

# FOCUS

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*A Newsletter for Physician Office Staff*

Volume 16, Number 2

August, 2007



## NPI Update

The Centers for Medicare & Medicaid Services (CMS) will be disseminating provider information contained in the National Plan and Provider Enumeration System (NPPES) that is required to be disclosed under the Freedom of Information Act (FOIA), in accordance with the NPPES Data Dissemination Notice (CMS-6060-N) that was published in the Federal Register on May 30, 2007. The Notice encouraged providers who have been assigned National Provider Identifiers (NPIs) to view their NPPES data and to update, change, or delete (where permitted) the data that will be disclosed under the FOIA.

NPPES FOIA-disclosable data will be made available in an initial file that can be downloaded from the Internet, as well as in a query-only database known as the NPI Registry. There will be monthly update files that will also be downloadable from the Internet. CMS began disseminating data on August 1, 2007.

CMS has made available a document that will assist providers in making updates, changes, and deletions to the FOIA-disclosable NPPES provider data. The document – National Plan and Provider Enumeration System (NPPES) Data Elements Data Dissemination “Information for Providers” - is available at [http://www.cms.hhs.gov/NationalProvidenceStand/Downloads/NPPES\\_FOIA\\_Data%20Elements\\_062007.pdf](http://www.cms.hhs.gov/NationalProvidenceStand/Downloads/NPPES_FOIA_Data%20Elements_062007.pdf) on the NPI website. It is strongly recommend that providers read this document as soon as possible.

The initial downloadable file was created using a “snapshot” of the NPPES FOIA-disclosable provider data as of a specific date. Because the initial downloadable file will be the foundation con-

taining the FOIA-disclosable data for more than 2.2 million providers, it is important that the information in that file be as accurate as possible. In order for provider updates, changes, and deletions to be reflected in the initial downloadable file, providers were required to submit their updates, changes, and deletions to NPPES no later than July 16, 2007.

Updates, changes, and deletions that are submitted after July 16 will be reflected in the appropriate monthly update file, also downloadable from the Internet. For example, an update submitted on July 26 would be effective after the creation of the initial downloadable file and thus would be reflected in the first update file (to be created one month after the creation of the initial downloadable file); an update submitted on August 30 would be effective after the creation of the first update file and thus would be reflected in the second update file (to be created one month after the creation of the first monthly update file).

Still Confused?

Not sure what an NPI is and how you can get it, share it and use it? As always, more information and education on the NPI can be found at the CMS NPI page [www.cms.hhs.gov/NationalProvidenceStand](http://www.cms.hhs.gov/NationalProvidenceStand) on the CMS website. Providers can apply for an NPI online at <https://nppes.cms.hhs.gov> or can call the NPI enumerator to request a paper application at 1-800-465-3203.



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# Construction Update

With the ongoing construction at Lehigh Valley Hospital, the following information may be helpful for you and your patients when visiting the Cedar Crest & I-78 campus:

## Patient and Visitor Parking

Please encourage all patients and visitors to use the five-story parking deck with free shuttle service to the front entrance and the two-level deck in front of the hospital as well as valet parking.

## Site Renovations

Concrete curb and sidewalk installation continues on Lot 4 behind the 1230 building in preparation for paving the lot the last two weeks of August.

The patient drop-off area for the 1230 medical office building will be shifted to the south side of the building to enable Lot 4 reconstruction to be done near the pedestrian bridge.

## Emergency Department Project

Work continues on the new waiting area and entrance to the Emergency Department.

## West Parking Deck

Work will continue through the fall on the new two-level deck in front of the Kasych Pavilion. The new deck is scheduled to open in late November or early December.

## The Center for Advanced Health Care

Valley Sports & Arthritis Surgeons have moved into the Center for Advanced Health Care located at 1250 S. Cedar Crest Blvd., on the Cedar Crest & I-78 campus.

## Highway Improvements

Curbing installation continues on the west side of Cedar Crest Blvd. north of Fish Hatchery Road.

Road widening has begun on the east side of Cedar Crest Blvd. north of the hospital's entrance intersection.

## Kasych Pavilion

Wall coverings, ceiling installation, flooring, painting and casework are taking place on all floors.

**To get the latest construction update or if you have any questions, please call 610-402-CARE.**

## Physician Parking at 17th & Chew during the Allentown Fair



Beginning Wednesday, August 15, through Monday, September 10, ALL Fairgrounds parking facilities will be unavailable due to the Allentown Fair. In addition, the Fairgrounds track will be unavailable

beginning Monday, August 20, through Thursday, September 6. Vehicles parked on Fairgrounds property during this period will be towed at the owner's expense - warnings will not be issued.

During this time, parking for physicians will be re-assigned to Lot #4 (West Street). Physicians' photo ID badges will be programmed to access Lot #4 during this period. If Lot #4 becomes full, physicians should go to the main hospital entrance and use Valet parking. However, it is recommended that they contact the Valet service well in advance to allow for their vehicle to be retrieved when they are ready to leave.

If you have any questions regarding this issue, please contact Louis Geczi in Security at 610-969-2986.

## New Fax Number for Release of Information

Due to recent internal changes in the Health Information Management (HIM) Department, it has become necessary to change the fax number to obtain patient records through the Release of Information Department.

The new fax number – **(610) 402-5823** – is listed on the Request for Patient Information form (pictured to the right).

If you need to speak with someone in the Release of Information Department, please call (610) 402-8240 and follow the prompts.

If you have any questions or require assistance, please contact HIM Administration at (610) 402-8330.

**LEHIGH VALLEY HOSPITAL**  
AND HEALTH NETWORK

**REQUEST FOR PATIENT INFORMATION** Phone: 610-402-8240, Option #1

→ **COMPLETE ALL SECTIONS:**

→ **PLEASE PRINT ALL INFORMATION**

**Medical Record Use Only**

Encounter #	
Medical Record #	
Discharge Date	
Date Completed	

Date of Request: \_\_\_\_\_

Physician / Group Name: \_\_\_\_\_

Practice Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax / Network Printer: \_\_\_\_\_

INFORMATION REQUESTED BY: \_\_\_\_\_ (Name of person sending fax)

Patient is currently in the office.

Patient is scheduled for an upcoming visit to my office on \_\_\_\_\_ Date \_\_\_\_\_

OTHER: \_\_\_\_\_

PATIENT FULL NAME: \_\_\_\_\_ Date of Birth \_\_\_\_\_

(First) (MI) (Last) (Title - Jr., Sr., etc.)

SOCIAL SECURITY # \_\_\_\_\_

LVH Medical Record # \_\_\_\_\_

0. CHECK APPROPRIATE BOXES FOR REPORTS NEEDED:

Date of Service	Abx*	HP	OP	CONS	ED	ENG	LAB	X-Ray	Other

\*NOTE - An abstract includes all reports listed above.

→ **FAX COMPLETED FORM TO Medical Records at 610 - 402-5823**

### Medical Staff Dues

On September 1, annual dues invoices will be distributed to members of the Medical Staff of Lehigh Valley Hospital. Timely remittance of dues is both requested and appreciated. If your practice includes more than one doctor, one check may be issued to cover all the doctors in the group – there is no need to issue individual checks. However, to insure proper credit, please enclose the remittance part of the invoice for each doctor in the envelope along with the check. If you have any questions regarding Medical Staff dues, please contact Janet M. Seifert in Medical Staff Services at (610) 402-8590.

## For Your Calendar

The Lehigh Valley Chapter of PAHCOM will hold its monthly meeting on Tuesday, September 18, at the Comfort Suites, 3712 Hamilton Blvd., Allentown, beginning with a continental breakfast at 7:30 a.m., followed by the meeting at 8:15 a.m.

For more information, please check the website at [www.lvpahcom.com](http://www.lvpahcom.com) or contact Kathy Kakareka at (610) 432-0201 x103.



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## **New Medical Staff Directories**

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New Medical Staff directories were recently published and are being distributed to all physician practices. The new directories, which are divided into four sections, include the following information:

- ◆ Medical Staff Leadership, Chairpersons of Departments and Chiefs of Divisions and Sections, Unit Directors, Laboratory and Other Service Medical Directors, Medical Staff Directory, Departmental Rosters, and Medical Staff Group Practice Listing

Please note that new appointments, address changes, status changes, resignations, etc., are published each month in ***Medical Staff Progress Notes***, the Medical Staff newsletter. Please remember to update your directories accordingly.

In addition, copies of the Medical Staff directory are available on-line through the hospital's Internet Homepage at: [www.lvh.org](http://www.lvh.org) and select "Professionals." The on-line directories are updated the first week of each month.

If you have any questions regarding the Medical Staff directory, please contact Janet M. Seifert in the Medical Staff Services office at 610-402-8590.

From the Editor:

Please help us keep our records accurate. If your office manager has changed, please call Janet Seifert in Medical Staff Services at (610) 402-8590.

***FOCUS*** is published for the office staffs of physicians on the Medical Staff of Lehigh Valley Hospital. Articles for the next issue should be submitted by November 1, 2007, to Janet M. Seifert, Medical Staff Services, Lehigh Valley Hospital, Cedar Crest & I-78, P.O. Box 689, Allentown, PA 18105-1556 or emailed to [janet.seifert@lvh.com](mailto:janet.seifert@lvh.com). For more information, please call Janet at (610) 402-8590.