# National Drug Code (NDC) Claims Filing Tips
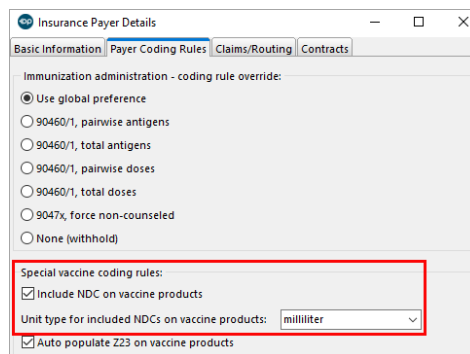
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Version 20.3

## Overview

This article serves as a guide to users regarding the use of NDC Numbers (NDCs) and Units of Measurement (UOM) when billing medications and vaccines administered in the office, as required on claims by most insurance payers. Before managing the tables that house this information, it is important to make sure that each payer that requires NDCs to be reported on claims is assigned as such in the Insurance Payer Setup. After making sure the payers are set up correctly, you will learn the correct NDC and UOM format and where medication and vaccine NDCs and UOM are pulled from.

## Review Payer Setup for NDC Inclusion and Unit of Measurement/Unit Type Format

1. Navigate to the Insurance Payer List: **Billing tab > Payers**.
2. Select the **Payer.**
3. Click the **Edit** button.
4. Click the **Payer Coding Rules** tab.
5. Select the checkbox to **Include NDC on vaccine products**.
6. If the payer requires a specific Unit Type for vaccines, select the default from the **Unit type for included NDCs on vaccine products** drop-down menu.

   - The standard reportable NDC Units of Measurement, as dictated by the National Uniform Claim Committee, NUCC, include:
     - **F2**: International Unit
     - **GR**: Gram
     - **ME**: Milligram
     - **ML**: Milliliter
     - **UN**: Unit



7. Click the **Save** button.

## NDC Number Format

Each NDC Number must be reported as an 11-digit code using a 5-4-2 format (5 digits, followed by 4 digits, followed by 2 digits [99999999999]). The chart below illustrates how to convert the 10-digit code provided on the packaging to an 11-digit code

based on the 10-digit number's format. The hyphens in the example below are for illustration **only**. If the NDC is not submitted in the correct format, the claim will be denied.

| 10-Digit Format on Package | 10-Digit Format Example | 11-Digit Format | 11-Digit Format Example |
|---|---|---|---|
| 4-4-2 | 9999-9999-99 | 5-4-2 | **0**9999-9999-99 |
| 5-3-2 | 99999-999-99 | 5-4-2 | 99999-**0**999-99 |
| 5-4-1 | 99999-9999-9 | 5-4-2 | 99999-9999-**0**9 |

## Medication NDCs and Units of Measurement

Medications, such as Albuterol, should be billed with the corresponding NDC number and Unit of Measurement. This information must be added to the CPT Code Table in order for the code to be billed properly. To add NDCs and Units of Measurement to medications:

1. Navigate to the CPT Code Table:**Clinical or Billing tab > Procedure (CPT) Codes**. The CPT Code table is displayed.
2. Search for and select the medication**CPT Code**.

> 📌 **Note**: It may be useful to add any Medication Codes that your practice administers in the office to the Meds category. For more information on adding CPTs to respective categories, click **here**.

3. Click the **Edit** button.
4. In the **NDC ID** field, enter the **11-digit NDC Number** and **Dose** (Unit of Measurement). For example, 00487950125 UN1 where the format is:

   - 11-digit NDC Number
   - One space separating the NDC number and the unit/basis of measurement qualifier
   - Unit/basis of measurement qualifier
   - Quantity



## NDC Quantity

The quantity of each NDC must be a numeric value greater than zero. In most cases, the NDC quantity will be different from the HCPCS billed units.

## Where do Vaccine NDCs and Units of Measurement pull from in OP?

In order for NDCs and Units of Measurement to be billed for vaccines, the practice must first be aware of its own status. The practice status determines where the NDC numbers and Units of Measurement are pulled from when vaccines are billed. The practice statuses are:

- **Practices that are fully live with OP**. These are practices that are using OP for Practice Management, Billing, and EHR.
- **Practices that are not fully live with OP**. These are practices that are implementing OP in a Split Go Live method. These practices Go Live with Practice Management and Billing first, but are not yet live with EHR.

## Practices that are Fully Live with OP

| Where NDC Pulls From | Where Unit of Measure Pulls From |
|---|---|
| Vaccine Inventory: **Practice Management tab > Manage Vaccine Inventory** <br> *These NDC numbers are visible in the Add/Edit Charges window when posting charges.* | Vaccine Product Table: **Practice Management tab > More (Reference Data group) > Vaccine Products** |

★ **Example**: UOM may also be added to the NDC ID field of the Vaccine Inventory window. For example, *00006404741 ML2*. When UOM are added to this window, that entry will supersede the entry into the Vaccine Products table.

❗ **Warning**: The milliliter UOM format needed for successful immunization registry acceptance is mL. However, for successful claim submission, it is ML. OP has logic built behind the scenes to convert mL in the Vaccine Products table to ML for claims. This does not have to be changed by the user. Changing the UOM from mL to ML in the Vaccine Products table will cause Immunization registry files to fail and changing ML to mL for claims will cause claims to fail.

## Practices that are Not Fully Live with OP

📌 **Note**: Once the practice goes live with the EHR side of OP, the Vaccine Inventory will be used. The NDC ID number will be entered for each vaccine lot. The NDC ID number in your Vaccine Inventory will supersede the CPT Code table when pulling the NDC onto the claim and the UOM in the Vaccine Products table will supersede the UOM attached to the CPT Code Table.

| Where NDC Pulls From | Where Unit of Measure Pulls From |
|---|---|
| CPT Code Table: **Clinical or Billing tab > Procedure (CPT) Codes** <br> *These NDC Numbers are **not** visible in the Add/Edit Charges window when posting charges but are submitted on claims.* | CPT Code Table: **Clinical or Billing tab > Procedure (CPT) Codes** <br> *The UOM is **not** visible in the Add/Edit Charges window when posting charges but is submitted on claims.* |

📌 **Note**: If a payer requires something other than what is recorded in the Vaccine Products table or CPT Code table (according to practice status as mentioned above), then that required measurement must be added to the NDC Number field while claims are being posted. Any entry into the NDC field of the Add/Edit Charges window supersedes the information pulled from a table. If you need to edit the NDC Number field, follow this format:

*00006404741 ML2* where *00006404741* represents the 11-digit NDC Number and *ML2* represents the Unit of Measure (milliliter in this example) and Quantity (2 in this example).

## Billing Using the Electronic Claim Format

The following data elements should be used to submit the NDC Information in the HIPAA-standard ACS X12N8347 electronic claims format:

**For Loop 2400**:

- SV101 CPT/HCPCS code
- SV104CPT/HCPCS units

**For Loop 2410**:

- LIN03 NDC (11-digit format)
- CTP04 NDC Quantity
- CTP05-1 NDC Unit or Basis for Measurement Code

| Example - RotaTeq Rotavirus Vaccine | Loop | Segment | Value |
|---|---|---|---|
| CPT Code - 90680 | 2400 | SV101 | 90680 |
| CPT DUTS - 1 | - | SV104 | 1 |
| NDC - 00006404741 | 2410 | LIN03 | 00006404741 |
| NDC Drug Quantity - 2 | - | CPT04 | 2 |
| NDC UOM - ML | - | CPT04-1 | ML |

**Loop 2400 of the 837 looks like**

- CPT Code - 90680 2400 SV101 90680
- CPT DUTS- 1 - SV104 1

**Loop 2410 of the 837 looks like:**

- NDC - 00006404741 2410 LIN03 00006404741
- NDC Drug Quantity - 2 - CPT04 2
- NDC UOM - ML - CPT04-1 ML

The complete 837 instructions are available in the HIPAA Implementation Guide on the Washington Publishing website at **www.wpc-edi.com**.

## Billing Using the CMS-1500 Form

If you bill on paper using the CMS-1500 form, use the shaded area of fields 24A-24G to report the NDC information in the following order. See the CMS-1500 Manual for additional information at **www.nucc.org**.

- Qualifier
- 11-digit NDC Number
- One space separating the NDC number and the unit/basis of measurement qualifier
- Unit/basis of measurement qualifier
- Quantity: The number of digits for the quantity is limited to eight digits before the decimal and three digits after the decimal. If entering a whole number, do not use a decimal. If entering a unit less that one, do not include a zero. Do *not* use commas. Examples:
    - 1234.56
    - 2
    - 9999999.999

○ .5 (not 0.5 or .50)

**Example**:



Version 20.2

# Overview

This article serves as a guide to users regarding the use of NDC Numbers (NDCs) and Units of Measurement (UOM) when billing medications administered in the office and vaccines as required on claims by most insurance payers. Before managing the tables that house this information, it is important to make sure that each payer that requires NDCs to be reported on claims is assigned as such in the Insurance Payer Setup. After making sure the payers are set up correctly, you will learn the correct NDC and UOM format and where medication and vaccine NDCs and UOM are pulled from.

## Review Payer Setup

1. Navigate to the **Billing** tab
2. Click the **Payers** button**.** The Insurance Payers List is displayed.
3. Select the **Payer.**
4. Click the **Edit** button.
5. In the lower section of the Basic Information tab, select the **Include NDC on vaccine products** checkbox. This includes the NDC on Medications administered in the office when coded.
6. Click the **Save** button.

## NDC Number Format

Each NDC Number must be reported as an 11-digit code unique to the manufacturer of the specific drug or product administered to the beneficiary using a 5-4-2 format (i.e. 5 digits, followed by 4 digits, followed by 2 digits [99999999999]). The chart below illustrates how to convert the 10-digit code into an 11-digit code based on the 10-digit number's format. The hyphens in the example below are for illustration only. If the NDC is not submitted in the correct format, the claim will be denied.

| 10-Digit Format on Package | 10-Digit Format Example | 11-Digit Format | 11-Digit Format Example |
| --- | --- | --- | --- |
| 4-4-2 | 9999-9999-99 | 5-4-2 | **0**9999-9999-99 |
| 5-3-2 | 99999-999-99 | 5-4-2 | 99999-**0**999-99 |
| 5-4-1 | 99999-9999-9 | 5-4-2 | 99999-9999-**0**9 |

## NDC Unit of Measurement Format

The standard reportable NDC Units of Measurement, as dictated by the National Uniform Claim Committee, NUCC, include:

- **F2**: International Unit
- **GR**: Gram
- **ME**: Milligram

- **ML**: Milliliter
- **UN**: Unit

## Medication NDCs and Units of Measurement

Medications, such as Albuterol, should be billed with the corresponding NDC number and Unit of Measurement. This information must be added to the CPT Code Table in order for the code to be billed properly. To add NDCs and Units of Measurement to medications:

1. Navigate to the **Clinical** or **Billing** tab
2. Click the **Procedure (CPT) Codes** button. The CPT Code table is displayed.
3. Search for and select the medication **CPT Code**.

> 📌 **Note**: It may be useful to add any Medication Codes that your practice administers in the office to the Meds category. For more information on adding CPTs to respective categories, click **here**.

4. Click the **Edit** button.
5. In the **NDC ID** field, enter the **11-digit NDC Number** and **Dose** (Unit of Measurement). For example, 00487950125 UN1 where the format is:

   - 11-digit NDC Number
   - One space separating the NDC number and the unit/basis of measurement qualifier
   - Unit/basis of measurement qualifier
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## NDC Quantity

The quantity of each NDC must be a numeric value greater than zero. In most cases, the NDC quantity will be different from the HCPCS billed units.

## Vaccine NDCs and Units of Measurement

In order for NDCs and Units of Measurement to be billed for vaccines, the practice must be aware of its own status. The practice status determines where the NDC numbers and Units of Measurement are pulled from when vaccines are billed. The practice statuses are:

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practices Go Live with Practice Management and Billing first, but are not yet live with EHR.

## Practices that are Fully Live with OP

| Where NDC Pulls From | Where Unit of Measure Pulls From |
|---|---|
| Vaccine Inventory: Practice Management tab >Manage Vaccine Inventory<br>These NDC numbers are visible in the Add/Edit Charges window when posting charges. | Vaccine Product Table: Practice Management tab > More (Reference Data group) > Vaccine Products. |

⭐ **Example**: UOM may also be added to the NDC ID field of the Vaccine Inventory window. For example, *00006404741 ML2.* When UOM are added to this window, that entry will supersede the entry into the Vaccine Products table.

❗ **Warning**: The milliliter UOM format needed for successful immunization registry acceptance is mL. However, for successful claim submission, it is ML. OP has logic built behind the scenes to convert mL in the Vaccine Products table to ML for claims. This does not have to be changed by the user. Changing the UOM from mL to ML in the Vaccine Products table will cause Immunization registry files to fail and changing ML to mL for claims will cause claims to fail.

## Practices that are Not Fully Live with OP

📌 **Note**: Once the practice goes live with the EHR side of OP, the Vaccine Inventory will be used. The NDC ID number will be entered for each vaccine lot. The NDC ID number in your Vaccine Inventory will supersede the CPT Code table when pulling the NDC onto the claim and the UOM in the Vaccine Products table will supersede the UOM attached to the CPT Code Table.

| Where NDC Pulls From | Where Unit of Measure Pulls From |
|---|---|
| CPT Code Table: Clinical or Billing tab >**Procedure (CPT) Codes**<br>**These NDC Numbers are not visible in theAdd/Edit Charges window when posting charges but are submitted on claims.** | CPT Code Table: Clinical or Billing tab >**Procedure (CPT) Codes** |

📌 **Note**: When posting charges, the UOM is not visible in the Add/Edit Charges window. It will be transmitted on the electronic claim and be displayed on a paper claim. If a payer requires something other than what is recorded in the Vaccine Products table or CPT Code table (according to practice status as mentioned above), then that required measurement must be added to the NDC Number field while claims are being posted. Any entry into the NDC field of the Add/Edit Charges window supersedes the information pulled from a table. If you need to edit the NDC Number field, follow this format:

*00006404741 ML2*

where *00006404741* represents the 11-digit NDC Number and*ML2* represents the Unit of Measure (milliliter in this example) and Quantity (2 in this example).

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claims format:

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|---|---|---|---|
| CPT Code - 90680 | 2400 | SV101 | 90680 |
| CPT DUTS - 1 | - | SV104 | 1 |
| NDC - 00006404741 | 2410 | LIN03 | 00006404741 |
| NDC Drug Quantity - 2 | - | CPT04 | 2 |
| NDC UOM - ML | - | CPT04-1 | ML |

**Loop 2400 of the 837 looks like**

- CPT Code - 90680 2400 SV101 90680
- CPT DUTS- 1 - SV104 1

**Loop 2410 of the 837 looks like:**

- NDC - 00006404741 2410 LIN03 00006404741
- NDC Drug Quantity - 2 - CPT04 2
- NDC UOM - ML - CPT04-1 ML

The complete 837 instructions are available in the HIPAA Implementation Guide on the Washington Publishing website at **www.wpc-edi.com**.

## Billing Using the Paper Claim Form

If you bill on paper using the CMS-1500 form, use the shaded area of fields 24A-24G to report the NDC information in the following order:

- Qualifier
- 11-digit NDC Number
- One space separating the NDC number and the unit/basis of measurement qualifier
- Unit/basis of measurement qualifier
- Quantity

> **Example**: The number of digits for the quantity is limited to eight digits before the decimal and three digits after the decimal. If entering a whole number, do not use a decimal. If entering a unit less that one, do not include a zero. Do *not* use commas. Examples:
> - 1234.56

- 2
- 9999999.999
- .5 (not 0.5 or .50)

**Claim Example:**

| | From MM DD YY | To MM DD YY | PLACE OF SERVICE | EMG | CPT/HCPCS | MODIFIER | DIAGNOSIS POINTER | $ CHARGES | DAYS OR UNITS | Family Plan | ID. QUAL. | RENDERING PROVIDER ID. # |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 00006404720 ML 2 | | | | | | | | | | | 12345678901 |
| | 10 10 11 | 10 10 11 | 11 | | 90680 | | | 1 | 250.00 | 1 | | NPI | 0123456789 |
| 2 | 00006404721 ML 2 | | | | | | | | | | | 12345678901 |
| | 10 10 11 | 10 10 11 | 11 | | 90680 | | | 1 | 50.00 | 1 | | NPI | 0123456789 |

See the CMS-1500 Manual for additional information at**www.nucc.org**.