

Where do I put the NPI?

Medicare systems will accept claims with an NPI, but an existing legacy Medicare number must also be on the claim. Note that CMS claims processing systems will reject, as unprocessable, any claim that includes only an NPI.

Take the following steps to enter the NPI:

1. Click on **Lists**, and select **Providers**.
2. Double-click on **Provider** with the corresponding NPI.
3. Select the **Default Pins** tab, and enter the NPI in the **National Identifier** field. Click on **Save**.

The NPI will now go through with the electronic claim submissions.

For Claims with a Referring Provider

1. Click on **Lists**, and select **Referring Providers**.
2. Double-click on **Provider** with the corresponding NPI.
3. Select the **Default Pins** tab, and enter the NPI in the **National Identifier** field. Click on **Save**.

The Referring Provider NPI will now go through with the electronic claim submissions.