

Request for VA Facility Information – Due July 14, 2008

CMS and the Department of Veterans Affairs (VA) are collaborating to allow HETS 270/271 clearinghouse submitters to submit eligibility requests on behalf of VA facilities. In preparation, CMS requests that all clearinghouses that will submit eligibility requests on behalf of VA facilities provide CMS with a list of the VA facilities that your organization will support.

If your clearinghouse will submit eligibility requests for VA facilities, your clearinghouse will be enumerated with a separate submitter ID that must be used on each 270 request submitted for a VA facility. These transactions will be audited to ensure compliance with this requirement; failure to submit VA eligibility requests using the proper process may result in suspension or deactivation of the regular clearinghouse and/or VA-clearinghouse submitter ID.

What VA Facility Information (including NPI(s)) Should I Include On This Request?

You should list each VA facility for which your clearinghouse will submit 270 requests. Please note, however, that the eligibility request should be submitted on behalf of the VA facility; not specific providers functioning within a VA facility. The examples below illustrate when this may be appropriate.

Example 1: Multiple VA Facilities (appropriate)

<u>Legal Business Name</u>	<u>'Doing Business As' Name</u>	<u>Facility NPI</u>
VA Hospital ABCCBA	VA Hospital ABCCBA	1234567890
VA Hospital XYZXYZ	VA Hospital XYZXYZ	2345678901
VA Hospital XYZXYZ	Outpatient Clinic at VA Hospital XYZXYZ	2101010101

Example 2: Multiple VA Facilities (inappropriate)

<u>Legal Business Name</u>	<u>'Doing Business As' Name</u>	<u>Facility NPI</u>
VA Hospital XYZXYZ	VA Hospital XYZXYZ	2345678901
VA Hospital XYZXYZ	Dr. John Doe Smith	2101010111

Dr. John Doe Smith is a provider who should be submitting inquiries with his own assigned Submitter ID (or via the clearinghouse's existing HETS 270/271 Submitter ID). His Provider NPI will not be approved on the VA Facility form and any submissions via the VA-clearinghouse Submitter ID which include Dr. Smith's NPI will be invalid.

Updates and / or Changes to VA Facility Information – After July 14, 2008

After July 14, 2008, it is incumbent upon clearinghouses to obtain approval from CMS if they wish to add additional VA facilities to their transactions. This is accomplished by completing an updated HETS 270/271 Clearinghouse VA Facility Information Form and submitting it to the MCARE Help Desk (mcare@cms.hhs.gov). It is your organization's responsibility to keep the MCARE Help Desk informed of any changes to the information submitted on the Trading Partner Agreement, Access Request to HETS Form and on the HETS 270/271 Clearinghouse VA Facility Information Form. For example, if you are no longer submitting for an approved VA facility, or an NPI has become Inactive, you are requested to fill out a new HETS 270/271 Clearinghouse VA Facility Information Form with the "Status" of the Inactive NPI set to "Delete". If a Submitter makes an inquiry for a VA facility NPI that has not been approved for use by your clearinghouse, HETS 270/271 inquiry privileges may be suspended.

Instructions for Completing HETS 270/271 Clearinghouse VA Facility Information Form

Please fill out all the columns of the form for your organization and forward a soft-copy to CMS via the MCARE Help Desk (mcare@cms.hhs.gov). Follow the instructions as specified below. A sample form is attached, illustrating the required entries.

Current Clearinghouse Submitter ID – Enter the Submitter ID your clearinghouse is currently using to submit HETS 270/271 Eligibility Inquiries.

VA Facility Legal Business Name – Enter the Legal Business Name for the VA facility.

VA Facility Street Address – Enter the physical address of the VA facility. Do not enter a P.O. Box.

VA Facility City – Enter the City where the VA facility is physically located.

VA Facility State – Enter the State where the VA facility is physically located (2 character alpha).

VA Facility Zip Code – Enter the Zip Code where VA facility is physically located.

VA Facility ‘Doing Business As’ Name (tied to NPI) – Enter the “Current Name” of the VA facility that is associated with the Facility NPI (below). This should be the Provider name (or “Doing Business As” name).

Facility NPI – Enter the NPI of the VA facility.

Status (Add or Delete) – Select the status for the NPI on this line. If you are submitting this NPI for the first time (or this is your first time filling out this form) select “Add”. If your organization is no longer submitting for an NPI previously provided or an NPI has become Inactive select “Delete”.

