

How to Add Billing and Rendering Provider Taxonomy Info to a Claim

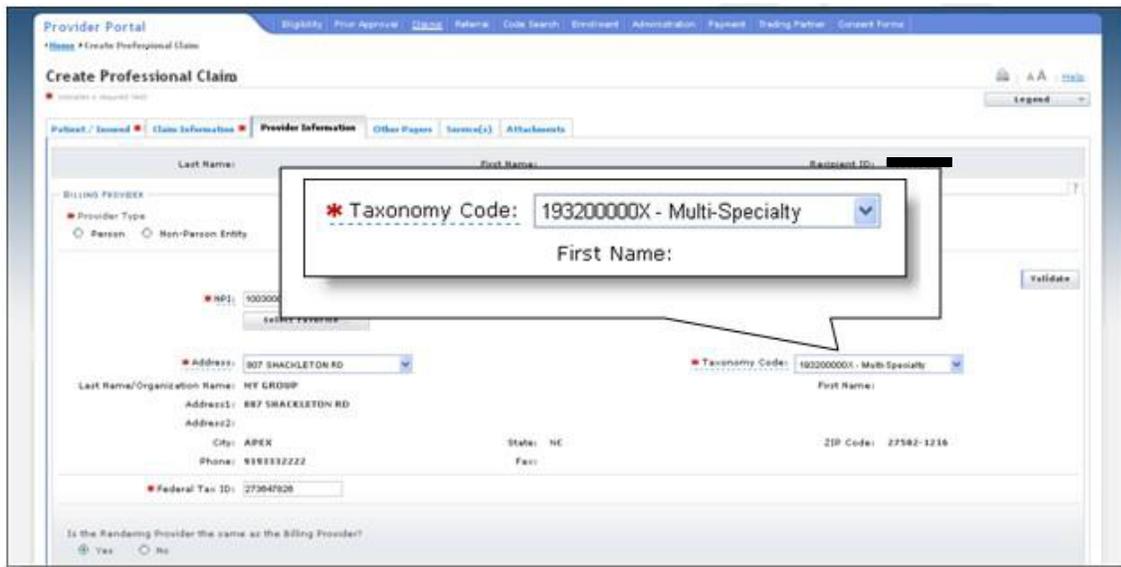
Overview: This job aid provides potential solutions to resolve the edit code *07011 INVLD BILLING PROV TAXON CODE*. This edit code can indicate a few different issues.



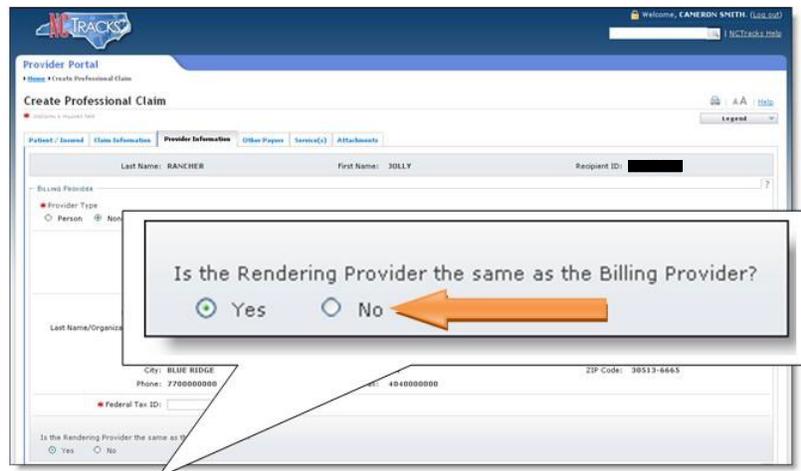
Important Note: If you are a group provider, you should list the **Multi-specialty** or **Single Specialty** taxonomy codes in the billing taxonomy field. Rendering provider NPI and taxonomy information should then be entered in the appropriate **Rendering Provider** section of the claim form. Reference the instructions below.

Group Providers

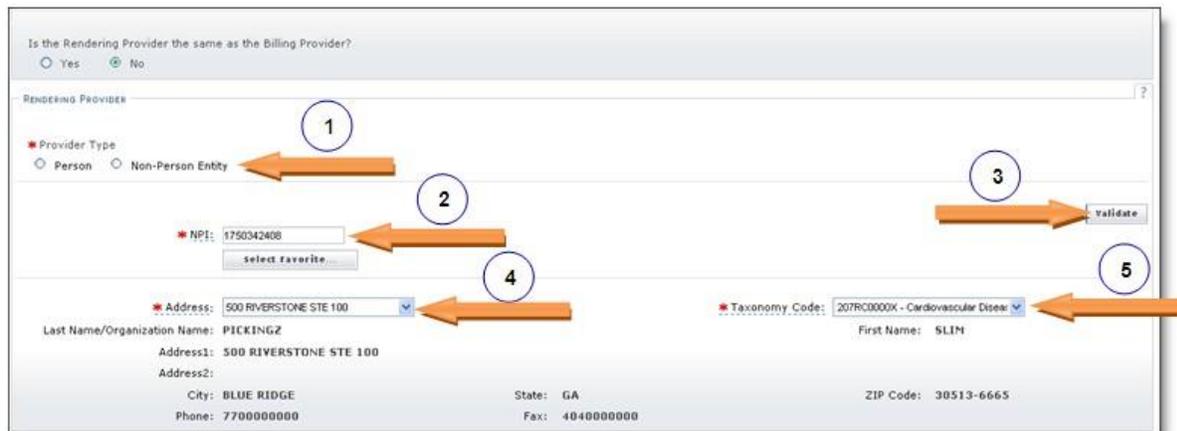
If you are a group provider, under the **Billing Provider** section, select either **Single-Specialty** or **Multi-Specialty**, as illustrated below.



To add the rendering provider NPI and taxonomy, near the bottom of the claim, for the question *“Is the Rendering Provider the same as the Billing Provider?”* switch the radio button from **Yes** to **No**, as illustrated below.



The following **Rendering Provider** section will display.



Is the Rendering Provider the same as the Billing Provider?
 Yes No

RENDERING PROVIDER

* Provider Type
 Person Non-Person Entity

* NPI: 1750342408

* Address: 500 RIVERSTONE STE 100
 Last Name/Organization Name: PICKINGZ
 Address1: 500 RIVERSTONE STE 100
 Address2:
 City: BLUE RIDGE State: GA ZIP Code: 30513-6665
 Phone: 7700000000 Fax: 4040000000

* Taxonomy Code: 207RC0000X - Cardiovascular Disease
 First Name: SLIM

The billing provider information should be completed in the following order.

1. **Provider Type:** If you intend to enter an individual NPI, select **Person**. If you intend to enter an organization NPI, select **Non-Person Entity**.
2. **NPI:** Enter the attending or rendering provider NPI
3. **Validate:** Click the **Validate** button.
4. **Address:** Select the appropriate address from the drop down list. Remember that taxonomy is based on the physical address of the provider.
5. **Taxonomy Code:** Select the rendering provider's taxonomy code from the list.



As part of the transition to NCTracks, NC DHHS reviewed all providers and pre-selected new taxonomy codes for each provider based on the provider specialty. Many of these new codes are considerably different from the taxonomy codes previously used. However, NC DHHS has approved these new codes and should be used when submitting claims or prior approvals.

The taxonomy code on the claim or prior approval must match the taxonomy code on the provider's record or the claim will deny.

Individual Providers

If you are an individual provide, and you receive this edit, the taxonomy entered is not appropriate for the service(s) being billed.

The available taxonomy options on the claim form are determined by the physical address drop down menu illustrated below. Providers should verify the address to ensure that the correct taxonomy list is displayed.

Figure 2: Billing Provider Address Drop Down

If the physical address is correct, and the appropriate taxonomy code is not available, use the **Manage Change Request** process to add the appropriate taxonomy code to the provider's profile.

 Please note that adding a new taxonomy code via the manage change request is not an immediate process, and can take several weeks to complete, as licensing and accreditation must be reviewed by CSRA and approved by the state.

Additional information about taxonomy may also be found at the NUCC website

Visit <http://www.nucc.org/>



The **Code Lookup** screen will display. To expand the list of taxonomy Codes, click the + (plus) sign next to each option. To view the definition, click the [definition] link next to the code.



If you have questions about the Health Care Provider Taxonomy code set, please contact the NUCC by clicking the **Submit a Question** link on the right hand side of the screen. Complete the form to receive an email response. Questions will be answered within 24 to 72 hours.