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## Memorandum

**Date:** October 12, 2006

**To:** Alliance Providers

**From:** Provider Services Department

**Re:** National Provider Identifier (NPI)  
NEW CMS 1500 Claim Form

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### **NPI:**

#### *How To Obtain An NPI:*

- Complete the on-line application at the NPES web site:  
<https://NPES.cms.hhs.gov/NPES/Welcome.do> or;
- Download the paper application form at  
[www.cms.hhs.gov/NationalProvIdentStand/](http://www.cms.hhs.gov/NationalProvIdentStand/) and mail it to the address on the form.

**It is very important that you retain the notification document that the National Plan and Provider Enumeration System (NPES) sends to you that contains your NPI. You will need to share this notification with your health care partners.**

If you have not yet applied for your National Provider Identifier (NPI), please do so as soon as possible. The Alliance must test NPIs to ensure our claims transactions run smoothly prior to the NPI compliance deadline of May 23, 2007. As soon as you receive your NPI, **fax the NPES notification to Provider Services at 831-430-5857.**

### **NEW CMS 1500 Claim Form:**

Please **DO NOT** begin submitting claims using the **new CMS 1500 claim form**. Continue to use the HCFA 1500 claim form until the Alliance determines a date to begin implementing the new claim form. The CMS 1500 claim form was designed to be used when submitting claims using a NPI.

If you have any questions, please call your Provider Service Representative.