

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



DHCF Transmittal No. 12-17

Office of the Deputy Director

TO: Home Health Agencies Enrolled in the District of Columbia Medicaid Program

FROM: Linda Elam, PhD, MPH
Deputy Director, Medicaid

DATE: JUL 13 2012

SUBJECT: Inclusion of NPI Numbers on Claims for Medicaid Reimbursement for Personal Care Aide Services – Additional Information

As you know, new regulations governing the delivery of Medicaid Personal Care Aide (PCA) services under the authority of the District of Columbia Medicaid State Plan became effective on July 2, 2012. Transmittal #: 12-08, dated April 18, 2012, provided you with information on the provisions of the regulation pertaining to the use of National Provider Identification (NPI) numbers for your agency, the ordering provider, personal care aides delivering services, and any staffing agencies you use to secure PCAs, on claims for Medicaid reimbursement. Transmittal No. 12-08 also addressed how to include NPI numbers on claims when using UB-04 forms. This transmittal responds to three questions we have received subsequent to Transmittal 12-08. The questions and their answers are below.

1. *How should claims for State Plan PCA services record NPI numbers for PCAs when multiple PCAs serve the same beneficiary on the same day?*

We are aware that the UB-04 claim form does not provide space for you to submit more than one PCA NPI. So, as discussed at the State Plan provider meeting held on June 26, when more than one PCA serves a beneficiary on the same day, include on the claim the NPI of the first PCA who served the beneficiary on that day. Although the NPI number of a second PCA serving the beneficiary on the same day cannot be included on the claim form, we will monitor for the identity of the second and any other PCAs serving the beneficiary on the same day, as part of our on-site reviews of documentation.

2. *How should claims for PCA services record NPI numbers for personal care aides when multiple PCAs serve the same beneficiary on different days?*

Again, as discussed at the State Plan provider meeting held on June 26, when more than one PCA serves a beneficiary, but the service is on different days, a Home Health Agency must submit claims grouped by the PCA. For example, if PCA #1 serves a beneficiary on Monday, Wednesday and Friday, but PCA #2 serves the same beneficiary on Tuesday, Thursday and Saturday, the Home Health Agency must submit two different claims for PCA services. One claim will be for PCA services delivered by PCA #1. The second claim will be submitted for PCA services delivered by PCA #2.

3. *How are NPI numbers to be inserted into claims when claims are submitted electronically?*

The chart below shows where each NPI belongs on a claim for State Plan PCA services, whether a claim is submitted on a UB-04 form or electronically. For example:

The NPI of the staffing agency should be submitted in the Other Provider Loop 2310C in fields NM108 (Insert “XX” for NPI) and NM109 (staffing agency’s NPI).

The NPI of the Personal Care Aide should be submitted in Rendering Provider Loop 2310D in fields NM108 (Insert “XX” for NPI) and NM109 (Personal Care Aide’s NPI).

Placement of NPIs in Medicaid Billing for State Plan PCA Services

	Billing (Home Health Agency)	Referring Physician / Advanced Practice Registered Nurse (APRN) ordering service	Staffing Agency (if used)	Personal Care Aide
UB04	Fields 1 & 2	Field 76 Attending Provider NPI	Field 78 Other Provider 1	Field 79 – Other Provider 2
837I	NM108 and NM109 in loop 2010AA – Billing Provider Segment	NM108 and NM109 in loop 2010A – Attending Provider	NM108 and NM109 of Loop 2310C Other Provider	NM108 and NM109 of Loop 2310D – Rendering Provider Segment
Web	Billing Provider National Provider ID	Attending Provider National Provider ID	Other Provider 1 National Provider ID	Other Provider 2 National Provider ID
WinAsap	Billing Provider	Referring Provider	Other Operating Provider NOTE: If you are required to enter Operating Provider, enter the same NPI in both fields.	Rendering Provider

The Department of Health Care Finance (DHCF) will continue to monitor for the inclusion of all required NPIs on claims. To avoid errors, Medicaid providers of PCA services must ensure that NPI numbers for the PCA providing PCA services, for the ordering provider, and for any staffing agency used to secure PCAs, are included in all claims for PCA services. Please note that every time a staffing agency, ordering physician/APRN, or PCA changes, a different claim must be submitted with the dates of service that represent that combination of the new NPIs.

As previously stated in Transmittal No. 12-08, claims submitted without a NPI number for the provider, the physician or APRN prescribing the service, and at least one PCA delivering the service, will be denied. Retrospective to claims payment, providers will be subject to a recoupment of the Medicaid funds if a claim is found to be incomplete or inaccurate with respect to submission of all NPIs.

We look forward to continuing to work with you to improve our PCA services. If you have questions regarding NPI numbers and Medicaid billing, please contact Mr. Donald Shearer, Director of DHCF's Health Care Operations Administration at 698-2000. All other questions about PCA services should be addressed to Ms. Robin Exton, Project Manager for the Elders and Persons with Physical Disabilities Branch, Division of Long Term Care at (202) 442-9054 or Robin.Exton2@dc.gov.