Add a provider without an NPI in Availity Essentials
Quick Reference Guide

An atypical provider must be added to Availity Essentials without an NPI.

(Atypical providers are providers who do not provide healthcare services as defined under HIPAA in Federal regulations at 45 CFR § 160.103, such as taxi, meal delivery, and respite services, and contractors who build wheelchair accessible ramps.)

IMPORTANT:

- To ensure that transactions are submitted without error and do not get denied, you will need to remove existing atypical providers that were originally set up with an NPI and then re-add them to the organization on the **Manage My Organization** page.

- First, follow the steps on how to *remove* a provider from an organization.

- Then, follow the steps on how to *add* a provider without an NPI.

- Add new atypical providers to your organization without an NPI.
- Important: When you update a field on the Manage My Organization page using the Add Provider(s) feature for a provider or practitioner, these field entries only update the information in Availity Essentials and not in your Magellan provider record.

Both administrators and non-administrators can add a provider to an organization in Availity Essentials from the **Manage My Organization – Providers** page.

This Quick Reference Guide will provide guidance on adding a provider without an NPI in Availity Essentials.

Follow the steps below to add a provider without an NPI to your organization:

1. Click the **Active** tab on the left side of the **Manage My Organization** page.

2. Select the organization for which the provider is to be added.
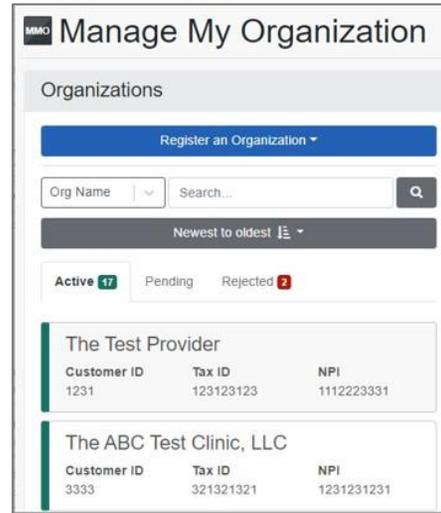
3. Click **Add Provider(s)** in the **Providers** section in the organization details card for the organization located on the top right side of the page.
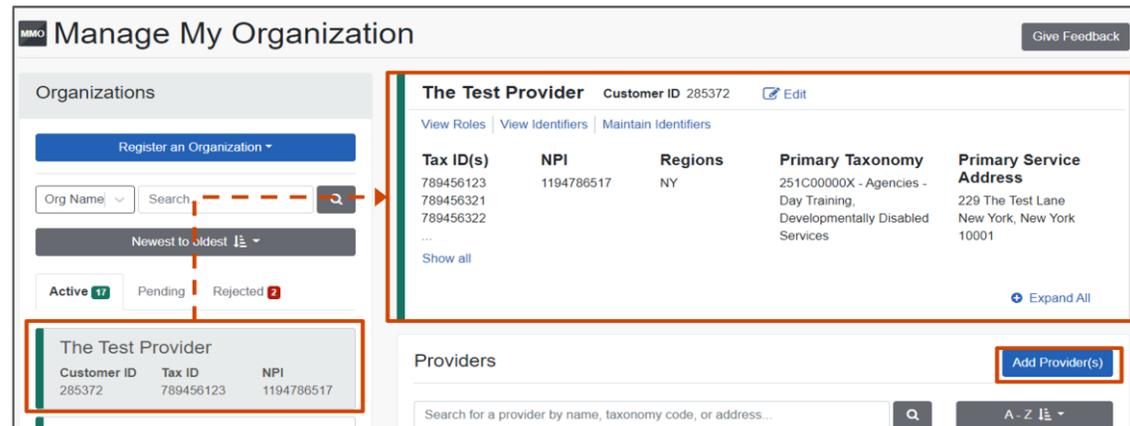
4. Enter or select information in the following fields on the **Add Provider** window to locate the provider, and then click **Find Provider**:

IMPORTANT: Be sure to select the check box to correctly add a provider that is atypical and does not provide health care as defined under HIPAA regulations in Federal regulations at 45 CFR § 160.103. When adding an atypical provider to the organization, do **NOT** include an NPI. While an NPI is important at the organization level to expedite registration, if added at the provider level for an atypical provider, Magellan may reject transactions for that provider.

a. **Tax ID** – Enter a valid Taxpayer Identification Number that contains nine numeric digits and no dashes.

b. **Type** – Select the type of Tax ID, either EIN or SSN. EIN can be either the employer identification number or the business tax ID.

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IMPORTANT: If the desired provider is not found, then you will need to enter the information manually on the Add Provider pages for contact information, identifiers, and addresses.

5. Enter or select information in the following fields on the **Add Provider** window, and then the click the **Next** button:

   a. **Provider Type** – Select either **Individual** or **Group/Facility** for the type of provider.

      • If you select **Individual**, then enter or update the provider's first name, middle name, and last name.

      • If you select **Group/Facility**, then enter or update the name of the group/facility.

   b. **Provider First Name** – Enter the provider's first name.

   c. **Provider Middle Name** – Enter the provider's middle name.

   d. **Provider Last Name** – Enter the provider's last name.

   e. **Specialty/Taxonomy** – Select the primary specialty or taxonomy code for the provider.

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6. Click "**Add Additional Tax ID**" to add more tax ID numbers.

    TIP: You can add up to 25 additional Tax ID numbers. At the bottom of the page, if you attest that the provider is part of your organization, these additional Tax ID numbers become the provider's secondary Tax ID numbers.

    a. Enter a valid Taxpayer Identification Number in the **Primary Tax ID** field.

    b. Click the remove 🗑 icon to remove the Tax ID from the provider.

7. Click **Add identifier** to add identifier types to the provider, and then select the appropriate ID type.

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8. Click **Next** and review the information on the **View/Edit** provider page.

9. Click **Add an address** to add addresses and service location information for the provider.
   a. Select the type of address.

   b. Enter information in the required fields.

   c. Click **Add Address**. The address is added to the page.

   d. Click the **Next** button.

   IMPORTANT: Include at least one billing address and one physical address associated with the provider. If the address applies to both the billing address and physical address, select **Physical and Billing Address** in the **Address Type** field.

   NOTE: Next to each address, click the action menu ☰, and then click **Edit** to change the address or click **Delete** to remove the address from the provider.
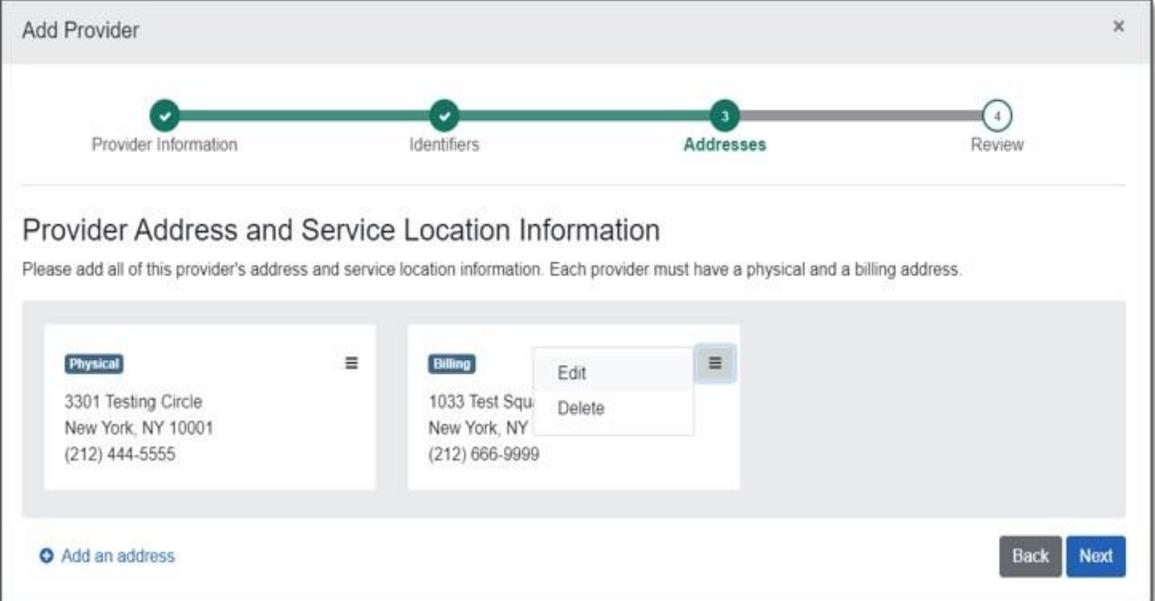
Add Provider ✕

Provider Information ✓ ─── Identifiers ✓ ─── 3 Addresses ─── 4 Review

Provider Address and Service Location Information

Please add all of this provider's address and service location information. Each provider must have a physical and a billing address.

Physical ☰
3301 Testing Circle
New York, NY 10001
(212) 444-5555

Billing ☰
1033 Test Squ
New York, NY
(212) 666-9999

Edit
Delete

⊕ Add an address   Back   Next

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10. Review all information and click **Edit** next to each section— **Provider information**, **Identifiers**, **Address**—to update or change information.

11. Select one of the required options that describes the provider's relationship to the organization:

   a. **This provider is a part of my organization** – Select this option to allow the provider's Tax ID to be part of the organization.

   b. **This is a third-party not directly affiliated with my organization (example: referred-to provider)** – Select this option if the provider is not part of the organization.

   c. Select the check box to indicate the provider's information is correct.

12. Click the **Submit** button.

   RESULT: The provider is now associated with the organization and will display on **the Manage My Organization** page.