

Team Number Implementation

BSW, CFC/PAS, and SDMI



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**

Provider Record Updates

- National Provider Identifier (NPI) on all records
- Enrollment Unit (EU)
- Team number on all records
- All locations enrolled
- Agency-based separately enrolled from self-direct
- Separate building structures at the same location enrolled separately



Why is NPI Needed?

NPIs are needed to tie the same entity together across all related provider records.

This will make managing credentialing and claims easier on the dashboard.

All providers are eligible to apply for an NPI on the NPPES site, <https://nppes.cms.hhs.gov/#/>.

All applicable taxonomies must be added to the NPPES site to complete enrollments.



What is an EU?

EUs are the unique identifiers for a provider that break the provider out by:

- NPI
- Provider type
- Taxonomy
- Location
- Team number
- Service type



Why is Team Number Needed?

Team numbers are needed to appropriately identify the provider record that services should be attributed to for a claim.

In conjunction with the NPI, the team number will uniquely identify the location, and the type of services provided at the location.

Claims will route and process against the correct EU record.



What Locations Need to be Enrolled?

Organizations should consider the following when adding locations:

- Whether each of the address locations has a unique four digits after the ZIP code (ZIP+4 code)
- The organization has moved to a new location with an address that contains a different ZIP+4 code.
- Services provided
- Separate buildings



How Are Services Provided?

- Self-Direct Services

- The member has more freedom to direct their own care and therefore more responsibility.
- The self-direct options vary from program to program. Please reach out to the relevant program if you have additional questions.

- Agency-Based Services

- A traditional approach where the agency assumes more responsibility for service delivery.
- Please reach out to the relevant program if you have additional questions.

Team Number Required on Claims

- All claims billed after 3:00 p.m. Mountain Time on March 27, 2025, will require a team number.



Team Number Assignments

Team numbers will be assigned by program during the application process. Team numbers ending in numbers other than 1 or 2 would only apply to providers that share an exact same location (ZIP+4), each with a unique license.

BSW Agency-Based values – B1, B3, B5, B7, and B9

BSW Self-Direct values – B2, B4, B6, B8, and B0

SDMI Agency-Based values – S1, S3, S5, S7, and S9

SDMI Self-Direct values – S2, S4, S6, S8, and S0

CFC/PAS values – P1, AB, and SD



NPI Required on Provider Records

This will not begin until after the requirement for team numbers on claims has been implemented.

Once team numbers are in place, we will add NPIs to existing records.

Some of these may require the EU to be disenrolled then reenrolled. Support will be provided as we work through these.

To add a new location, separate building, or separate service at the same location, create an Update on the existing NPI enrollment and add the location at the Location tab.



Team Number on Electronic Visit Verification (EVV) Claims

- Netsmart will automatically include the team number.



Team Number on Electronic Claims

- Claims billed electronically outside of the MPATH Provider Services Portal must include the team number in loop 2300 NTE Note segment as the first two characters of the NTE02 Claim Note Text data element (e.g., “XX” where XX is the team number).
- The qualifier value in the NTE01 Note Reference Code data element should be ADD (Additional Information).



Team Number on Paper Claims

- Paper claims must include the team number on the CMS-1500 claim form in box 19 as “Team XX” where XX is the team number for the provider.



Team Number on MPATH Provider Services Portal Claims

- Providers using the MPATH Provider Services Portal will select the appropriate Billing Provider, and the team number will automatically populate.



Questions?

