HIPAA NPI Checklist

• All DCF entities that are health care providers must obtain an NPI (National Provider Identifier).

An instructional web tool, called the NPI Viewlet, is available for viewing at http://www.cms.hhs.gov/medlearn/npi/npiviewlet.asp and under “HIPAA Latest News” at www.cms.hhs.gov/hipaa/hipaa2 on the CMS Web site. This tool provides an overview of the NPI, a walkthrough of the application, as well as live links to the NEPPES web site where the learner can apply for an NPI. This tool is designed for all health care providers.

• GAP Analysis: Determine systems, business processes and contracts impacted by NPI.

If you utilize an in-house system to generate HIPAA standard transactions, you will need to modify that system to use the NPI.

Any systems involved in reconciliation or other processing of historical data related to HIPAA standard transactions will need to address conversion to the NPI and/or the mapping of the NPI to existing provider Ids (Medicare, Medicaid, etc).

Potential changes to business processes and to contracts with providers and/or business associates need to be investigated.

• Compliance date: May 23, 2007

Some health plans (Medicare for example) will transition to the NPI. When will you begin using the NPI?

After the compliance date, the NPI will be the only identifier that may be used to identify a HIPAA covered provider entity in any HIPAA standard transaction.