Taxonomy in ProviderOne

The Health Care Authority (HCA) requires Apple Health (Medicaid) billing and servicing providers to use a preassigned, 10-digit alphanumeric taxonomy code on all claims submitted to ProviderOne. As defined by the Centers for Medicare and Medicaid Services (CMS), a taxonomy code represents a provider's type and specialty and is associated to their National Provider Identifier (NPI). In addition to using the taxonomy appropriate for the services rendered, it must also be associated to the NPI in the provider's file in ProviderOne.

What is taxonomy?

Taxonomy codes identify a provider's type and area of specialization based on their licensure. They are 10 digits in length and include both alpha and numeric characters. The first two digits are the provider type, the next two digits are the provider specialty, and the next five digits are the provider subspecialty. The last character is reserved for future use so will be displayed as an X.
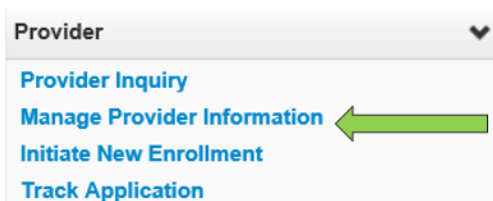
How is a provider's taxonomy assigned?

The National Plan and Provider Enumeration System (NPPES) maintains an NPI registry. This registry does not automatically update the ProviderOne system. Providers will need to add their taxonomy to their provider file in ProviderOne and submit it for approval to the agency's Provider Enrollment staff, who will review and approve the information based on the provider's credentials.

Which taxonomy should I use when billing in ProviderOne?

Providers should select the taxonomy that best describes the service rendered to the client. Similar to selection of procedure and diagnosis codes, correct coding of taxonomy is the responsibility of the biller.
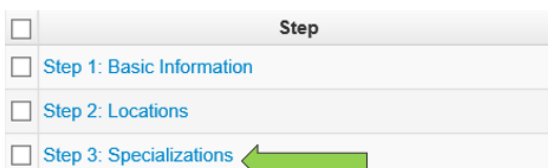
How to verify your taxonomies in ProviderOne

Log in to ProviderOne and select the EXT Provider File Maintenance or EXT Provider Super User profile and choose **Manage Provider Information** from the provider section of the provider portal:

This will open the Business Process Wizard (BPW) which includes all the steps necessary to enroll a provider in ProviderOne.

Click on **Step 3: Specializations**:

ProviderOne opens the list of taxonomy codes associated to your provider file, including a start date and status. An example is shown below of how the taxonomy is broken down by its individual characters, noted by the column headings:

	Contract Number ▲▼	Provider Type ▲▼	Specialty/Subspecialty ▲▽	Administration ▲▼	Start Date ▲▼	End Date ▲▼	Operational Status ▲▼	Status ▲▼
☐		20-Allopathic & Osteopathic Physicians	7Q-Family Practice/00000-Family Practice	HRSA	01/01/2012	12/31/2999	Active	Approved

The X is not indicated in the Specialty/Subspecialty column but is still a requirement when billing your claim.

Adding a taxonomy to your provider file in ProviderOne

If you need to add a taxonomy to your provider file, click the **Add** button on the Specialty/Subspecialty screen:

The following window will appear:

1. Using the Location dropdown, pick the **location** you are adding the taxonomy to, or choose "**All**".
2. Choose **HRSA** for the Administration.
3. In the Provider Type dropdown, make the appropriate choice for your provider type.
4. Choose the **Specialty** from the list available. As you make your choices the "Available Taxonomy Codes" box will populate.
5. Enter the **start date** desired.
6. Move all available taxonomy codes you want to add from the left to the right, using the **>>** button.

7. Click the **Ok** button once all the taxonomies are added to the Associated Taxonomy Codes box.

Back on the Specialty/Subspecialty List, click the **Close** button:

To submit this modification request for approval, click on **Step 16: Submit Modification for Review**:

After reviewing the displayed information, click on the **Submit Provider Modification** button:

Finding and adding taxonomies for servicing providers in ProviderOne

In the Business Process Wizard for your domain, click on **Step 14: Servicing Provider Information**:

☐ Step 14: Servicing Provider Information

This will display a list of the servicing providers under your group NPI. Click on the **name of the provider** to open their Business Process Wizard:

☐	ProviderOne ID ▲▼	Servicing Provider Name ▲▼	Servicing Provider NPI ▲▽	Start Date ▲▼	End Date ▲▼	Status ▲▼	Oper
☐	2070862	Dentist, R1	1801051784	01/01/2017	12/31/2999	Approved	Active
☐	2070860	Block, R1	1801051735	01/01/2017	12/31/2999	Approved	Active

Click on **Step 3: Specializations** to access their list of taxonomies. Follow the steps noted above if you need to add a taxonomy to this servicing provider file.

☐ Step 3: Specializations