



## Oklahoma State University

<b>Title: Health Care Providers</b>	<b>Policy #: TRN-00.01</b>
<b>Category: HIPAA Compliance</b>	<b>Authority: 45 CFR § HIPAA SECTION: 162.410</b>
<b>Standard: Standard Unique Health Identifier for Health Care Providers</b>	<b>Responsibility: Health Care Components</b>
<b>Effective Date: 05/23/2007</b>	<b>Page 1 of 1</b>
<b>Approved By: OSU Legal Counsel</b>	<b>Revised: 6/1/2013</b>

### **PURPOSE:**

To establish OSU's responsibilities regarding each health care provider's National Provider Identifier (NPI).

### **POLICY:**

OSU must obtain, by application if necessary, an NPI from the National Provider System (NPS) for itself or for any subpart of OSU that would be a covered health care provider if it were a separate legal entity. OSU may obtain an NPI for any other subpart that qualifies for the assignment of an NPI. §162.410(a)(1)

Use the NPI OSU obtained from the NPS to identify itself on all standard transaction that it conducts where our health care provider identifier is required. §162.410(a)(2)

OSU will disclose its NPI, when requested, to any entity that needs the NPI to identify that covered health care provider in a standard transaction. §162.410(a)(3)

OSU will communicate to the NPS any changes in its required data elements to the NPS system within 30 days of the change. §162.410(a)(4)

If OSU uses one or more business associates to conduct standard transactions on its behalf, OSU will require the business associate(s) to use its NPI and other NPI's appropriately as required by the transactions that the business associate(s) conducts on OSU's behalf. §162.410(a)(5)

If OSU has been assigned NPIs for one or more subparts, comply with the requirements stated above with respect to each of those NPIs. §162.410(a)(6)

### **PROCEDURE:**

OSU uses a third party Vendor for all credentialing of providers. OSU also does communicate any changes necessary via Vendor to the NPS System within the specified time. All transactions that require the use of an NPI, will be appropriately placed in the correct spot according to industry standards.