Urgent!

Dear Providers,

The reporting of NDC (National Drug Code) number has been a mandate of the Affordable Care Act since June 1, 2011. It requires providers to submit claims for physician administered injectable drugs given in an outpatient setting. Starting July 1, 2013, CMS and UB04 claim forms submitted to CCHP without this information will be rejected and returned to you for correction.

On a vial, you will find a Product ID Qualifier. This is the NDC number, and is usually 11 digits. If you do not see 11 digits in the NDC number, you must make 11 digits, adding zeros using a 5-4-2 format. See table below, which shows where to insert the zeros.

<table>
<thead>
<tr>
<th>NDC</th>
<th>11 Digits</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-4-2</td>
<td>XXXX-XXXX-XX</td>
<td>1234-5678-91 = 01234-5678-91</td>
</tr>
<tr>
<td>5-3-2</td>
<td>XXXX-XXXX-XX</td>
<td>1234-5678-91 = 12345-0678-91</td>
</tr>
<tr>
<td>5-4-1</td>
<td>XXXX-XXXX-X</td>
<td>12345-6789-1 = 12345-6789-01</td>
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</table>

**CMS 1500 form**

The NDC number must be documented on the CMS 1500 form, item 24A. First, write N4, followed by your 11 digit NDC number. Use only the shaded area for this info. Do not use any hyphens.

Next, under 24D, you must add the measure value (i.e. milligrams, etc). See below, immediately followed by the numeric quantity administered to the patient. This number has to be a 10 digit number. To get 10 digits, use 7 digits for the whole number, followed by 3 digits for the decimal portion. For example, if a member is given Calcium Gluconate 10 ml, you need a measure value (ML) followed by 7 digits for the whole number (0000010) and 3 digits for the decimal (000). It will look like this: ML0000010000

Measure Values:
- F2 International unit
- GR Gram
- ME Milligram
- ML Milliliter
- UN Unit

Please see examples of CMS 1500 on the following pages.
UB-04 form

If you are billing using a UB04, the format is slightly different. In box 43, write N4 in the first two positions, immediately followed by the 11 digit NDC number (see CMS 1500 above). Directly following the last digit of the NDC number, write the 2 digit measure value, followed by the 9 digit numeric quantity administered to the patient. The nine digits consist of the 6 digits for the whole number, followed by the three digit decimal position of the number. For example, if this patient is given Calcium Gluconate 10 ml, you first write N4, followed by the NDC number, followed by a measure value, then the nine digit numeric value. It will look like this: N400517390025ML000010000

Please see examples of UB04 on the following pages.

Thank you for your attention to this matter. If you have further questions on NDC reporting, please contact CCHP Provider Relations at (925)313-9500.
Example: A patient is given 1g of Ampicillin, which is reconstituted from a 2g vial of powder.

NDC 0791-9408-80
For direct IV use, add 14.8 mL Sterile Water for Injection, USP. IV Injection – Use solution within 1 hour. IV Infusion – See accompanying insert. This vial contains ampicillin sodium equivalent to 2 grams ampicillin.
Usual Dosage: Adults – 250 to 500 mg IV q 6 h.
READ ACCOMPANYING INSERT for detailed indications, dosage, and precautions. Store the dry powder at 20°– 25°C (68°– 77°F) [See USP Controlled Room Temperature].
Manufactured in Austria by Sandoz GmbH for Sandoz Inc., Princeton, NJ 08540

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NUCC Instruction Manual available at: www.nucc.org
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APPROVED OMB-093-0999 FORM CMS-1500 (08/05)
Example two: A patient is given 10 mL of Calcium Gluconate from a vial of 100 mL.