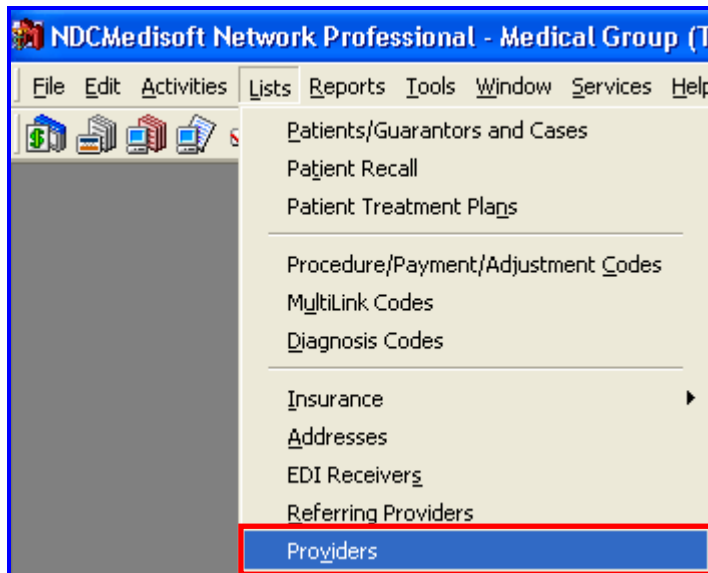


## Where to Enter the NPI for Individual and Group Providers in Medisoft

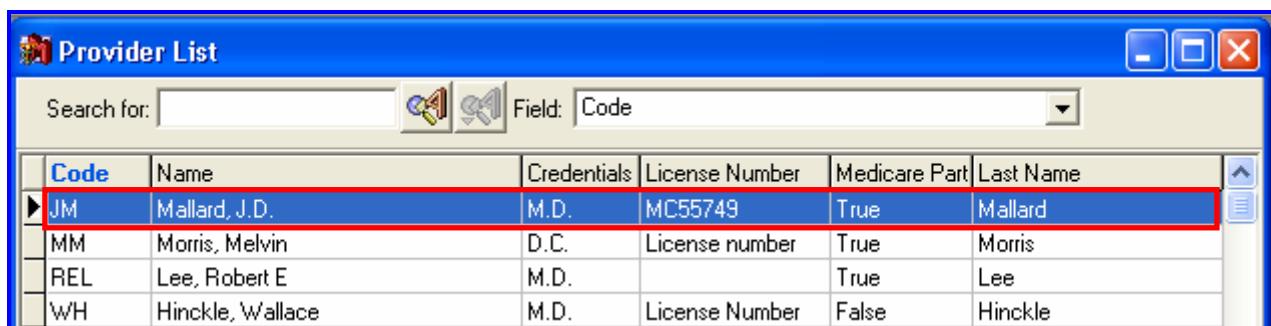
The instructions below are for an Individual Practice. ([Click here](#) for Group Provider instructions)

Medicare systems will accept claims with an NPI, but an existing legacy Medicare number must also be on the claim. Note that CMS claims processing systems will reject, as unprocessable, any claim that includes only an NPI.

1. Click on **Lists**, and select **Providers**.



2. Double-click on **Provider** with the corresponding NPI.



3. Select the **Default Pins** tab, and enter the NPI in the **National Identifier** field. Click on **Save**.

Provider: Mallard, J.D.

Address **Default Pins** Default Group IDs PINs

SSN/Federal Tax ID: FedTaxID  Federal Tax ID Indicator  
 SSN

PIN

Medicare: 111111  
Medicaid: 222222  
Tricare: 333333  
Blue Cross/Shield: 444444  
Commercial: 555555  
PPD: 666666  
HMD: 777777

UPIN: JDMALUPIN  
Extra 1: CLIA Number:  
Extra 2: TAT Number:  
EDI ID: National Identifier: NPI Goes Here

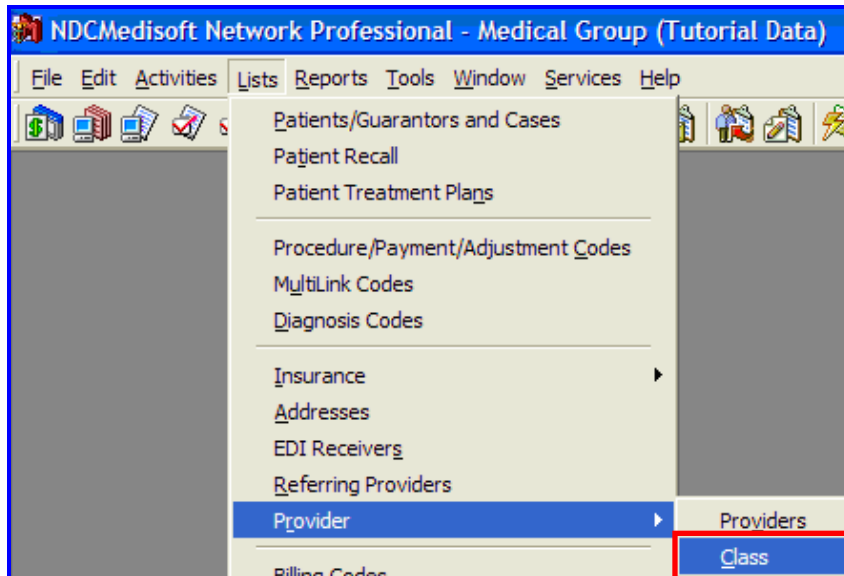
Save  
Cancel  
Help  
Set Default

The NPI will now go through with the claim submission.

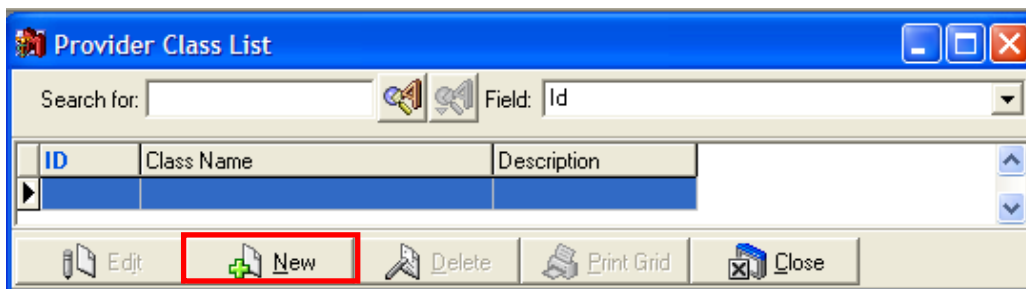
## How to Setup a Group Provider NPI in Medisoft

Take the following steps to setup a **Group NPI** for the practice:

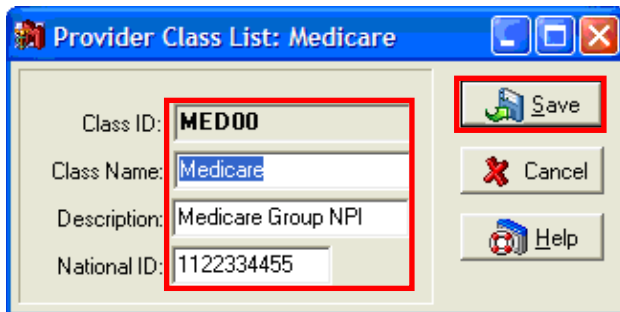
1. Click on **List, Provider**, and select **Class**.



2. Click **New** in the **Provider Class List** window.



3. Enter **Class ID**, **Class Name**, **Description**, and your **National ID**. Click **Save**.



Provider Class List: Medicare

Class ID: MED00

Class Name: Medicare

Description: Medicare Group NPI

National ID: 1122334455

Save

Cancel

Help

This is only an **EXAMPLE**

We suggest for

"Class ID" **GRNPI** (5 Characters)

"Class Name" **GRPNPI**

"Description" **Your Group's Name**

4. The new **ID** should appear in the **Provider Class List** window. Click **Close**.

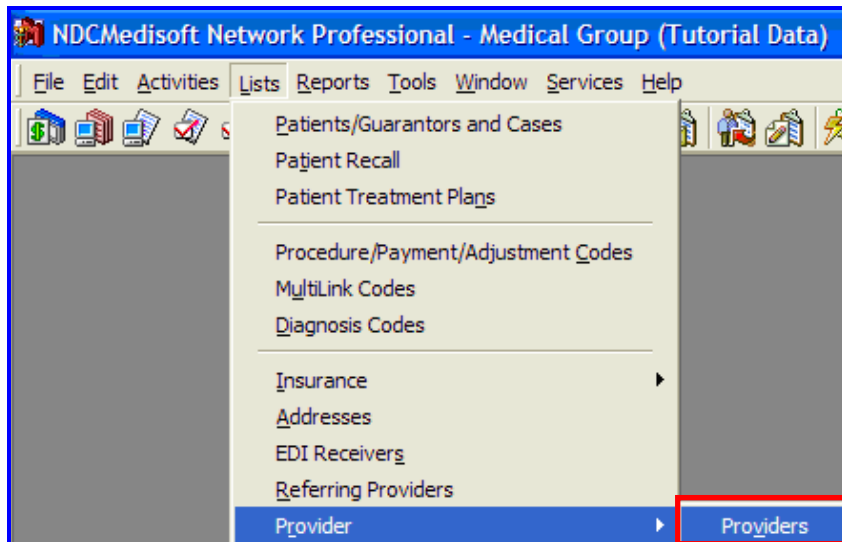


Provider Class List

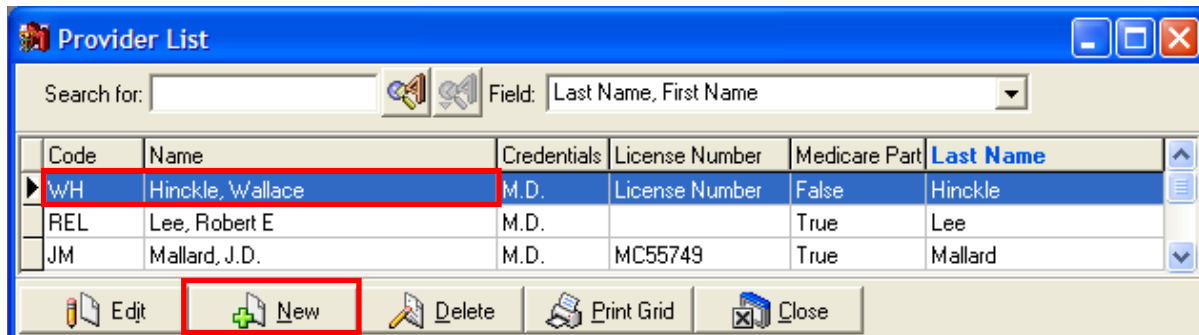
Search for: [ ] Field: Id

ID	Class Name	Description
MED00	Medicare	Medicare Group NPI

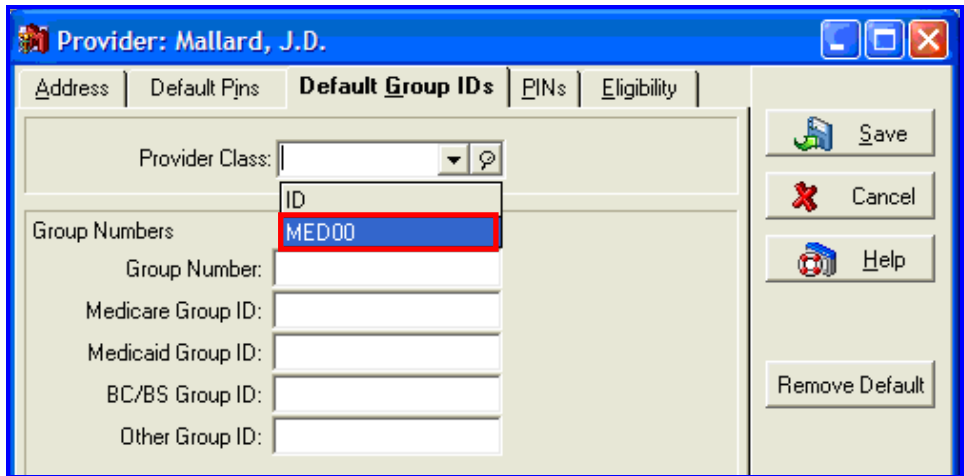
5. Click **List**, **Provider**, and select **Providers**.



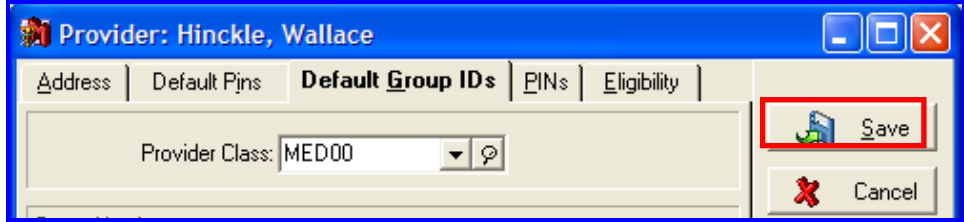
6. Click **New** to create a new Provider, or double-click an existing Provider to **Edit**.



7. Select the **Default Group IDs** tab, click the drop-down box and select the **Provider Class**, created in step three. In this example, it is **MED000**.



8. Click **Save**.



The Provider is now setup to transmit the Group NPI number for the practice.

**Repeat these steps for each Provider in your practice.**