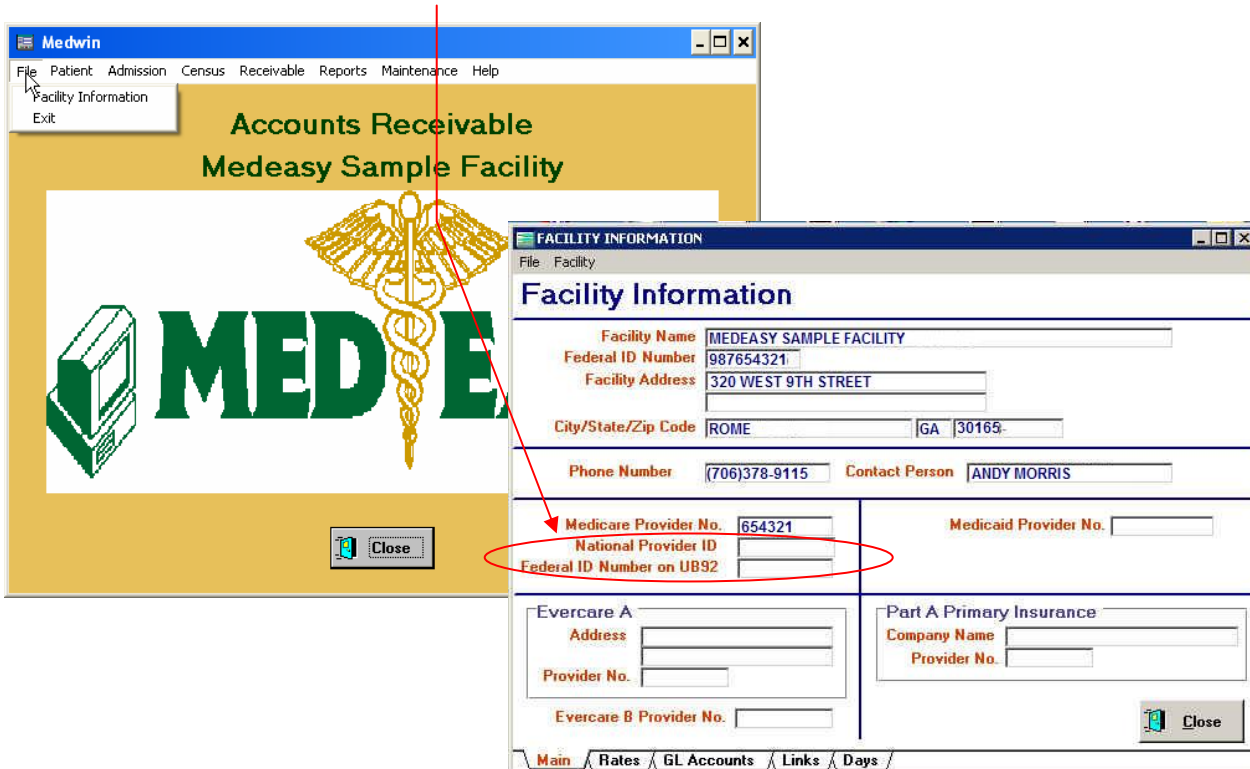


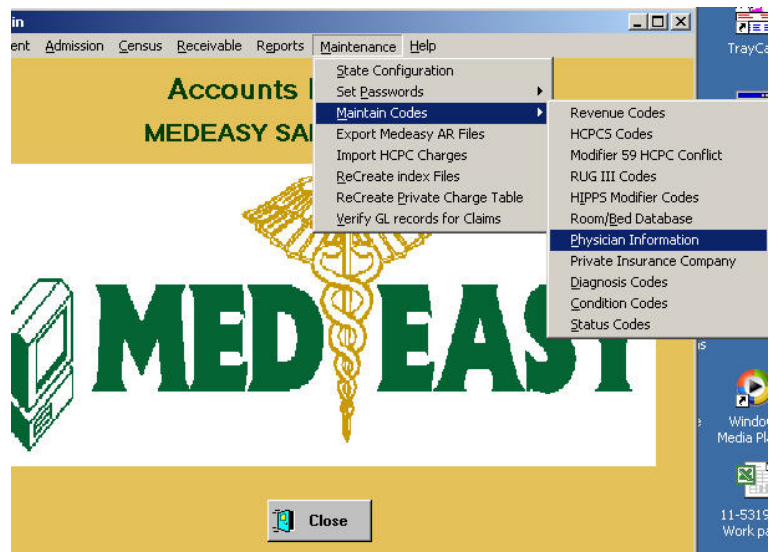
I - Facility Information – NPI Number – “Main” tab

1. Be sure you enter your facility NPI number where indicated below. Also be sure to input your FEIN from the top of the facility information screen to the FEIN on UB92 box as well.



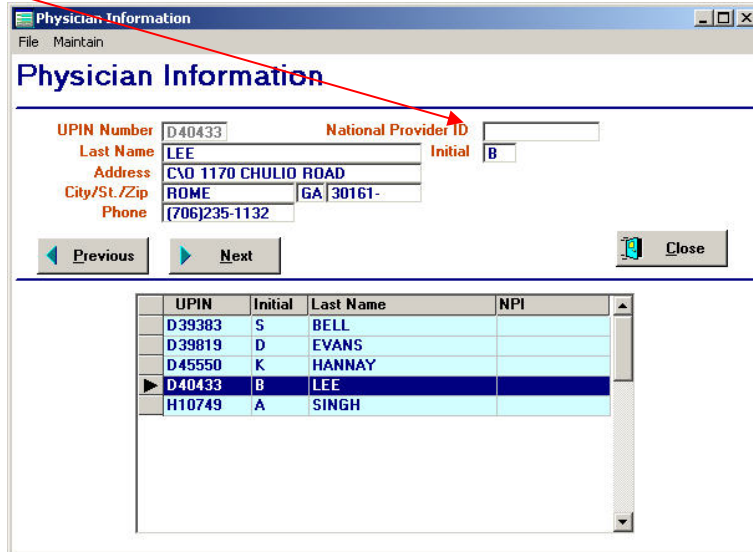
II - Physician Information – NPI Number

1. Click on the Maintenance drop down menu, select Maintain Codes and select Physician Information. The following page will show where to enter the physicians' NPI numbers.



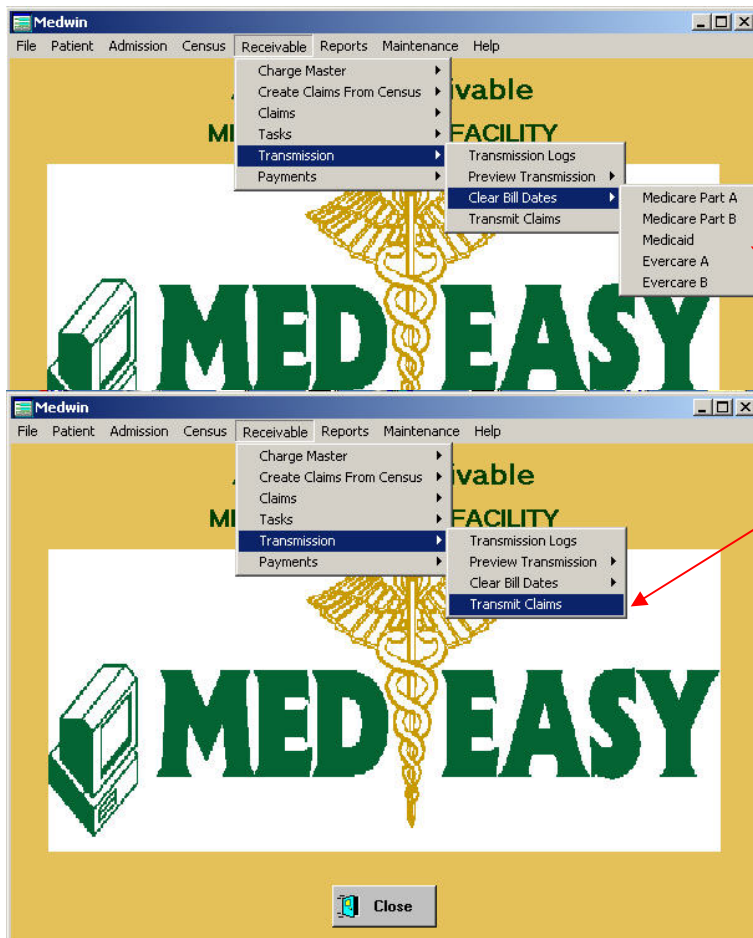
NPI UPDATE (Version 2007.03.20)

2. Enter the NPI number here. Select another physician, enter the NPI number and continue as needed. When completed click close.



UPIN	Initial	Last Name	NPI
D39383	S	BELL	
D39819	D	EVANS	
D45550	K	HANNAY	
D40433	B	LEE	
H10749	A	SINGH	

III – Correcting Claims That Have Been Submitted Without NPI Numbers



1. If claims were submitted prior to the update your claims will be accepted. Still enter the NPI information for future claims.
2. In the event claims were submitted without NPI numbers for the facility and the physician you claims will be rejected and need to be resubmitted. The fix is very easy and quick to perform.
3. Clear the bill dates for all the claims that were submitted.
4. Enter the appropriate NPI numbers.
5. Recreate the claim transmission file and submit your claims.

Thank you for your support!