



IMMEDIATE ATTENTION REQUIRED

RE: ValueOptions' National Provider Identifier Submission Process

Dear Provider:

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated that the Secretary of Health and Human Services adopt a standard unique health identifier for health care providers. On January 23, 2004, the Secretary published a Final Rule adopting the National Provider Identifier (NPI) as this identifier.

This change in process requires that most health plans, including Medicare, Medicaid, private health insurance issuers and clearinghouses accept and use NPIs in all HIPAA covered transactions by May 23, 2007. *(For the latest NPI information, please visit the Department of Health and Human Services (HHS) Web site at www.cms.hhs.gov/NationalProvIdentStand.)*

- **If you do not have your NPI**, please apply now. Providers can apply through a Web-based application or by submitting a paper application that can be found at <https://nppes.cms.hhs.gov>. A paper copy of the application can also be obtained by calling the NPI Enumerator at 1-800-465-3203. Once you obtain your NPI, you must complete the attached form as indicated in the next bullet.
- **If you already have your NPI**, please complete the enclosed NPI Submission Form. Please return the completed NPI Submission Form along with a copy of the NPI Confirmation letter or e-mail you received from the National Plan and Provider Enumeration System (NPPES) to the following address:

ValueOptions, Inc.
Attention: NPI
P.O. Box 41055
Norfolk, VA 23541

If you do not submit a copy of your NPI confirmation letter or e-mail, we will not consider your record complete and this may impact our ability to process your claims accurately.

- **If you have already submitted your NPI to ValueOptions**, please know that you must also submit the appropriate documents as indicated in the bullet above. We are not able to process your information without these documents.

ValueOptions will be in compliance by May 23, 2007 and encourages all providers to submit their **NPIs 10 business days after the receipt of this letter** to avoid the last minute rush and to ensure that all information is received and updated in our database prior to the compliance date. It is important to note, if you submit a claim without a valid NPI number on or after the compliance date, your claim may be denied and returned.

If you have any questions, please visit www.valueoptions.com/provider/news.htm to read ValueOptions' Frequently Asked Questions about the NPI or contact our National Provider Line at (800) 397-1630 Monday through Friday 8:00 AM to 5:00 PM (EST).

Thank you in advance for your cooperation in this matter.

Sincerely,

National Provider Relations