

Suppressing Legacy IDs on Paper Claim Forms

Introduction

Effective May 23rd, Medicare has announced it will start to reject paper claims if they contain the legacy IDs. We also anticipate that a number of other insurance companies will enact similar guidelines in the near future. This document will assist you in suppressing the legacy IDs by using an NPI only form for payers to whom you are submitting paper claims.

How to Suppress Legacy IDs on Paper Claim Forms

Complete the following steps for suppressing legacy IDs on your paper claim forms.

Step	Action
1	At the Main menu, select Billing Functions .
2	At the Billing Functions menu, select Billing Maintenance .
3	At the Billing Maintenance submenu, select CMS-1500 Form Configuration (.CPSC) . The Form Types that Currently Print on Red CMS-1500 Forms screen displays. See Figure 1. Note that the form types on your system may be different than those listed here.
4	At the Selection prompt, select E , and then press ENTER to position the cursor on the appropriate Line/Form Type.
5	To print the 08/05 CMS-1500 form with the NPI identifiers only, set the code to 2 .
6	Repeat steps 4 and 5 for each form type on the screen for which you do not want to print legacy IDs on the paper forms.
7	When you are finished, the cursor returns to the Selection line. Press ESC to return to the Billing Maintenance submenu.

Form Type	Code	Form and Identifier Usage	Physical Form #
1. BCBS1	: 2	08/05 FORM WITH NPI-ONLY IDS	85
2. MEDICAID	: 1	08/05 FORM WITH DUAL-IDS	85
3. MEDICARE	: 2	08/05 FORM WITH NPI-ONLY IDS	85
4. COMM INSURANCE	: 1	08/05 FORM WITH DUAL-IDS	85
6. HMO1	: 1	08/05 FORM WITH DUAL-IDS	85
7. HMO2	: 1	08/05 FORM WITH DUAL-IDS	85
8. HGM COMMERCIAL	: 1	08/05 FORM WITH DUAL-IDS	85

Figure 1 Form Types that Currently Print on Red CMS-1500 Forms screen