

Beginning May 31<sup>st</sup>, 2008, the National Provider Identifier (NPI) will be required on all electronic claims submitted through the Create and Submit application. Changes will be made to the way the application displays the Billing and Rendering Provider information.

Currently, when you use the Pre-Populate feature to populate a new claim from a previous submitted claim, you normally verify your patient information and change your dates of service and/or charge amounts. On May 31<sup>st</sup>, 2008, when you use the Pre-Populate feature for the first time with each patient, you will need to follow a few simple steps to remove the Wellmark legacy number and replace it with the NPI. Below are step by step instructions to assist you in changing the provider numbers.

1. Click Create a New Claim
2. Click Pre-Populate From a Previously Submitted Claim
3. Click Select on the claim you are pre-populating from
4. Verify the information on Page 1 is accurate, click Continue
5. Click Billing Provider box
6. Highlight and delete the Wellmark legacy number or the Wellmark legacy and NPI number
7. Click Rendering Provider box (Not all providers use this field)
8. Highlight and delete the Wellmark legacy number or the Wellmark legacy and NPI number
9. Click Save & Exit
10. Click Select on the claim you are working
11. Click Continue on Page 1
12. Click Billing Provider drop down box
13. Select the NPI that belongs on claim
14. Click Rendering Provider drop down box (Not all providers use this field)
15. Select the NPI that belongs on claim
16. Click Continue
17. Update the information on Page 3
18. Click Claim Entry Complete

The claim is now ready for submission. You will submit the claims like you normally would. You will only need to complete the steps above if pre-populating from a claim that was created before May 31<sup>st</sup>, 2008.

If you need assistance with how to make the changes using the Pre-Populate feature, please contact EC Solutions Assistance Center by calling (800) 407-0267.