

# Dental Office Update



## Is your office compliant with NPI guidelines?

Every healthcare provider who sends or receives information in electronic form must obtain an NPI. Below is some helpful information to ensure you as the provider and your practice are compliant with CMS and HIPAA regulations.

### What are the different types of NPIs and when are they required?

#### Type 1 is for the provider and sole proprietors:

- Individual health care providers may get NPIs as Entity Type 1. As a sole proprietor, you must apply for the NPI using your own SSN, not an Employer Identification Number (EIN) even if you have an EIN. As a sole proprietor, you may get only 1 NPI, just like any other individual. For example, if a physician is a sole proprietor, the physician may get only 1 NPI (the individual's NPI).
- This is the only type of NPI you will need if you receive payments in your name or under your social security number as a solo practitioner. For practices with multiple dentists, obtain a Type 1 NPI for each dentist.

#### Type 2 is for group practices and single provider clinics not registered as a sole proprietorship:

- If you're an individual healthcare provider who's incorporated, you may need to get an NPI for yourself (Entity Type 1) and an NPI for your corporation or LLC (Entity Type 2)
- Incorporated dental practices or other business entities paid under their business or corporate name, or under their employer identification number (EIN). This includes businesses operating under a corporation or LLC.

Detailed information can be found at [NPI: What You Need to Know \(cms.gov\)](https://www.cms.gov/npi).

### When is an NPI not required?

If you don't conduct any electronic transactions governed by HIPAA, you aren't required to obtain an NPI. However, we strongly encourage you to get one, because you can use it as a single unique identifier with all payers.

### Why is it important to obtain a type II NPI when applicable?

Many states have laws in place to restrict the insurance company (payor) to remit payment to clinics, LLCs, and corporations not registered with an NPI. If you submit electronic claims or conduct any transactions as outlined [here](#) you may experience issues with out of state claims processing and payments.

### How do I apply for an NPI (Type I or II)

1. Visit <https://nppes.cms.hhs.gov>
2. Complete the application and follow instructions to submit either online or by mail. Faxes are not

accepted.

3. After confirmation of the receipt of your application, you should receive your NPI via e-mail within one to five business days if you submitted the application online. Mailed applications may require up to 20 days to process.

#### **If I obtain a new NPI, who do I need to notify?**

1. Notify Delta Dental of Alaska at [dprak@deltadentalak.com](mailto:dprak@deltadentalak.com) with your new NPI. *(Simply submitting it on a claim will not ensure that it's entered into our system.)*
2. Notify your clearinghouse so they can make the necessary updates to your claim form.
3. Once you've reported your NPI, you may begin using it on claims.

#### **Electronic Funds Transfer (EFT)**

Offices compliant with NPI requirements are eligible to enroll directly with DDAK to receive EFT/ERA instead of paper checks. You have the option to elect EFT/ERA from just DDAK or to receive EFT/ERA from every Delta Dental member company. There is no cost to you and enrollment is simple! Click below for additional information.

[EFT/ERA Information](#)

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## **Help us keep your directory listing accurate!**

Every fall Delta Dental of Alaska (DDAK) conducts an annual Directory Accuracy survey. This survey will ask for confirmation of data currently on file. Please keep an eye out for this survey to arrive via mail. If your practice has had any recent changes, please utilize this survey as an opportunity to update your online listing.



### **Save the date!**

**Provider Workshop:**  
Thursday, November 8th  
noon to 1pm

Watch your inbox for the official invite!



## **Fast, Flexible Financing for your Practice**

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**Provider Handbooks**

[Dentist Handbook \(PDF\)](#)

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