Hospice providers: Reporting nursing home NPI numbers on claims

This fact sheet describes the process for reporting NPI numbers on facility claims when a patient's residence is a nursing home, and the patient is enrolled in hospice care.

Institutional direct data entry (DDE)

Log into ProviderOne using your assigned domain, username, and password.

Select one of the following profiles:

- EXT Provider Claims Submitter
- EXT Provider Eligibility Checker-Claims Submitter
- EXT Provider Super User

Click on the hyperlink titled **On-Line Claims Entry**. Select **Submit Institutional**. Complete the claim form as needed and click on the **Other Claim Info** tab.

Click on the red plus (**+**) expander titled **Miscellaneous Claim**.

Open the **Service Facility** expander by clicking on the red plus (**+**). Enter the nursing home NPI number in the **Provider NPI** field of this section.

Click on the **Basic Claim Info** tab or the **Basic Claim Form** button to return to the primary claim screen.

Complete the claim form as needed and submit the claim.

HIPAA 837 Institutional Claims

For the HIPAA 837 institutional claim type, the Service Facility NPI is located within Loop 2310E, Data Element NM109.