Louisiana Medicaid Management Information System (LMMIS)

National Provider Identifier (NPI) Data Entry Application User Manual

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Prepared By Technical Communications Group
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PROJECT INFORMATION

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<tr>
<td>Author</td>
<td>Technical Communications Group, DXC Technology LMMIS QA</td>
</tr>
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1.0 OVERVIEW

This National Provider Identifier (NPI) Data Entry application has been developed for Louisiana Medicaid Providers to register their NPI(s) with Louisiana Medicaid.

National Provider Identifier Data Entry

Welcome to the National Provider Identifier (NPI) Data Entry Application.
You are logged in as EDI MGMT/DXC TECH PNL STAFF-[1200916]
This application has been developed for Louisiana Medicaid providers to register their NPI(s) with Louisiana Medicaid.
If you have not requested your NPI(s) from the National Plan Provider Enumeration System (NPPES) you must exit this application and request your NPI(s) from https://nppes.cms.hhs.gov/, then return here to register your NPI(s) after you have received it.

This application is currently only accepting NPI information from providers that have requested and received an NPI for each LA Medicaid ID (One NPI to One LA Medicaid provider number relationship).

If you plan to enumerate with the NPPES in any other way, such as associating more than one Medicaid ID to a single NPI you will need to exit this application and contact DXC Technology Provider Enrollment at (225) 216-4370 so that we can discuss your NPI enumeration situation and determine the best method for accommodating your circumstance.

Below you will find entry fields for registering your NPI information with Louisiana Medicaid. If you have already registered your NPI, that information will be displayed instead of the entry fields. Corrections to registered NPI information can be made by deleting and re-adding the information.

Registered NPI

There is no NPI information registered for this provider ID.

Add a new NPI

To add an NPI to the list, select Organization or Individual (as applicable) and enter your NPI into the space provided.
The NPI is a numeric 10-digit identifier, consisting of 9 numbers plus a check digit in the 10th position.

[Form fields for entering NPI, Organization type, and NPI contact information]

Add NPI

* Indicates Required Fields
Please enter the contact information for the person that will be responsible for managing your NPI enumeration and will be available for any questions or communications from Louisiana Medicaid. Once you have filled in the required items press the Add NPI button below.

First Name: (*)
Last Name: (*)
Phone: (*) (XXX-XXX-XXXX) Ext: 
Email Address: 

Add NPI
2.0 ACCESSING THE APPLICATION

This section provides information on how to access the National Provider Identifier 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 National Provider Identifier 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. 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 National Provider Identifier link to continue.

- Batch Eligibility Verification System
- Batch Eligibility Verification System Pilot
- Chisholm Paragraph 10 File Download
- Claim Status Inquiry (5010 Version)
- EFT Authorization
- Electronic Clinical Data Inquiry - ICD10
- Electronic Clinical Data Inquiry - ICD9
- Electronic Prior Authorization
- Electronic Remit 835
- Friends and Family
- Healthy Louisiana (Previously Bayou Health) Applications
- Medicaid Eligibility Verification System
- National Provider Identifier
- NPI Legacy Search
- Online 1099
- OSS Checks
- PA Requests for Case Managers
- PACE 820 Report System
- Prescriber Practices and Diabetes Management Admin
- Provider Locator Information
- SMO Applications
- Submitter Claims Denied All 9
- Submitter Contact Information

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 National Provider Identifier (NPI) Data Entry Application has been developed for Louisiana Medicaid Providers to register their NPI(s) with Louisiana Medicaid. It enables users to view Registered NPI information, Add a new NPI, and Delete an existing NPI.
3.1 Add a New NPI

To add an NPI to the list, select **Organization** or **Individual** (as applicable) and enter the NPI into the space provided.

**Note:** The NPI is a numeric 10-digit Identifier, consisting of 9 numbers plus a check-digit in the 10th position.

Users must then enter the contact information for the person that will be responsible for managing the NPI enumeration and available for any questions or communications from Louisiana Medicaid. Once the required items are filled, click the **Add NPI** button.
A confirmation will appear on the screen along with the NPI information under the Registered NPI section of the page.
3.2 Delete an NPI

In order to delete NPI information, an NPI must already be registered under the Provider. Click the **Delete** link next to the NPI to remove the registered information.

The Registered NPI section of the page now reads: **There is no NPI information registered for this provider ID.**

3.3 Other Actions

Other actions users may take in the National Provider Identifier Data Entry Application are:

**Additional NPI** – Users may click this link if they have additional NPI(s) to register. The link will return them to the Provider Login page where they must sign in again using a different LA Medicaid ID and repeat the NPI registration process.

**Complete** – Users may click this link to logout and return to the Main Menu of the Provider Applications home page.