

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.

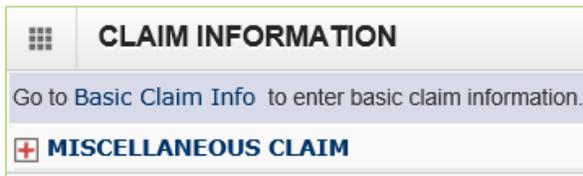
Institutional direct data entry

1. Log into ProviderOne using your assigned domain, username, and password.
2. Select one of the following profiles:
 - EXT Provider Claims Submitter
 - EXT Provider Eligibility Checker-Claims Submitter
 - EXT Provider Super User
3. Click on the hyperlink titled "**On-Line Claims Entry**"
4. Select "**Submit Institutional**"
5. Complete the claim form as needed and click on the "**Other Claim Info**" tab



The screenshot shows a web interface for an "Institutional Claim". At the top, there is a header with a grid icon and the title "Institutional Claim". Below the header, a note states: "Note: asterisks (*) denote required fields." There are two tabs: "Basic Claim Info" and "Other Claim Info". The "Other Claim Info" tab is selected and highlighted in blue, with a green arrow pointing to it from the right. Below the tabs, there are four menu items: "Billing Provider", "Subscriber", "Claim", and "Service".

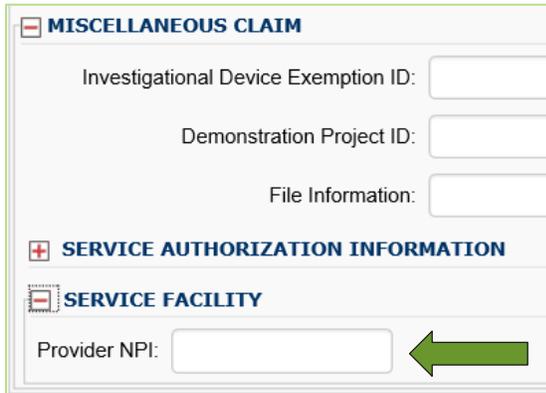
6. Click on the red plus (+) expander titled "**Miscellaneous Claim**"



The screenshot shows a section titled "CLAIM INFORMATION" with a grid icon. Below the title, there is a instruction: "Go to [Basic Claim Info](#) to enter basic claim information." Below this, there is a red plus sign icon followed by the text "MISCELLANEOUS CLAIM".

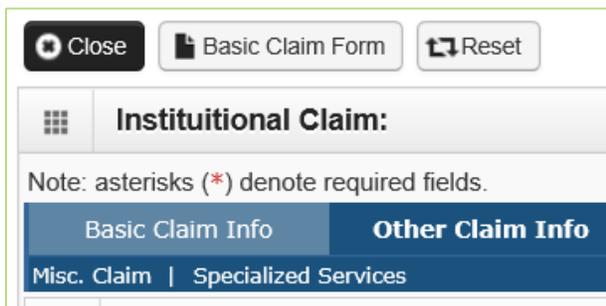


- Open the **“Service Facility”** expander by clicking on the red plus (+). Enter the nursing home NPI number in the **“Provider NPI”** field of this section.



The screenshot shows a web form with several sections. At the top is a section titled "MISCELLANEOUS CLAIM" with a red minus sign icon, containing three input fields: "Investigational Device Exemption ID:", "Demonstration Project ID:", and "File Information:". Below this is a section titled "SERVICE AUTHORIZATION INFORMATION" with a red plus sign icon. Underneath is the "SERVICE FACILITY" section, also with a red plus sign icon, containing a "Provider NPI:" label and an input field. A green arrow points to the right side of the "Provider NPI" input field.

- Click on the **“Basic Claim Info”** tab OR the **“Basic Claim Form”** button to return to the primary claim screen.



The screenshot shows a web form with a top navigation bar containing three buttons: "Close", "Basic Claim Form", and "Reset". Below the buttons is a section titled "Institutional Claim:" with a grid icon. A note below the title reads: "Note: asterisks (*) denote required fields." Below the note are two tabs: "Basic Claim Info" and "Other Claim Info". At the bottom of the form, there are two links: "Misc. Claim" and "Specialized Services".

- Submit the claim as normal.

HIPAA 837 Institutional Claims

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

