



Keystone First

Notice: All submissions of claims will require the National Provider Identifier (NPI) of a Medical Assistance (MA) enrolled Ordering, Referring or Prescribing Provider

Keystone First is required to comply with requirements outlined by the Affordable Care Act (ACA) §42 CFR 455 and the Pennsylvania Department of Human Services (DHS) that all providers, including those who order, refer or prescribe items or services for Keystone First members, must be enrolled in the Pennsylvania Medical Assistance (MA) Program. The complete DHS MA bulletin (99-17-02) outlining all requirements can be accessed on the Keystone First Provider website at www.keystonefirstpa.com → Providers → Resources → Communications → MA bulletins.

Effective January 1, 2018 Keystone First will use the NPI of the ordering, referring or prescribing provider included on the rendering provider's claim to validate the provider's enrollment in the Pennsylvania MA program. A claim submitted by the rendering provider will be denied if it is submitted without the ordering/prescribing/referring provider's Pennsylvania MA enrolled Provider's NPI, or if the NPI does not match that of a Pennsylvania enrolled MA provider.

Action Required:

The rendering provider must include on the claim the name and individual NPI of the ordering, referring, or prescribing provider in the appropriate field(s). **When any of the following fields are present, they will be validated for enrollment:**

Paper Claims

- Professional/CMS-1500: fields **17 and 17b**.
- Institutional/UB-04: fields **76 (always required), 77, 78**

Electronic Claims (EDI)

Professional:

- Referring: **loops 2310A/NM1 and 2310A/NM109**.
- Ordering: **loops 2420E/NM1 and 2420E/NM109**.

Institutional:

- Attending: **loop 2301A/ NM103, NM104 and NM109 where NM101=71**
- Referring: **loop 2310F/NM103, NM104 and NM109 where NM101=DN**
- Operating: **loop 2301B, NM103, NM104 and NM109 where NM101 = 72**
- Other Provider: **loop 2301C, NM103, NM104 and NM109 where NM101 = ZZ**

For complete detailed instructions on billing processes, please see the Claims Filing Instructions online at the Provider Center www.keystonefirstpa.com → Provider → Claims and billing → Claims filing instructions.

Resources – DHS offers a Medical Assistance Enrolled Provider Lookup Function

The DHS lookup function allows enrolled providers to verify that their colleagues who are ordering, prescribing or referring services are enrolled in the Pennsylvania MA program. Access the lookup function at the following link:

<https://promise.dpw.state.pa.us/portal/Default.aspx?alias=promise.dpw.state.pa.us/portal/provider>

Prepare now! Please share this important information with the billing staff at your practice or in your organization. If you have questions about this communication, please contact your Provider Account Executive or Provider Services at 1-800-521-6007.

If you need to enroll as a MA Provider:

Go to the following website for enrollment information through DHS:

http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S_001994

Reminder:

All providers must revalidate their MA enrollment every 5 years. Providers should log into PROMISE™ to check their revalidation date and submit a revalidation application to DHS at least 60 days prior. Enrollment (revalidation) applications may be found at:

<https://promise.dpw.state.pa.us/portal/Default.aspx?alias=promise.dpw.state.pa.us/portal/provider>