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## PROJECT INFORMATION

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1.0 OVERVIEW

The NPI Legacy Search application has been developed for Louisiana Medicaid Providers to Cross Reference Legacy Provider IDs and National Provider Identifiers (NPI).
2.0 ACCESSING THE APPLICATION

This section provides information on how to access the NPI Legacy Search application via Provider Login. It includes instructions on how to establish an online account with Louisiana Medicaid and complete the Login ID and password process.

The Louisiana Department of Health (LDH) determines who is an authorized user defining all user access capabilities. Directions for establishing a valid online provider account are available on the Louisiana Medicaid website at www.lamedicaid.com. The Provider Web Account Registration Instructions link located on the left side of the Louisiana Medicaid main menu contains the instructions for setting up an online account.
Providers who are experiencing difficulty in establishing an account or with the application may contact the DXC Technology Technical Support Desk at 1-877-598-8753, Monday – Friday 8:00 a.m. – 5:00 p.m. CT or request support by e-mailing lasupport@molinahealthcare.com.

In order to access the **NPI Legacy Search application**, or any other secure application, users must navigate through the Provider Login section of the Louisiana Medicaid web site.

Open a web browser and enter the URL for Louisiana Medicaid at [www.lamedicaid.com](http://www.lamedicaid.com). Click the **Provider Login** button to continue.
At the Provider Login screen, users may read through the Notice to Users. In order to continue, users must enter their 10-digit National Provider Identifier (NPI) or 7-Digit Medicaid Provider ID in the field provided and enter the characters from the CAPTCHA image before clicking the Next button.
At the User Login screen, users must input their Login ID and Password before clicking the **Next** button to continue.

**Note:** Login ID and Password are case sensitive.
Users will be directed to the Provider Applications page where they can access their authorized applications.
Once logged in, the Provider Applications Area screen is displayed. Click the **NPI Legacy Search** link to continue.

**Note:** The list of applications shown here is comprehensive; therefore you may not see as many options on the Provider Applications page.

**New Functionality**

Please note that with the new redesign, backwards navigation throughout any application can be done by clicking on the breadcrumb trail located on the blue ribbon at the top of any screen.

Users also have access to a **Print** screen button located on the top right hand corner of every screen.
3.0 USING THE APPLICATION

The NPI Legacy Search application has been developed for Louisiana Medicaid Providers to Cross Reference Legacy Provider IDs and National Provider Identifiers (NPI).

Users may search Providers by Legacy Provider ID or NPI.
3.1 Search by Legacy Provider ID

In order to search Providers by Legacy Provider ID, enter the 7-digit Medicaid ID in the Medicaid ID field, and then click the Search button.
If the Provider is not on file, the user will be prompted with the following message:

*MedicaidID ####### is not on File*
If the Provider is on file, their information is displayed beneath the search in a table.

Provider information includes the following in separate fields along with any other Provider Specific notes in red below the table:

- Legacy Provider Number
- NPI
- Name
- Taxonomy or Zip Code Tie Breaker
- Provider Type
- Provider Specialty
- Enrollment Begin Date
- Enrollment End Date

In order to begin another search, users may click the **Clear** button to clear the input fields and start the process over.

- **Provider Types:** 33, 56, PO and IP cannot be used as ‘Attending’ on the claim.
- **Any Provider Type with Specialty of '70', cannot be used as the ‘Attending, Ordering, Prescribing or Rendering’**.
3.2 Search by NPI

In order to search Providers by NPI, enter the 10-digit NPI number in the NPI field, and then click the Search button.
If the Provider is not on file, the user will be prompted with the following message:

**No Providers were found with NPI=##########**
If the Provider is on file, their information is displayed beneath the search in a table.

Provider information includes the following in separate fields along with any other Provider Specific notes in red below the table:

- Legacy Provider Number
- NPI
- Name
- Taxonomy or Zip Code Tie Breaker
- Provider Type
- Provider Specialty
- Enrollment Begin Date
- Enrollment End Date

In order to begin another search, users may click the **Clear** button to clear the input fields and start the process over.