



Sherrri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Justin Davis
Interim Commissioner

MEMORANDUM

TO: WV Birth to Three Practitioner's/Service Coordinator's

FROM: Regina Woodcock, Director
WV Birth to Three

DATE: August 22, 2024

RE: National Provider Identification Number (NPI)

Effective January 1, 2025, all WV Birth to Three (WV BTT) enrolled practitioners/service coordinators will be required to have a National Provider Identification Number (NPI) so that WV BTT can enroll you in Health PAS Online - the West Virginia Medicaid/CHIP Provider System.

What is a National Provider Identification Number (NPI)?

An NPI is a unique 10- digit identification number issued to health care providers by the Centers for Medicare & Medicaid Services.

Why is this occurring?

WV Birth to Three, through the interagency agreement between Title V (Maternal and Child Health) and Title XIX (Medicaid), has access to Medicaid funds to cover the cost of providing services to Medicaid eligible children. We must follow all requirements under this agreement as set forth by the West Virginia Department of Human Services, Bureau for Medical Services.

Does this mean I must now file claims with Medicaid?

No. WV Birth to Three/OMCFH serves as the Medicaid Provider on record so you will not bill Medicaid directly. You will continue to file claims with WV Birth to Three as you have always done for the provision of your services.



What if I already have an NPI number?

If you already have an NPI number, you will complete the newly revised WVBTT Central Finance Office (CFO) Enrollment Application form with your ***Date of Birth, Gender and Social Security and NPI Number***. This form is to be submitted by secure electronic communication to the WV Birth to Three Enrollment Unit at Gainwell Technologies with NPI in the subject line of the email. Gainwell Technologies will verify you are currently meeting all enrollment requirements and will send notification to the state office to enter your NPI number as a WV Birth to Three Provider in the Health PAS Online System. You will receive a confirmation email from WVBTT when your NPI has been entered. **WV Birth to Three practitioners will not have access to the WV Birth to Three Health PAS Online System link to enroll independently.**

Will my NPI number for services I provide outside of the WV Birth to Three system be secure?

The WV BTT staff who will be entering your information onto the WV Birth to Three link on the Health PAS Online System will be well trained and will not impact your access to bill Medicaid for the services you provide outside of the WV Birth to Three system.

What if I do not have an NPI number?

If you do not already have an individual National Provider Identifier (NPI), you will be required to obtain one by completing the application at <https://nppes.cms.hhs.gov/#/>. You will enter the taxonomy that most closely relates to your discipline (for example, Nurse, Speech Therapist, Physical Therapist) or you will use the **Early Intervention taxonomy code (252Y00000X)** if you are enrolled as an ASL, Developmental, Hearing, Orientation and Mobility or Vision Specialist, an Autism or Behavior Disorders Teacher or an Interim or Ongoing Service Coordinator.

Once you have received your NPI number, you will complete the newly revised WV BTT Central Finance Office (CFO) Enrollment Application form with your ***Date of Birth, Gender and Social Security and NPI Number***. This form is to be submitted by secure electronic communication to the WV Birth to Three Enrollment Unit at Gainwell Technologies with NPI in the subject line of the email. Gainwell Technologies will verify you are currently meeting all enrollment requirements and will send notification to the state office to enter your NPI number as a WV Birth to Three Provider in the Health PAS Online System. You will receive a confirmation email from WVBTT when your NPI has been entered. **WV Birth to Three practitioners will not have access to the WV Birth to Three Health PAS Online System link to enroll independently.**

With the change, how important is my supporting documentation?

Accurate and timely documentation is a critical component in providing WV Birth to Three services. All WV BTT enrolled practitioners and service coordinators must ensure all source documents for services rendered are uploaded to BTT Online prior to billing and the billing matches the total time documented in the source documents. WV Birth to Three conducts periodic monitoring to ensure our providers are meeting the documentation standards as set forth in the CFO Payee Agreement and Riders that you sign annually. When issues with documentation are found appropriate actions are taken.

When may I begin to send WVBTT Gainwell my required NPI information?

You may begin sending your completed Central Finance Office (CFO) Enrollment Application form with your ***Date of Birth, Gender and Social Security and NPI Number*** effective July 9, 2024.

We highly recommend that you complete the NPI process **by October 15, 2024**, to ensure there is no disruption in your ability to bill for your services on **January 1, 2025**.

For any questions about this memorandum or enrolling, please contact Gainwell Technologies Provider Enrollment at 1-866-639-2916, option 2, Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m. EST.