



**MEDICAL PROVIDER
PAYEE REGISTRATION**
FINANCE DIVISION
SFN 53043 (08/2019)

1600 E Century Ave, Ste 1
PO Box 5585
Bismarck ND 58506-5585
Telephone 800-777-5033
Toll Free Fax 888-786-8695
TTY (hearing impaired) 800-366-6888
Fraud and Safety Hotline 800-243-3331
www.workforcesafety.com

WSI Internal use only

SECTION 1 – Billing NPI business information

Submit this registration form for each National Provider Identifier (NPI) used to bill Workforce Safety & Insurance (WSI). The billing NPI refers to the NPI submitted in Box 33a of the CMS 1500, Box 56 of the UB-04, or in the corresponding 837P and 837I fields for electronic billing. WSI sets up a single medical provider payee account for each unique billing NPI, regardless of the number of service locations that share this same NPI.

Select the following NPI billing structure which applies to your practice:

Practice NPI billing structure	Required action
<input type="checkbox"/> Sole proprietor that has a type 1 billing NPI	Submit a single Medical Provider Payee Registration form
<input type="checkbox"/> Single practice location that has a type 2 billing NPI	Submit a single Medical Provider Payee Registration form
<input type="checkbox"/> Multiple practice locations that share a single type 2 billing NPI	Submit a single Medical Provider Payee Registration form
<input type="checkbox"/> Multiple practice locations that each have a unique type 2 billing NPI	Submit a single Medical Provider Payee Registration form for each NPI used to bill WSI

Legal name (name as registered on IRS W9)

Pay to name (name to which WSI issues payment)

TIN/SSN*	Billing NPI																																								
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Tax classification
 Corporation Partnership Individual/sole proprietor Disregarded entity Other

Payment address (address where WSI sends payment)

Address	City	State	ZIP code
Telephone number	Fax number		

SECTION 2 – Primary practice location information

Supply demographic information for the primary practice location and additional service locations where an injured employee covered by WSI may receive service. WSI relies on this information to correspond with the practice and individual providers associated with the practice.

Primary practice name and physical address (address where service is rendered; PO Box is not allowed)

Name

Address	City	State	ZIP code
Telephone number	Fax number		

Primary practice correspondence address (address where WSI sends correspondence unrelated to payment)

Same as physical address above

Address	City	State	ZIP code
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For a practice with 1 location, proceed to Section 4. For a practice with additional service locations, proceed to Section 3.

SECTION 3 – Additional service location information (make copies as needed)			
Service location name and physical address (address where service is rendered; PO Box is not allowed)			
Name			
Address	City	State	ZIP code
Telephone number	Fax number		
Service location correspondence address (address where WSI sends correspondence unrelated to payment)			
<input type="checkbox"/> Same as physical address above			
Address	City	State	ZIP code

Service location name and physical address (address where service is rendered; PO Box is not allowed)			
Name			
Address	City	State	ZIP code
Telephone number	Fax number		
Service location correspondence address (address where WSI sends correspondence unrelated to payment)			
<input type="checkbox"/> Same as physical address above			
Address	City	State	ZIP code

Service location name and physical address (address where service is rendered; PO Box is not allowed)			
Name			
Address	City	State	ZIP code
Telephone number	Fax number		
Service location correspondence address (address where WSI sends correspondence unrelated to payment)			
<input type="checkbox"/> Same as physical address above			
Address	City	State	ZIP code

Service location name and physical address (address where service is rendered; PO Box is not allowed)			
Name			
Address	City	State	ZIP code
Telephone number	Fax number		
Service location correspondence address (address where WSI sends correspondence unrelated to payment)			
<input type="checkbox"/> Same as physical address above			
Address	City	State	ZIP code

SECTION 4 – Medical record request information			
Complete this section to indicate where WSI should send a request for a medical record. This information applies to the primary practice location and all service locations that are part of this application.			
Name			
Address	City	State	ZIP code
Telephone number	Fax number		
Participation in North Dakota Health Information Network (NDHIN)			
WSI does not currently participate in NDHIN. These questions are for informational purposes only.			
Does your practice submit medical records to NDHIN? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, which medical records does your practice submit to NDHIN? <input type="checkbox"/> Workers' compensation records <input type="checkbox"/> Other medical records			
Does your practice use Direct Secure Messaging (DSM) email for medical record sharing? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, which DSM email is utilized? <input type="checkbox"/> Through NDHIN <input type="checkbox"/> Through facility electronic health record system <input type="checkbox"/> Unknown			

SECTION 5 – Medical Provider News sign-up	
Complete if you would like to receive Medical Provider News (including agency, billing, pharmacy, and utilization review news). You may also sign up online under Medical Provider News at www.workforcesafety.com .	
Name	Email address

SECTION 6 – Signature	
Affidavit By completing, signing, and filing this form, I certify the information above is current and true to the best of my knowledge and is no way misleading. I ensure any change of information will be forwarded to WSI.	
Certification Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number; and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. person (including a U.S. resident alien).	
Name	Email address
Telephone number	Fax number
Signature	Date

* In compliance with the Federal Privacy Act of 1974, disclosure of the Social Security number on this form is mandatory pursuant to N.D.C.C. § 65-05-02. The Social Security number is used for identification and verification purposes. Failure to provide this information may result in a delay in processing your request.