



PROVIDER QUICK TIPS

#26

SECURING NATIONAL PROVIDER (NPI) NUMBERS FOR SUBPARTS

The National Provider Identifier (NPI) number will replace health care provider identifiers in use today in Health Insurance Portability and Accountability Act on 1996 (HIPAA) – standard transactions.

WHAT IS A SUBPART?*

A health care provider (that is an organization) may be comprised of components that function as health care providers somewhat independently of the “parent” (the covered organization of which are a part) organization. These components, which are referred to as “subparts,” might conduct their own HIPAA standard transactions, might be certified by the State separately from their “parent” organization, or might be located at the same location as-or a different location from- their “parent” organization. The covered organization needs to determine if it consists of any such subparts, and, if it does, it must determine if any of those subparts need to have their own NPIs in order to be identified in HIPAA standard transactions.

***Only Organizational providers are permitted to create subparts. Individual practitioners are issued a single NPI number. This number must be registered under each active service location to which it applies.**

DO I NEED AN NPI FOR EACH SUBPART?

The Department of Human Services (DHS) has the following recommendations for these provider types:

- **Acute Care Hospitals** (Provider Type 01) - secure separate NPIs for the following areas:
 - Short Procedure Units (SPUs) that must have a separate service location from the hospital
 - Specialized units of the hospital such as the psychiatric unit or inpatient rehabilitation units
 - Hospital based clinics enrolled as Primary Care Physicians (PCPs) for ACCESS Plus
- **Ambulatory Surgery Centers** (Provider Type 02) - secure an NPI for each licensed site
- **Durable Medical Equipment Suppliers** (Provider Type 25) - secure an NPI for each physical site licensed by the Department of Health
- **Group Practices** - a group of individual practitioners of the same provider type such as Physician (31) or Podiatrist (31) - secure an NPI for the service location from which they do their HIPAA billing. It is also recommended that provider groups consolidate their service locations on PROMISe™ to as few as possible
- **Pharmacy** (Provider Type 24) secure an NPI for each licensed site
- **Organizations** that have secured multiple NPIs to accommodate Medicare ensure that they have a single corresponding service location for each NPI acquired by Medicare
- **Case Management Organization** (Provider Type 21) secure an NPI for each service location

Thank you for your service to our Medical Assistance Recipients. We value your participation.

Check the Department of Human Services' Web site often: www.dhs.pa.gov

