

# **CMS 1500 Billing Instructions**

Centers for Medicare and Medicaid Services Formerly Health Care Finance Administration

# STATE OF WASHINGTON DEPARTMENT OF LABOR & INDUSTRIES

# CMS 1500 BILL FORM (F245-127-000)

# **BILLING INSTRUCTIONS**

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Ambulatory Surgery Center,
Anesthesiologist, Chiropractor, Hospital ER/Professional Services,
IME Services, Laboratories, Naturopath, Osteopathic Physician,
Outpatient Pain Management Program, Pathologist,
Physical Therapist, Physician, Physician Assistant, Physician Clinic,
Podiatric Physician, Psychologist, Radiologist

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# CMS 1500 BILL FORM BILLING INSTRUCTIONS

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# PROVIDER ACCOUNT REQUIREMENTS

A provider must have an active L&I provider account number in order to treat Washington workers and receive payment for medical services. Once the L&I provider account number is established, and the federally-issued National Provider Identifier (NPI) is registered with L&I, either number can be used on bills and correspondence submitted to the insurer.

Provider Accounts Website – <u>www.becomeprovider.Lni.wa.gov/</u>

Provider Accounts phone – 360-902-5140

#### PROVIDER SPECIFIC INSTRUCTIONS

The L&I website offers many resources to providers. Go to www.Lni.wa.gov/main/ForProviders.asp.

### **Ambulatory Surgery Center (ASC)**

Modifiers:

CPT® modifiers: 50, 51, 52, 58, 59, 73, 74, 76, 77, 78, 79, 99

For the purposes of billing for services provided to Washington workers, an ASC is an outpatient facility where surgical services are provided and that meets the following 3 requirements:

- 1. Must be licensed by the state(s) in which it operates, unless that state does not require licensure;
- 2. Must have at least 1 of the following credentials:
  - a. Medicare Certification as an ambulatory surgery center or
  - b. Accreditation as an ambulatory surgery center by a nationally recognized agency acknowledged by the Centers for Medicare and Medicaid Services (CMS) and
- 3. Must have an active ASC provider account with L&I.

Procedures not listed in the ASC fee schedule section of MARFS are not covered in an ASC. Find a list of all procedures covered in an ASC online at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a> (ASC Fee Schedules section).

For more ASC information, please refer to <u>WAC 296-23B</u> and to the Ambulatory Surgery Center section of the *Medical Aid Rules and Fee Schedules* at <a href="http://feeschedules.Lni.wa.gov/">http://feeschedules.Lni.wa.gov/</a> (Billing & Payment Policies section).

#### Anesthesiologist

Modifiers

CPT® Modifier: -99

HCPCS Modifier: -AA, -OK and -OY

Payment for anesthesia services will only be made to anesthesiologists and certified registered nurse anesthetists. The insurer does not cover anesthesia assistant services. Anesthesia is not payable for procedures that are not covered by L&I. For a list of non-covered procedures refer to the *Medical Aid Rules and Fee Schedules*, **Appendix D**, at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a> (Billing & Payment Policies Section).

The insurer pays most anesthesia services with base and time units. Bill these services with CPT<sup>®</sup> anesthesia codes 00100 through 01999 and the appropriate anesthesia modifier. Bill for services in one-minute time units. List only the time in minutes, do not include base units. L&I's payment system automatically adds base units.

For more information, please refer to the Professional Services section of the *Medical Aid Rules and Fee Schedules* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>.

### **Chiropractor**

Chiropractic physicians must bill for chiropractic care visits with the L&I local procedure codes listed in the Chiropractic Services Section of the *Medical Aid Rules and Fee Schedules*.. They must use the appropriate CPT® codes for radiology, office visits and case management services and HCPCS codes for miscellaneous materials and supplies.

The insurer will not pay chiropractic physicians for codes that are not specifically allowed. Refer to the appendices in the *Medical Aid Rules and Fee Schedules* <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a> for more information on procedure codes and modifiers.

### Evaluation and Management (E/M)

Chiropractic physicians may bill the first 4 levels of new and established patient office visit codes. L&I uses the CPT<sup>®</sup> definitions for *new* and *established* patients. If a provider has treated a patient for any reason within the last 3 years, the person is considered an *established patient*. Refer to a CPT<sup>®</sup> book for complete E/M code descriptions, definitions and guidelines.

The following payment policies apply when chiropractic physicians use E/M office visit codes:

- A new patient E/M office visit code is **payable only once** for the initial visit.
- An established patient E/M office visit code is not payable on the same day as a new patient E/M office visit code.
- Office visits in excess of 20 visits or that occur more than 60 days after the first date you treat the worker require **prior authorization**.
- Modifier –22 is not payable with E/M codes for chiropractic services.
- Established patient E/M codes are **not payable** in addition to L&I chiropractic care visit codes for follow-up visits.
- Refer to the Chiropractic Care Visits section of the <u>Medical Aid Rules and Fee Schedules</u> for policies about the use of E/M office visit codes with chiropractic care visit codes.

For more information, please refer to the Professional Services section in the *Medical Aid Rules and Fee Schedules* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>. <a href="http://feeschedules.Lni.wa.gov">WAC 296-23-195</a> pertains to chiropractic consultations.

#### **Hospital ER/Professional Services**

Hospitals must submit charges for ambulance services and professional services provided by hospital staff physicians on the CMS 1500 bill form using the provider account number(s) assigned by the department specifically for ambulance services and professional services.

ICD9-CM codes are not required on the billing form when billing for ambulance services.

For more information, please refer to the Hospital WACs in Chapter 296-23A, the "Hospital Payment Policies" section of the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>, and the <a href="https://feeschedules.Lni.wa.gov">Hospital Billing Instructions</a> manual (F248-014-000).

### **Independent Medical Examination (IME) providers**

For IME information on the L&I Website, go to www.Lni.wa.gov/ClaimsIns/Providers/TreatingPatients/IME/.

Doctors and/or firms, who wish to provide IMEs for the department or self-insurers for workers covered under <u>Title 51</u> RCW must be approved by the department per <u>WAC 296-23-312</u>. Doctors and/or firms must submit a completed <u>Provider Account Application – IME (F245-046-000)</u> to the Provider Review and Education Unit at the Department of Labor & Industries, PO Box 44322, Olympia, WA 98504-4322.

- For IMEs performed in Washington State, examiners need 1 IME provider account number for each payee they wish to designate.
- An IME examiner not working through any IME firms will need just 1 IME number, which will also serve as their payee number.
- If an examiner works with multiple IME firms that are identified as the payee, then the examiner will need a different provider account number for each IME firm.

# Billing State Fund for IME services conducted WITHIN Washington State

# Billing by non-firm affiliated examiners

If you conduct IMEs in Washington State and you bill the department directly for these services, you must enter your IME examiner provider account number and/or your NPI in box 24J, "Rendering Provider ID. #". Your NPI must be registered with L&I.

## Billing by firms

If your firm conducts IMEs in Washington State, the table below shows which provider account number and/or National Provider Identifier (NPI) to use in 24J of the CMS 1500 form based on the IME service provided IN Washington State. The NPI must be registered with the department.

#### In-state codes

provide	IME examiner's r account or these codes:	Use only the IME firm provider account number/NPI for these codes:	The following codes may be billed by the IME examiner, the IME firm, or by the performing provider.						
1028M	1118M	1100M	1124M						
1038M	1120M	1101M	CPT <sup>®</sup> Code 90801						
1048M	1123M	1132M	CPT® Codes 96101, 96102						
1066M	1125M	1133M	CPT® Codes 96118, 96119						
1104M 1105M	1128M		X-ray, diagnostic laboratory tests in conjunction with IME (Use modifier -7N.)						
1108M	1129M		1045M						
1109M	1130M								
1111M	1137M								
1112M	1138M								
1134M									
1135M	CPT <sup>®</sup> Codes								
1136M	99441-99443								

NOTE: IME firms may use their own provider account number (box 33b) and/or NPI (box 33a) as the "payee" although it isn't required if the same provider account number/NPI is in box 24J.

### **Billing for IME services conducted OUTSIDE of Washington State**

IME providers and IME firms conducting IME services outside of Washington State must comply with the following requirements:

- IME examiners must meet L&I's criteria for approved examiners.
- A separate IME provider account number is required for IMEs conducted outside of Washington State.
- IME examiners must be approved by L&I. To obtain the procedures and an IME provider application, go to <a href="www.Lni.wa.gov/ClaimsIns/Providers/Becoming/IME/default.asp">www.Lni.wa.gov/ClaimsIns/Providers/Becoming/IME/default.asp</a>. When you submit your application include a copy of the doctor's license for the state where the exam will be conducted and current curriculum vitae (CV).
- Firms will not be required to put the examiner provider account number on State Fund bills.
- Bills for out-of-state IMEs must contain the IME firm's provider account number in box 33b of the CMS-1500 bill form.
- You must bill your usual and customary fees.
- Use billing code 1131M for all out-of-state IME services, **except** 1100M and 1101M, and the CPT<sup>®</sup> codes for neuropsychological evaluation and testing. Combine all 1131M charges into one line item on your bill. Also use 1131M for activities occurring after the IME, such as addendums.

For more information on becoming an approved IME provider or performing impairment ratings, please see the *Medical Examiners' Handbook* at <a href="www.LNI.wa.gov/IPUB/252-001-000.pdf">www.LNI.wa.gov/IPUB/252-001-000.pdf</a>, or go to <a href="www.Lni.wa.gov/ClaimsIns/Providers/Becoming/IME/default.asp">www.Lni.wa.gov/ClaimsIns/Providers/Becoming/IME/default.asp</a>.

For general information regarding Washington State IMEs (including finding a medical examiner, how to receive a *Medical Examiners' Handbook*, etc.) go to <a href="http://www.imes.Lni.wa.gov">http://www.imes.Lni.wa.gov</a>.

Washington Administrative Codes (WAC) pertaining to IMEs are as follows: <u>WAC 296-20-200</u> **through** <u>WAC 296-20-200</u> (impairment ratings) and <u>WAC 296-23-302</u> **through** <u>WAC 296-23-392</u> (IMEs). Information can be viewed and downloaded from <u>www.Lni.wa.gov/ClaimsIns/Providers/Billing/</u>.

#### Laboratories

Please refer to the Pathology and Laboratory Services chapter of the Professional Services section in the *Medical Aid Rules and Fee Schedules* at http://feeschedules.Lni.wa.gov.

#### **Naturopath**

Naturopathic physicians should use the local codes listed in the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a> to bill for office visit services, CPT® codes 99367 and 99441-99444 to bill case management services and the appropriate HCPCS codes to bill for miscellaneous materials and supplies.

Refer to Case Management Services, in the Evaluation and Management section of the *Medical Aid Rules and Fee Schedule* for payment criteria and documentation requirements for case management services.

The department will not pay naturopathic physicians for services that are not specifically allowed including consultations. Refer to WAC <u>296-23-205</u> and <u>296-23-215</u> for additional information.

### Osteopathic Physician

Only osteopathic physicians may bill osteopathic manipulative treatment (OMT). CPT® code 97140 isn't covered for osteopathic physicians.

OMT includes pre- and post-service work (For example, cursory history and palpatory examination). E/M office visit service may be billed in conjunction with OMT **only when all of the following conditions are met:** 

- When the E/M service constitutes a significant separately identifiable service that exceeds the usual preand post-service work included with OMT, and
- There is documentation in the patient's record supporting the level of E/M billed, and
- The E/M service is billed using the –25 modifier.

The insurer won't pay for E/M codes billed on the same day as OMT without the -25 modifier.

The E/M service may be caused or prompted by the same diagnosis as the OMT service. A separate diagnosis is not required for payment of E/M in addition to OMT services on the same day.

For more information, please refer to the Professional Services section in the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>.

## **Outpatient Pain Management**

Please refer to the Chronic Pain Management chapter of the Facilities Services section located in the Payment Policies manual at www.feeschedules.Lni.wa.gov

# **Pathologist**

Please refer to the Pathology and Laboratory Services chapter of the Professional Services section in the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>.

### **Physical Therapist**

Physical therapy services must be ordered by the worker's:

- Attending doctor
- Nurse practitioner or
- By the physician assistant for the attending doctor.

Physical therapy services must be provided by a licensed physical therapist or a physical therapist assistant serving under the supervision of a licensed physical therapist (see WAC 296-23-220).

For more information, please refer to the Physical Medicine Services chapter of the Professional Services section in the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>.

#### **Physician and Physician Clinics**

Please refer to the Professional Services section in the *Medical Aid Rules and Fee Schedule* at http://feeschedules.Lni.wa.gov.

#### **Physician Assistant**

Physician assistants (PAs) must be certified and have valid individual L&I provider account numbers to be paid for services. PAs should use billing modifiers outlined in the RBRVS Payment Policies Section of MARFS. For example, to bill for Assistant at Surgery, the PA would use modifier –80, –81 or –82 as appropriate.

Physician assistants may sign any documentation required by the department. Consultations and impairment ratings services related to workers' compensation benefit determinations are not payable to physician assistants as specified in <a href="RCW 51.28.100">RCW 51.28.100</a> and <a href="WAC 296-20-01501">WAC 296-20-01501</a>.

Physician assistant services are paid to the supervising physician or employer at a maximum of 90% of the allowed fee. For more information about physician assistant services and payment, see <u>WAC 296-20-12501</u> and WAC 296-20-01501.

#### **Podiatric Physician**

Please refer to the Professional Services section in the *Medical Aid Rules and Fee Schedule* at http://feeschedules.Lni.wa.gov.

### **Psychologist**

Authorized psychiatric services **must** be performed by a psychiatrist (MD or DO), a psychiatric Advanced Registered Nurse Practitioner (ARNP), or a licensed clinical PhD or PsyD psychologist (see <u>WAC 296-21-270</u>).

Licensed clinical psychologists and psychiatrists are paid at the same rate when performing the same service. Psychiatric ARNPs are paid at 90% of the values listed in the fee schedule.

A psychiatrist or psychiatric ARNP can only be a worker's attending provider when the insurer has accepted a psychiatric condition and it is the **only** condition being treated. A psychiatrist or psychiatric ARNP may certify a worker's time loss from work if a psychiatric condition has been allowed and the psychiatric condition is the only condition still being treated. A psychiatrist may also rate psychiatric permanent partial disability. A psychiatric ARNP may **not** rate permanent partial disability.

**Prior authorization is required** for all psychiatric care referrals (see <u>WAC 296-21-270</u>). This requirement includes referrals for psychiatric consultations and evaluations. Refer to <u>WAC 296-20-045</u> and <u>WAC 296-20-051</u> for more information on consultation requirements.

Psychologists may not bill the E/M codes for office visits.

Psychiatrists and psychiatric ARNPs may **only** bill the E/M codes for office visits on the same day psychotherapy is provided **if** it's medically necessary to provide an E/M service for a condition other than that for which psychotherapy has been authorized. The provider must submit documentation of the event and request a review before payment can be made.

Please refer to <u>WAC 296-21-270</u>, <u>WAC 296-21-280</u> and Professional Services section of the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>.

#### Radiologist

#### RT and LT Modifiers

HCPCS modifiers -RT (right side) and -LT (left side) don't affect payment. They may be used with CPT® radiology codes 70010 – 79999 to identify duplicate procedures performed on opposite sides of the body.

#### **Consultation Services**

CPT<sup>®</sup> code 76140, isn't **covered**. For radiology codes where a consultation service is performed, providers must bill the specific X-ray code with the modifier -26. The insurer **won't pay separately** for review of films taken previously or elsewhere if a face-to-face service is performed on the same date as the X-ray review. Review of records and diagnostic studies is bundled into the E/M, chiropractic care visit or other procedure(s) performed. Payment for a radiological consultation will be made at the established professional component (modifier -26) rate for each specific radiology service. A written report of the consultation is required.

### **Radiology Reporting Requirements**

Documentation for the professional interpretation of radiology procedures is required for all professional component billing whether billed with modifier -26 or as part of the global service. Documentation refers to charting of justification, findings, diagnoses, and test result integration.

Any provider who produces and interprets his/her own imaging studies, and any radiologist who overreads imaging studies must produce a report of radiology findings to bill for the professional component.

Chart notes such as "x-rays are negative" or "x-rays are normal" don't fulfill the reporting requirements outlined in the Radiology chapter of the Professional Services section of the <u>Medical Aid Rules and Fee Schedule</u>, and the insurer will not pay for the professional component in these circumstances.

Attending providers who produce or order diagnostic imaging studies are responsible for acknowledging and integrating the imaging findings into their case management. Providers must include brief documentation in their chart notes.

For more information, please refer to the Radiology section of <u>WAC Chapter 296-23</u>, and Professional Services section of the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>.

The CMS 1500 bill form (F245-127-000) is available on the L&I Website - www.Lni.wa.gov/FormPub/Detail.asp?DocID=1630

#### COMPLETING THE CMS 1500 FORM

Completed bill forms must be typed or printed and be clearly legible. All of the following boxes <u>must</u> be completed to ensure correct bill adjudication. Use the instructions below to complete the CMS-1500 Health Insurance Claim Form.

The CMS 1500 is a universal claim form used by many agencies nationwide; a number of the fields on the form do not apply when billing for workers' compensation services. (The numbered boxes on the claim form are known as fields.) Only the fields that pertain to billing Labor & Industries, self-insured employers, and Crime Victims claims are addressed below

# FIELD DESCRIPTION / INSTRUCTIONS FOR COMPLETION

- la. **INSURED'S I.D. NO.:** Enter worker's social security number. This information will assist us in identifying the injured worker's claim number if the claim number is missing or invalid.
- 2. **PATIENT'S NAME:** Enter worker's last name, first name, and middle initial.
- 3. **PATIENT'S BIRTH DATE:** List the birth date of the worker.
- 5. **PATIENT'S ADDRESS:** Enter worker's current address.
- 11. INSURED'S POLICY GROUP OR FECA (Federal Employees Compensation Act) NUMBER: Enter worker's L&I claim number. Omission of this number will result in denial of payment.

Claim numbers are alpha-numeric, consisting of seven characters. The first letter identifies the funding source, which is listed below.

### STATE FUND INDUSTRIAL INSURANCE

**State Fund Claims** begin with the letters **B**, **C**, **F**, **G**, **H**, **J**, **K**, **L**, **M**, **N**, **P**, **X**, or **Y** followed by six digits, or double alpha letters (example AA) followed by five digits. Send bills for State Fund claims to:

Department of Labor & Industries PO Box 44269 Olympia WA 98504-4269

#### CRIME VICTIMS COMPENSATION PROGRAM

**Crime victims claims** begin with a **V** followed by six digits, or double alpha letters (example VA) followed by 5 digits. Send bills for Crime Victims claims to:

Department of Labor & Industries Crime Victims Compensation Program PO Box 44520 Olympia WA 98504-4520

#### SELF-INSURED EMPLOYERS

**Self-insured claims** begin with **S**, **T** or **W** followed by six digits or double alpha letters (example SA) followed by five digits.

Send bills for self-insured claims directly to the self-insured employer (SIE) or their third party administrator (TPA). For a list of SIE/TPAs, go to www.lni.wa.gov/ClaimsIns/Insurance/SelfInsure/EmpList/Default.asp.

- 14. **DATE OF INJURY/ILLNESS:** Enter the date of injury. A worker may have several claims, so the injury date helps the insurer apply charges to the proper claim.
- 17. **NAME OF REFERRING PHYSICIAN:** Enter the name of the provider referring the worker to you, if applicable.
- 17a. **I.D. NUMBER OF REFERRING PHYSICIAN OR OTHER SOURCE:** Enter L&I provider account number of referring provider if applicable.
- 17b. **NPI:** Enter the National Provider Identifier (NPI) of the referring physician. (Optional for Workers Compensation)
- 21. DIAGNOSIS OR NATURE OF INJURY OR ILLNESS:

ICD9-CM codes are required. You must indicate a specific diagnosis on line 24E for each line item. Designate left or right side of body when applicable.

- 24. ENTER ONLY ONE SERVICE PER LINE
  - 24a. **DATE OF SERVICE:** Enter the month, day, and year of service numerically in mmddyy format (e.g., January 04, 2010 = **010410**).
  - 24b. **PLACE OF SERVICE:** Enter the required 2-digit place of service code. **Don't use any Place of Service codes found on the back of the CMS-1500 forms.** Refer to the Professional Services section in the *Medical Aid Rules and Fee Schedule* at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a> for a list of valid codes.
  - 24d. **PROCEDURE, SERVICE, OR SUPPLY:** Identify the procedure (CPT<sup>®</sup>/HCPCS/Local Code) performed. Enter only one code per line.

DESCRIPTION OF SERVICES: Describe services provided, (e.g., apply long leg cast). When service is coded "unlisted" in CPT-IV, the treatment or diagnostic study must be fully described.

Please Note: The department does not publish sufficient descriptive CPT® and HCPCS information to properly code provided services. Providers and self-insurers must refer to their own copies of these books to determine the appropriate code(s) for billing & payment.

**CODE MODIFIER:** A modifier indicates a performed service or procedure has been altered by a specific circumstance. Indicate modifier, if applicable, after the procedure code. Example: 20816 -80.

For a list of modifiers that affect payment, refer to the *Medical Aid Rules and Fee Schedules*, **Appendix E**, at <a href="http://feeschedules.Lni.wa.gov">http://feeschedules.Lni.wa.gov</a>

- 24e. **DIAGNOSIS POINTER:** Enter the diagnosis number from box 21 for this procedure.
- 24f. **CHARGES:** Enter your usual and customary fee for the procedure billed on this line. (Do NOT bill negative charges)
- 24g. DAYS OR UNITS: Enter total number of units, minutes, or days for the services on each line.
- 24j. RENDERING PROVIDER ID. #:
  - Upper (shaded) field Enter a two digit qualifier (X5) in front of the L&I provider account number assigned by L&I for the rendering physician (e.g. X5 #######, # = L&I provider account number), and/or
  - Lower field Enter the rendering physician's NPI. NPI must be registered with L&I.

Failure to enter at least one of the numbers (the performing provider's L&I provider account number or NPI) will result in bill denial and return.

Due to system limitations, only one rendering provider number can be billed per paper bill form. Bills submitted electronically do not have this limitation. Please contact electronic billing at (360) 902-6511 if you are interested in billing L&I electronically.

- 25. **FEDERAL TAX I.D. NUMBER:** Required. Enter either your employee identification number (EIN) or your Social Security number (SSN) (use the same number you supplied on your Provider Application with the department).
- 26. **PATIENT'S ACCOUNT NO.:** The number you use to identify your patient's account. This is for your convenience only. The State Fund will include up to 12 characters on your remittance advice.
- 28. **TOTAL CHARGES:** Total of all charges.
- 31. **SIGNATURE:** Signature may be that of the provider or the person preparing the bill. The provider submitting the bill is responsible for its accuracy. For computer generated bills, the signature field may be left blank.

The signature "DATE" is the date the bill is prepared and sent to the department or self-insurer.

- 32. **SERVICE FACILITY LOCATION INFORMATION: Enter the** name and address of the physical location where services were rendered.
  - 32a. **NPI:** Enter the facility's NPI.
- 33. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE, AND PHONE #: Enter the name of the provider providing the services (enter last name first) and current address

If your name, address or business status changes, submit a <u>Provider Account Change Form</u> (F245-365-000) found online at <u>www.becomeprovider.Lni.wa.gov</u>, or call Provider Accounts at 360-902-5140.

Fax completed Provider Accounts forms to 360-902-4484, or mail to the address on the form.

Indicating a new address on the bill won't change the department's record of your address and could delay payment.

- 33a. **NPI:** Enter the rendering provider's group NPI. The NPI must be registered with L&I.
- 33b. **Group Provider Number:** Enter a two digit qualifier (X5) in front of the L&I provider account number assigned by L&I for the group ((e.g., X5#######) . # = L&I provider account number) or the group's **registered** NPI.

# CMS 1500 Bill Sample

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-	98304 9. OTHER IN	aurea	C NAME	\	360	/		h-HI-E	_	PATIENT	Stud		Stu		( )									
	V. OTHER III	ISUMED	O NAME	: (Last N	ame, Fi	st reame,	, MICOIN	rman	10.18	PATIEN	rscon	act I I Civi	MELAI	ED IO:										
ŀ	a. OTHER IN	SURED	S POLIC	YORG	ROUP	JUMBER	1		a Ek	<b>I</b> PLOYME	ENT? (C)	urrent or I	Previou	15)	AA00000 (WORKER'S L&I CLAIM NUMBER)  a. INSURED'S DATE OF BIRTH  SEX									
										Г	YES	Г	NO	,	MM CO YY M F									
ŀ	b. OTHER IN			OFBIR	тн	SE	×		b. AL	JTO ACCI		_	_	ACE (State)	b. EMPLOYER'S NAME OR SCHOOL NAME									
	MM   C	° I	YY		м	$\neg$	F	1		Г	YES	Г	JNO.	I I	XYZ COMP							S S		
ı	c. EMPLOYE	R'S NA	ME OR S	CHOOL	NAME				o. 01	HER ACC	CIDENTS	, _	_	_	c. INSURANCE	PLANIN	(AME OR	PROG	RAM N	AME				
											YES		NO		d. INSURANCE PLAN NAME OR PROGRAM NAME  d. IS THERE ANOTHER HEALTH BENEFIT PLAN?									
ı	d INSURAN	CE PLAN	NAME	OR PRO	GRAM	NAME			10d.	RESERVE	ED FOR	LOCAL	USE		d. IS THERE ANOTHER HEALTH BENEFIT PLAN?									
															YES NO If yes, return to and complete Hern 9 a-d.									
	12. PATIENT	'S OR A	итнови:	ZED PEI	RSON'S	SIGNAT	URE L	uthorize th	o rolonso	of any ma	edical or	other info	mation	necessary	INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize     payment of medical benefits to the undersigned physician or supplier for									
								neffts eithe							services described below.									
															]									
	SIGNED							1		DATE					SIGNED									
	14. DATE OF	CURRE	NT:		RY (Acc	st sympto ident) OF	m)OR	15	GIVE F	IENT HAS IRST DA	AME OF	16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION MM DD YY FROM TO YY												
ŀ	17. NAME O		R OR C	<u>, , , </u>	OURCE	17	7n.	D	T A	18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES														
	Referring	Provide	er Name	e				_	7b. NPI	Referr		I Ассот	ш		FROM DD YY MM DD YY									
ŀ	19. RESERV									roelell	E1 3 1VF	1			20. OUTSIDE LAB? \$ CHARGES									
ı	21. DIAGNO	SIS OF I	NATURE	OF ILLI	NESS O	RINJUR	Y (Relat	e Items 1, 2	2, 3 or 4	io item 24	IE by Lin	10)	_	$\neg$	22. MEDICAID RESUBMISSION ORIGINAL REF. NO.									
	1. L <sup>999</sup>	99	_						з. L					*										
															23. PRIOR AUTHORIZATION NUMBER									
	2. <u>1 999</u>	. 9						4	4					] ε.										
	24.A. D From		OF SERV	VICE To		B. PLACE OF	C.	D. PROC		8, SERVK sual Circu		F. 08					J. RENDERING		a di Acct					
-	MM DD	W	мм	DO	YY	SERVICE	EMG	CPT/HC	PCS		MODE	FIER		POINTER	\$ CHARGE	8	UNITS	Fagure 1	QUAL.		VIDER ID.			
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	25. FEDERA	LTANI	L NUMBER	E.		EIN	100	ATIENT'S	ACCC:	NTNO	27	ACCES	OPA TO	GNMENTO	28 TOTAL CHA	BGE	90	ANACH	NPI	n lase	AL ANCE			
	Provider 9			en.	23F	I EIN		ional	ACCOL	HI NO.	ACCEP (For govt YES	28. TOTAL CHARGE 29. AMOUNT PAID 90. BALANCE DUE 5 111 10 8 8												
-	31. SKINATU			AN OR	SUPPLI			SERVICE F	ACILITY	LOCATE	DN INFO			NO	33. BILLING PR			PH#	7	<del>'   °  </del>		4		
	INCLUDE	NG DEG	REES O	R CREE	ENTIAL	.8								formed					'	,				
	() cortily that the statements on the reverse apply to this bill and are made a part thereof.)  Name and address of facility where services performed												Iomeu	Name &	add	lress (	of p	ayee	(group	or fir	m)			
SIGNED DATE a. b.												a. Group NPI b. Group L&I Acct number												
	SIGNED DATE a. b. a. Gro NUCC Instruction Manual available at: www.nucc.org												a. Group 112	-					DOC.					