



## PROVIDERS WHO PERFORM SERVICES IN MULTIPLE LOCATIONS—NPI REPORTING REQUIREMENTS

Medicare requires that each location at which a provider practices be reported to the Carrier on the appropriate CMS-855 enrollment form. This includes not only the provider's office practice locations, but also all other locations in which the provider practices, such as hospitals, skilled nursing facilities, and ambulatory surgical centers. This information is needed to properly link the provider's National Provider Identifiers (NPI) to the provider's Provider Transaction Access Numbers (PTAN)/legacy provider identification numbers in the claims processing system.

Group practices and organizations report their practice locations on Form CMS-855B. Individuals, sole proprietors, and sole owners of a professional corporation, a professional association, or a limited liability company billing through those entities report their practice locations on Form CMS-855I. (Members of group practices do not report practice location information.) In reporting practice location information, the provider must be sure to provide the NPI that will be used to submit claims for services provided at each practice location.

If a location has never been reported to Medicare, or has not been reported with the correct NPI, complete the appropriate CMS-855 provider enrollment form as a change of information and send it to:

### **WI, IL, MI**

Wisconsin Physicians Service  
Medicare Part B  
Provider Enrollment Department  
P.O. Box 8248  
Madison, WI 53708-8248

### **WI, IL, MI Courier Delivery Address**

Wisconsin Physicians Service  
Medicare Part B  
Provider Enrollment Department  
1707 W. Broadway  
Madison, WI 53713-1834

### **MN**

Wisconsin Physicians Service  
Medicare Part B  
Provider Enrollment Department  
8120 Penn Avenue South,  
Suite 200  
Bloomington, MN 55431-1394

If the practice location has been reported to Medicare with the correct NPI, but the PTAN/legacy provider identification number is not listed in the National Plan and Provider Enumeration System (NPPES), the provider will need to update NPPES. NPPES can be updated electronically at <https://nppes.cms.hhs.gov/NPPES/Welcome.do> The PTAN/legacy provider identification number should be reported in the "Medicare PIN" field. The update may take up to a week to transfer to the Medicare Carrier.

Providers who have reported their practice locations to Medicare with the NPI corresponding to each practice location, and who have updated the "Medicare PIN" field on their NPPES record, may contact our Provider Enrollment Department for assistance if their claims are being rejected for reasons relating to NPI.

WI, IL, MI: 877-908-8476  
MN: 866-564-0315