

Changes for CAP Billing Effective Nov 1

Excerpt from North Carolina Department of Health and Human Services Memorandum – see full document attached.

With an effective date of November 1, 2016, all Community Alternatives Program (CAP) providers must include specific identifying information on all CAP claims to ensure adjudication through the NCTracks system. Below is a description of the identifying information that must be included on all CAP claims.

*National Provider Identification (NPI) – an **ordering and referring NPI must be included on all CAP claims**. In addition to including an ordering and referring NPI on the claim, the referring provider must include the address of all locations where services will be rendered under their individual NPI in NCTracks.*

Steps to prepare in Barnestorm

A – Print a list of CAP patients with doctor information

B – Update the doctor list to add/edit doctors related to the CAP patients

C – Add doctors to the patient’s referral screen

A - Print a list of CAP patients with doctor information

1. From Barnestorm Office go to Reports and click on Download New Reports.
2. Go to the Doctor category and select **NC CAP Nov Billing**.
3. Click on **Print the Report** and select the printer icon to print (report is printed by doctor, then patient).

B – Update the doctor list to add/edit doctors related to the CAP patients

If the doctor is currently not entered in Barnestorm

1. You will want to add the doctor information by going to **Codes > Other Basic Codes > Doctors**.
2. Click the **Add** button from the top, right corner and select a code to use.
3. Key in the **NPI** number for the doctor you need to add. If you do not know the NPI, key in the last name and first name.
4. Click the **Validate using NPPES** and click on Import Information.
5. Click on **Save**.

The screenshot displays the 'Add New Dr./Facility' form in the Barnestorm system. The form is divided into several sections: 'Program Related Codes', 'Other Basic Codes', 'Rates', 'Status Codes', 'Security', and 'POC Codes'. The 'Other Basic Codes' section is active, showing a search for '6695' and the selected code '6695' for 'Dr. FRED H. VANNYNATTEN, MD'. The 'National Provider ID (NPI)' field is highlighted with a red box and contains the value '1811076714'. The 'Validate using NPPES' button is also highlighted with a red box. The 'Import Information' button at the bottom right is also highlighted with a red box. The form includes fields for doctor name, address, phone numbers, and other identifying information.

If the doctor is already entered into Barnestorm you will want to verify that their NPI information is correct

1. From **Codes > Other Basic Codes > Doctors**, search for the doctor by code or by name in the Search For field.
2. Click the **Validate using NPPES** button.
3. If a message pops up **Unable to find NPI number on NPPES registry** that means the incorrect NPI may be keyed into Barnestorm.
4. If so, delete the NPI for that doctor and click the **Validate using NPPES**.
5. Select the doctor from the list – the NPI will be updated to the registered NPI.
6. Click on **Import Information**, as needed.
7. Click the License Numbers tab at the bottom of the screen and select the Check NCTracks For Enrollment link.
8. After the web page pops up, click on Find Now.
9. If the doctor is not enrolled call them and urge them to enroll.

C – Add doctors to the patient’s referral screen

1. From Barnestorm Office pull up the patient from the **Select Patient** screen.
2. Click on the **Dr + Pharmacy** tab.
3. Enter the doctors four digit code into the **Primary Physician** field.
4. Click on **Save All Patient Data**.
5. You can pull up the next patient from within the Referral as well – under Search for a Patient.