Cook Children's Health Plan

RENDERING TAXONOMY REQUIREMENTS
EFFECTIVE 11/01/2016

Cook Children's Health Plan is taking steps to improve the speed and accuracy in processing paper claims. While we highly encourage *electronic claim submissions*, should you find that you can only submit a claim on paper, please follow these tips:

- Print claim data within defined boxes on the claim form
- Handwritten claim forms cannot be accepted and will be returned
- Use all capital letters
- Print using 10-pitch Pica type(12-point) Courier font. Do not use fonts smaller or larger than 12 points. Do not use proportional fonts, such as Arial or Times Roman
- Do not use dashes or slashes in date fields
- Use paper clips on claims or appeals if they include attachments. Do not use glue, tape, or staples
    - Place the claim form on top when sending new claims, followed by any medical records or other attachments
    - Number the pages when sending attachments or multiple claims for the same Member (e.g., 1 of 2, 2 of 2)
    - Do not total the billed amount on each claim form when submitting multi-page claims for the same Member
    - Do not fold claims forms

Completion of the CMS 1500 also requires the following provider information:

- ZZ ID Qualifier in (24I Shaded)
- National Provider Identifier (NPI) of Rendering Provider (24J-Unshaded)
- Taxonomy Code (24J-Shaded)
- Billing Provider NPI (33a)
- Billing Provider Taxonomy Code (33b)
- If applicable, Referring, Ordering or Supervising Provider Name and NPI (17a & 17b)
    - If there is a Supervising Physician for the referring or ordering provider that is listed in Block 17, the name and NPI of the supervising provider must go in Block 19
    - The following qualifiers must be used:
        - DN = Referring Provider
        - DK = Ordering Provider
        - DQ = Supervising Provider
- If you do not have an NPI, place your Atypical Provider ID (API)/LTSS# in Box 33b

See reverse side for an example of the CMS 1500 requirements

Completion of the CMS1500 requires the following provider information:

Referring Provider:

17 Referring Provider Name

17b Referring Provider NPI

Rendering Provider

24I shaded — ZZ Qualifier

24J shaded — Rendering Provider Taxonomy Code

24J unshaded — National Provider Identifier (NPI) of Rendering Provider

If you do not have an NPI, place your Atypical Provider ID (API)/LTSS# in Box 33b

Billing Provider

33a unshaded — Billing Provider NPI

33b shaded — Billing Provider Taxonomy Code (or API # if no NPI)

Claim Analysts are available
Monday- Friday
8:00am to 5:00pm (CST)
800-964-2247 phone
682-885-8404 fax