

Providers should use the following guidelines when utilizing the paper CMS 1500 Claim Forms for filing claims with HealthLink.

## CMS1500 Filing Guidelines

Field	Required or Recommended	Content	Example	Notes
19	Recommended	Qualifier and Taxonomy	ZZ207Q00000X	If you are currently using field 19 for NOC and/or NDC codes, please move those to field 24.
24I	Recommended if entering rendering Provider's 6 digit HealthLink ID#	2 digit qualifier	G2000000123456	If you are filing paper claims and entering your 6 digit HealthLink Provider ID# in 24 J shaded please use the two digit qualifier G2. HealthLink recommends using your 6 digit HealthLink Provider ID as you did in the past.
24J shaded	Recommended	6-digit HealthLink ID#	123456	If 24J shaded is used, 33a and/or 33b must also be completed.
24J unshaded	Required only if the Rendering Provider NPI is different than the Billing Provider NPI in field 33a.	NPI	1234567890	Whether you use NPI Type I or Type II depends on your organizational structure
25	Required	Federal Tax ID Number	Provider of service or supplier federal tax ID number.	Please check the appropriate box for employer identification number (EIN) or social security number (SSN).
32A	Recommended	Service Provider Location NPI (physician office, hospital, etc)	1234567890	Whether you use NPI Type I or Type II depends on your organizational structure.
32B	Recommended	G2 qualifier	G2000000123456	If you are filing paper claims, please use the two digit qualifier G2.
33	Required	Provider Billing Information	Phone number, Name and address	Phone number 1 <sup>st</sup> line – Name 2 <sup>nd</sup> line – Address 3 <sup>rd</sup> line – City, State and Zip
33A	Recommended	Billing Provider NPI (provider requesting to be paid for the services rendered)	1234567890	Whether you use NPI Type I or Type II depends on your organizational structure.
33B	Recommended	G2 qualifier	G2000000123456	If you are filing paper claims, please use the two digit qualifier G2.

If you have additional questions regarding NPI contact HealthLink at 800-624-2356.