

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.

The screenshot shows the 'Institutional Claim' form. At the top, there is a header with a grid icon and the text 'Institutional Claim'. Below this is a note: 'Note: asterisks (*) denote required fields.' There are two tabs: 'Basic Claim Info' (which is selected and highlighted in blue) and 'Other Claim Info'. Below the tabs is a breadcrumb trail: 'Billing Provider | Subscriber | Claim | Service'.

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

The screenshot shows the 'CLAIM INFORMATION' section. It has a header with a grid icon and the text 'CLAIM INFORMATION'. Below the header is a link: 'Go to Basic Claim Info to enter basic claim information.' Below that is a red plus sign followed by the text '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.


The screenshot shows the 'MISCELLANEOUS CLAIM' section expanded. It contains three input fields: 'Investigational Device Exemption ID:', 'Demonstration Project ID:', and 'File Information:'. Below this is the 'SERVICE AUTHORIZATION INFORMATION' section, which is collapsed. Below that is the 'SERVICE FACILITY' section, which is expanded and contains one input field: 'Provider NPI:'.





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

 Close  Basic Claim Form  Reset

 Institutional Claim:	
Note: asterisks (*) denote required fields.	
Basic Claim Info	Other Claim Info
Misc. Claim	Specialized Services

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.

