



HOW TO QUICKLY SET ALL INSURANCE CODES TO NPI ONLY – dTHOMAS & Lite

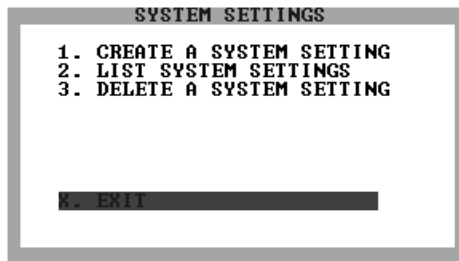
Genius Solutions has released updates for clients that are ready to have ALL claims go NPI Only. This setting is designed to make it quick and easy for you to switch to NPI Only.

Please do not enable this setting unless you are sure ALL (or most) of your payors are ready to process claims using only the NPI with no legacy provider numbers.

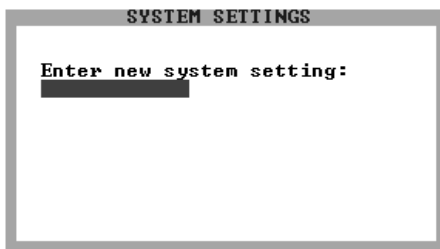
The NPI Indicator in the Insurance Code File screen determines if your electronic claim file or CMS-1500 paper claim form will prepare with NPI Only, NPI and legacy, or legacy only. Currently, the system has four options: **B** (both NPI and legacy provider numbers will report on claims), **N** (NPI only will be reported where legacy numbers once were), **L** (legacy provider numbers only report), and **blank** (this currently indicates both).

We have generally advised clients to leave this indicator blank. This causes THOMAS to report NPI and Legacy. If you enable this new setting with a value of **N**, then all of your blank NPI Indicator insurance companies will then report NPI Only, and no legacy number. The new setting will affect ONLY Insurance Codes that have a blank NPI Indicator, it will not change that particular Insurance Code if you have manually changed the blank to “B” or “L”. This way you could turn on all payors to NPI Only, and change one particular code to “B” if that payor is not ready for NPI Only from you.

1. You must have autoupdated at least as recently as 04/11/2008 to activate the system setting. If you have not autoupdated since 4/11/2008, run autoupdate first.
2. From the dTHOMAS Main Menu, select 8: System Utilities, M: Maintenance Menu, 9: System Settings.
3. Select 1: Create a System Setting.



- a. A new system-setting item will open.
- b. Type NPIVALUE.DAT in the system setting.



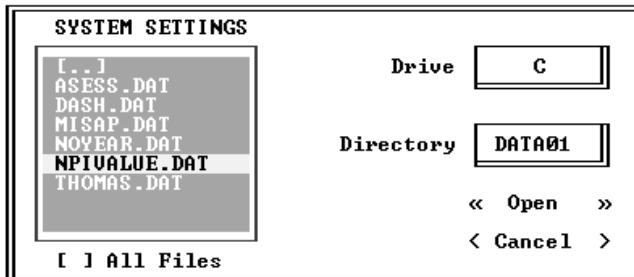
c. A message will appear that the setting has been created. Hit Enter.



d. You will be prompted back to the System Settings Menu.

e. Select 2: List System Settings.

f. Arrow down and select the NPIVALUE.DAT setting. Hit Enter.



g. Enter the letter "N", then hold CTRL and tap the W key to save.

1. N: for all blank NPI indicators to equal NPI Only.

2. B: for all blank NPI indicators to equal NPI and legacy.

3. L: for all blank NPI indicators to equal legacy only.



h. Exit completely out of dTHOMAS and log back in for the system setting changes to become effective. Then try printing a few claims to ensure it is working for you, then try a few electronic claims. On the following day or two, check your EDI rejection reports to make sure they are going, then go ahead and send claims as normal.

i. This does not change the Insurance Code NPI Indicator, it only changes the ones that are blank to report as if you had an N in it.

j. If you have more than one data directory, you will have to follow these instructions for each data directory .