

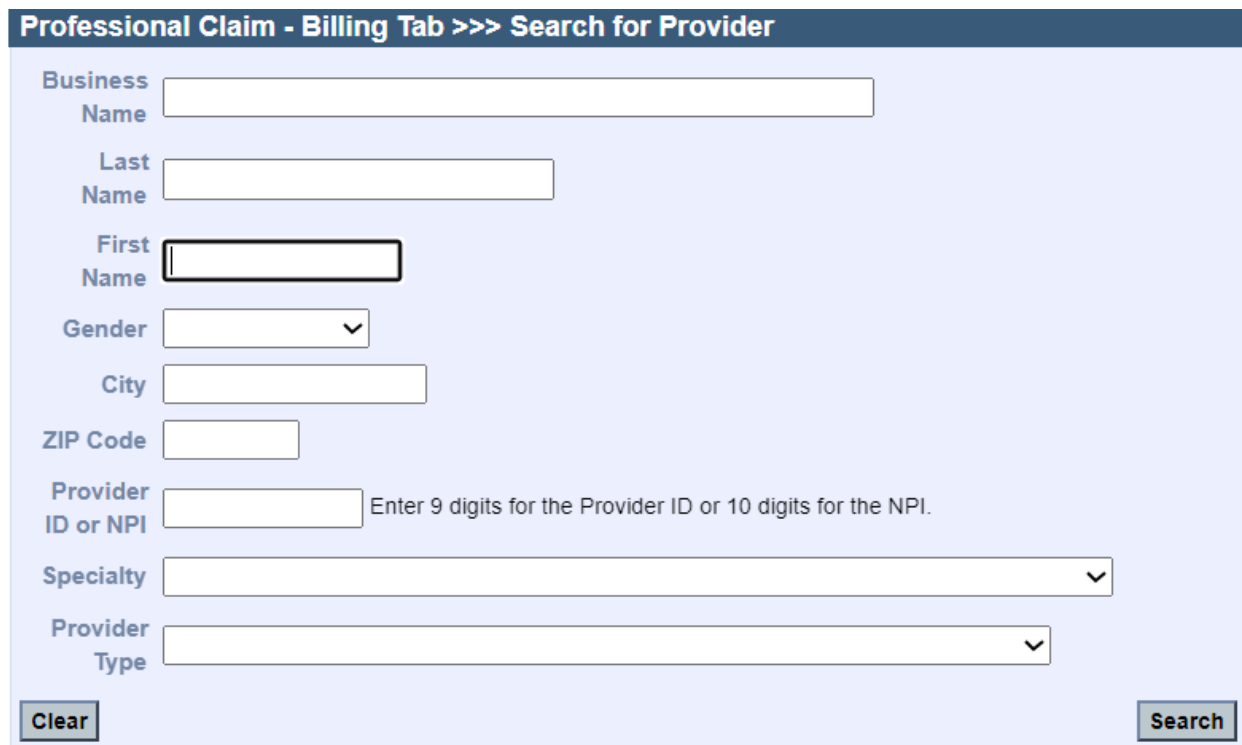
HOW TO POPULATE REFERRING PROVIDER NAME DIRECT DATA ENTRY (DDE) on THE POSC HEADER LEVEL PHYSICIAN CLAIMS

1. For 837P/Physician claims, the REFERRING NPI (aka Referring Provider Name), is populated on the Billing Information Tab
2. On the Billing Information Tab, navigate to the REFERRING PROVIDER NAME field



A screenshot of a web form field labeled "Referring Provider Name". The field is a text input box with a magnifying glass icon and an 'X' icon to its right. The field is currently empty.

3. Click the Magnifying Icon on the right hand side of the field. This will open up a Search panel to search for a provider by Business Name, Last Name, First Name, Gender, City, Zip Code, Provider ID/NPI, Specialty, Provider Type



A screenshot of a search panel titled "Professional Claim - Billing Tab >>> Search for Provider". The panel contains several search criteria fields:

- Business Name: Text input field
- Last Name: Text input field
- First Name: Text input field (highlighted with a red box)
- Gender: Dropdown menu
- City: Text input field
- ZIP Code: Text input field
- Provider ID or NPI: Text input field with a note: "Enter 9 digits for the Provider ID or 10 digits for the NPI."
- Specialty: Dropdown menu
- Provider Type: Dropdown menu

At the bottom left is a "Clear" button and at the bottom right is a "Search" button.

4. Enter the data to perform/conduct the search. For example, Dr. Dan Smith and click the Search button to invoke the Search

Professional Claim - Billing Tab >>> Search for Provider

Business Name

Last Name

First Name

Gender

City

ZIP Code

Provider ID or NPI Enter 9 digits for the Provider ID or 10 digits for the NPI.

Specialty

Provider Type

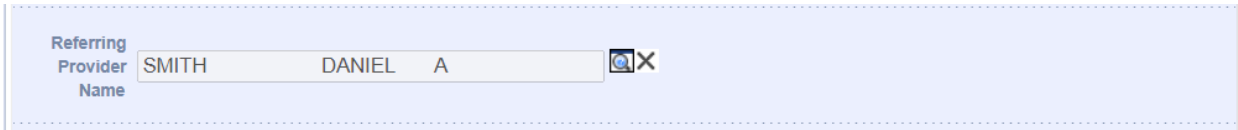
List of Servicing Providers

Click on the Business/Name to select a Service Provider

| Name ↑ | Address | Provider Type |
|-------------------------------------|---|--------------------|
| SMITH DANIELA | 75 FRANCIS ST , BOSTON , MA 02115 | PHYSICIAN |
| SMITH DANIEL C | 759 CHESTNUT ST , SPRINGFIELD , MA 01199 | PHYSICIAN |
| SMITH DANIEL J | 675-7 PLEASANT ST , WEYMOUTH , MA 02189 | PHYSICIAN |
| SMITH DANIEL K | 10 GOVE STREET , EAST BOSTON , MA 02128 | PHYSICIAN |
| SMITH DANIEL P | 55 LAKE AVE N , WORCESTER , MA 01655 | NURSE PRACTITIONER |
| SMITH DANIELLE | 95 WASHINGTON ST , CANTON , MA 02021 | THERAPIST |
| SMITH DANIELLE M | 68 MAIN ST , PEPPERELL , MA 01463 | NURSE PRACTITIONER |
| SMITH DANIELLE M | 10 MORIN DR , BELLINGHAM , MA 02019 | NURSE PRACTITIONER |
| SMITH-NASIFF DANA M | 1261 FURNACE BROOK PKWY STE 18, QUINCY , MA 02169 | PODIATRIST |
| SMITHERS DANIEL L | 330 BROOKLINE AVE , BOSTON , MA 02215 | PHYSICIAN |

HOW TO POPULATE ORDERING AND REFERRING PROVIDER INFO – August 2023

5. Select the Provider Name from the Search Results list (Example Smith, Daniel A 75 Francis St. Boston MA/Physician). Selection of the Provider will populate the REFERRING PROVIDER NAME field.



A screenshot of a form field labeled "Referring Provider Name". The field contains the text "SMITH DANIEL A" and has a small icon with an "X" next to it, likely for clearing the field. The field is highlighted with a light blue background and a dashed border.

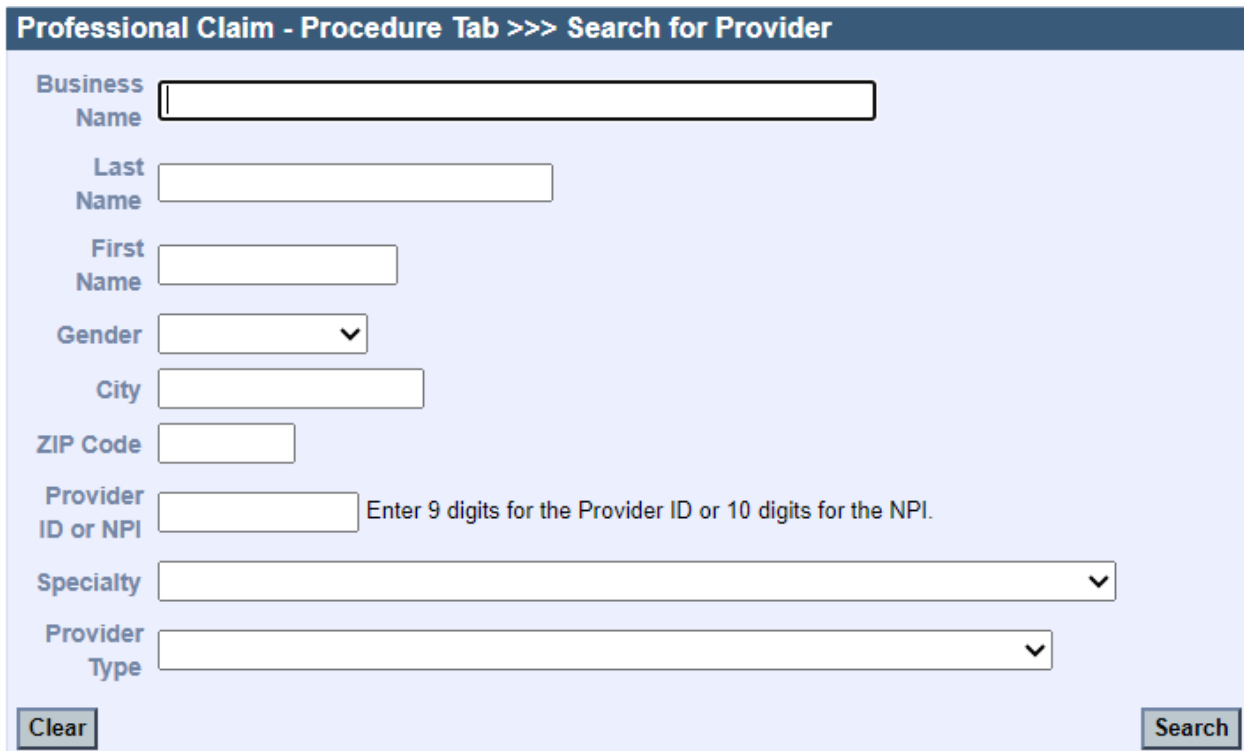
HOW TO POPULATE ORDERING PROVIDER NAME DIRECT DATA ENTRY (DDE) on THE POSC DETAIL LEVEL

1. For 837P/Physician claims, the ORDERING NPI (aka Ordering Provider Name), is populated on the Procedures Tab, for DDE on the POSC
2. On the Procedures Tab, navigate to the ORDERING PROVIDER NAME field



Ordering Provider Name  

3. Click the Magnifying Icon on the right hand side of the field. This will open up a Search panel to search for a provider by Business Name, Last Name, First Name, Gender, City, Zip Code, Provider ID/NPI, Specialty, Provider Type



Professional Claim - Procedure Tab >>> Search for Provider

Business Name

Last Name

First Name

Gender

City

ZIP Code

Provider ID or NPI Enter 9 digits for the Provider ID or 10 digits for the NPI.

Specialty

Provider Type

4. Enter the data to perform/conduct the search. For example, Dr. Dan Smith and click the Search button to invoke the Search

Professional Claim - Procedure Tab >>> Search for Provider

Business Name

Last Name

First Name

Gender

City

ZIP Code

Provider ID or NPI Enter 9 digits for the Provider ID or 10 digits for the NPI.

Specialty

Provider Type

List of Servicing Providers

Click on the Business/Name to select a Service Provider

| Name↑ | Address | Provider Type |
|-------------------------------------|---|--------------------|
| SMITH DANIELA | 75 FRANCIS ST , BOSTON , MA 02115 | PHYSICIAN |
| SMITH DANIEL C | 759 CHESTNUT ST , SPRINGFIELD , MA 01199 | PHYSICIAN |
| SMITH DANIEL J | 675-7 PLEASANT ST , WEYMOUTH , MA 02189 | PHYSICIAN |
| SMITH DANIEL K | 10 GOVE STREET , EAST BOSTON , MA 02128 | PHYSICIAN |
| SMITH DANIEL P | 55 LAKE AVE N , WORCESTER , MA 01655 | NURSE PRACTITIONER |
| SMITH DANIELLE | 95 WASHINGTON ST , CANTON , MA 02021 | THERAPIST |
| SMITH DANIELLE M | 68 MAIN ST , PEPPERELL , MA 01463 | NURSE PRACTITIONER |
| SMITH DANIELLE M | 10 MORIN DR , BELLINGHAM , MA 02019 | NURSE PRACTITIONER |
| SMITH-NASIFF DANA M | 1261 FURNACE BROOK PKWY STE 18, QUINCY , MA 02169 | PODIATRIST |
| SMITHERS DANIEL L | 330 BROOKLINE AVE , BOSTON , MA 02215 | PHYSICIAN |

HOW TO POPULATE ORDERING AND REFERRING PROVIDER INFO – August 2023

5. Select the Provider Name from the Search results list (Example Smith, Daniel A 75 Francis St. Boston MA/Physician). Selection of the Provider will populate the ORDERING PROVIDER NAME field.



The screenshot shows a search results list for the 'Ordering Provider Name' field. The list contains three entries: 'SMITH', 'DANIEL', and 'A'. The entry 'SMITH' is highlighted in blue, indicating it is the selected provider. To the right of the list is a magnifying glass icon and an 'X' icon, likely for search and clear functions respectively.

HOW TO POPULATE REFERRING PROVIDER NAME DIRECT DATA ENTRY (DDE) on THE POSC HEADER LEVEL INSTITUTIONAL CLAIMS

1. For 837I/Institutional claims, the REFERRING NPI (aka Referring Provider Name), is populated on the Billing Information Tab
2. On the Billing Information Tab, navigate to the REFERRING PROVIDER NAME field

The screenshot displays the 'Billing Information' tab with the following fields and values:

- Previous ICN:** [Empty]
- Type of Bill:** [Dropdown menu]
- Billing Provider Taxonomy:** [Text field]
- Billing Provider ID:** 1821017195-110000312A-KERNS, CHERYL -70 ATLANTIC AVE [Dropdown menu]
- Member ID:** [Text field]
- Patient Account #:** [Text field]
- Last Name:** [Text field]
- First Name:** [Text field]
- DOB:** [Text field]
- Gender:** [Dropdown menu]
- Member Address 1:** [Text field]
- Member Address 2:** [Text field]
- Member City:** [Text field]
- Member State:** [Dropdown menu]
- Member Zip:** [Text field]
- Medical Record #:** [Text field]
- Attending Phys Last Name:** [Text field]
- Attending Phys First Name:** [Text field]
- Attending Phys NPI:** [Text field]
- Operating Phys Last Name:** [Text field]
- Operating Phys First Name:** [Text field]
- Operating Phys NPI:** [Text field]
- Other Operating Phys Last Name:** [Text field]
- Other Operating Phys First Name:** [Text field]
- Other Operating Phys NPI:** [Text field]
- Referring Provider Name:** [Text field, highlighted with a red box]

3. Click the Magnifying Icon on the right hand side of the field. This will open up a Search panel to search for a provider by Business Name, Last Name, First Name, Gender, City, Zip Code, Provider ID/NPI, Specialty, Provider Type

Institutional Claim - Billing Tab >>> Search for Provider

Business Name

Last Name

First Name

Gender

City

ZIP Code

Provider ID or NPI Enter 9 digits for the Provider ID or 10 digits for the NPI.

Specialty

Provider Type

4. Enter the data to perform/conduct the search. For example Dr. Steve Smith and click the Search button to invoke the Search

Institutional Claim - Billing Tab >>> Search for Provider

Business Name

Last Name

First Name

Gender

City

ZIP Code

Provider ID or NPI Enter 9 digits for the Provider ID or 10 digits for the NPI.

Specialty

Provider Type

List of Servicing Providers

Click on the Business/Name to select a Service Provider

| Name ↑ | Address | Provider Type |
|-----------------------------------|--|---------------|
| SMITH STEVEN B | ONE MEDICAL CENTER DR , LEBANON , NH 03756 | PHYSICIAN |
| SMITH STEVEN P | 1001 LOUDON RD , LATHAM , NY 12110 | PHYSICIAN |
| SMITH STEVEN P | 1208B VFW PKWY STE 200 , W ROXBURY , MA 02132 | PHYSICIAN |
| SMITH STEVEN R | 10 LANGLEY RD STE 303 , NEWTON CENTRE , MA 02459 | PSYCHOLOGIST |
| SMITH STEVEN S | 85 SEYMOUR ST, STE #401 , HARTFORD , CT 06106 | PHYSICIAN |
| SMITH STEVEN Z | 1100 WASHINGTON ST STE 200 , DORCHESTER , MA 02124 | THERAPIST |
| SMITH PA STEVEN J | 5701 OVERSEAS HWY STE 8 , MARATHON , FL 33050 | PHYSICIAN |

HOW TO POPULATE ORDERING AND REFERRING PROVIDER INFO – August 2023

5. Select the Provider Name from the Search results list (Example Smith, Steven P 1208B VFW PKWY STE 200 , W ROXBURY , MA 02132/Physician). Selection of the Provider will populate the REFERRING PROVIDER NAME

Referring
Provider
Name

SMITH STEVEN P 

HOW TO POPULATE REFERRING PROVIDER NAME AND NPI EELECTRONIC 837P CLAIMS SUBMISSIONS

Most providers will have billing systems that will auto-populate the REFERRING PROVIDER NAME and NPI Loop/Segment. Providers should follow all rules according to the 837P Implementation Guide or Companion Guide for Electronic Claims submissions.

For 837P REFERRING PROVIDER NAME AND NPI is populated Loop/Segment 2310A. Or Loop/Segment 2420F (when different than Referring Provider in 2310A)
Loop/Segment 2310A refers to Header Level entry
Loop/Segment 2420F refers to Detail Level entry

EXAMPLE-

The digits following the 'XX' qualifier is the REFERRING PROVIDER NPI
In this example 1821017195 is the REFERRING PROVIDERS NPI

```
NM1*DN*1*REFERRING*PROVIDER*H**DR*XX*1821017195~←Loop 2310A Referring Provider Name/NPI
LX*1~
SV1*HC>99215*300*UN*1***1~
DTP*472*D8*20190105~
NM1*DN*1*REFERRING*PROVIDER*D**DT*XX*1821017195~←Loop 2420F Referring Provider Name/NPI
NM1*82*1*DETAILRENDERING*PROVIDER*D***XX*1548202641~
SE*31*1001~
GE*1*0884~
IEA*1*000000884~
```

HOW TO POPULATE ORDERING PROVIDER NAME AND NPI EELECTRONIC 837P CLAIMS SUBMISSIONS

Most providers will have billing systems that will auto-populate the ORDERING PROVIDER NAME and NPI Loop/Segments. Providers should follow all rules according to the 837P Implementation Guide or Companion Guide for Electronic Claims submissions.

For 837P ORDERING PROVIDER NAME AND NPI is populated Loop/Segment 2420E. Or Loop/Segment Loop/Segment 2420E refers to Detail Level entry

EXAMPLE-

The digits following the 'XX' qualifier is the ORDERING PROVIDER NPI
In this example 1922020882 is the ORDERING PROVIDERS NPI

SV1*HC>97110*300*UN*1***1~

DTP*472*D8*20190130~

NM1*DK*1*ORDERING*PROVIDER***XX*1922020882~ ← Loop 2420E Ordering Provider Name/NPI

NM1*82*1*DETAILRENDERING*PROVIDER*D***XX*1356331334~

HOW TO POPULATE REFERRING PROVIDER NAME AND NPI EELECTRONIC 837I CLAIMS SUBMISSIONS

Most providers will have billing systems that will auto-populate the REFERRING PROVIDER NAME and NPI Loop/Segments. Providers should follow all rules according to the 837I Implementation Guide or Companion Guide for Electronic Claims submissions.

For 837I REFERRING PROVIDER NAME AND NPI is populated Loop/Segment 2310F. Or Loop/Segment 2420D (when different than Referring Provider in 2310F)
Loop/Segment 2310F refers to Header Level entry
Loop/Segment 2420D refers to Detail Level entry

EXAMPLE-

The digits following the 'XX' qualifier is the REFERRING PROVIDER NPI
In this example 1821017195 is the REFERRING PROVIDERS NPI

HI*ABK>E119~

NM1*DN*1*REFERRING*PROVIDER*H**DR*XX*1821017195~ ←Loop 2310F Referring Provider Name/NPI

NM1*71*1*ATTENDING*PROVIDER****XX*1407046592~

NM1*82*1*RENDERING*PROVIDER****XX*1932119583~

LX*1~

SV2*450*HC>99215*200*UN*1~

DTP*472*D8*20190125~

NM1*DN*1*REFERRING*PROVIDER*D**DT*XX*1821017195~ ←Loop 2420D Referring Provider Name/NPI

NM1*82*1*RENDERING*PROVIDER****XX*1932119583~