

## **NURSE PRACTITIONER ENROLLMENT IN THE MEDICAL SERVICES PLAN /HEALTH INSURANCE BC**

### **Medical Services Plan/ Health Insurance BC and Nurse Practitioners**

Unlike physicians, nurse practitioners are not paid directly by the Medical Services Plan/ Health Insurance BC for services provided to BC residents. However, nurse practitioners provide services to eligible beneficiaries and are required, by the Ministry of Health, to submit a record of these services to the Medical Services Plan/ Health Insurance BC. For this reason, nurse practitioners are responsible for familiarizing themselves with Medical Services Plan/ Health Insurance BC policies and procedures relevant to encounter records submission and beneficiary services and benefits.

<http://www.health.gov.bc.ca/msp/index.html>

### **Practitioner Number**

Nurse practitioners are required to enrol with the Medical Services Plan/ Health Insurance BC and obtain a practitioner number when they have obtained full nurse practitioner registration with the College of Registered Nurses of BC. The practitioner number allows the NP to submit encounter records through the Medical Services Plan/ Health Insurance BC claims processing system for services provided to eligible Medical Services Plan/ Health Insurance BC beneficiaries. It is the nurse practitioner's responsibility to enrol with the Medical Services Plan/ Health Insurance BC. All newly registered nurse practitioners are required to complete the *Application for Medical Services Plan/ Health Insurance BC Billing Number (Nurse Practitioner)* and return it to HIBC.

<https://www.health.gov.bc.ca/exforms/practitioner.html#2997>

Enrolment status with the Medical Services Plan/ Health Insurance BC and the possession of an active practitioner number is contingent upon the nurse practitioner's continued practicing registration with the College of Registered Nurses of BC. The nurse practitioner is responsible for reporting any changes in registration status to Medical Services Plan/ Health Insurance BC. The College of Registered Nurses of BC will notify Medical Services Plan/ Health Insurance BC in cases where registration is suspended under professional conduct review.

### **Change of Address**

If a nurse practitioner's address or telephone number changes, it is the nurse practitioner's responsibility to advise the Medical Services Plan/ Health Insurance BC of the change so that the nurse practitioner's file can be updated accordingly. Timely notification of changes ensures that nurse practitioners obtain accurate information and efficient service. Nurse practitioners should also notify the College of Registered Nurses of BC of any address changes at the same time.

### **Use of another Practitioner's Number**

All encounter records submitted to the Medical Services Plan/ Health Insurance BC must include the practitioner number of the practitioner who performed the service; therefore, a nurse practitioner cannot submit an encounter record or request a medical or diagnostic service under another practitioner's number. The practitioner whose number appears on the Medical Services Plan/ Health Insurance BC claim assumes full responsibility for the service provided.

### **Provisional Registration**

Encounter records and referrals/requests for medical and diagnostic services made by nurse practitioners with provisional registration and under the supervision of a medical practitioner or a registered nurse practitioner are submitted under the supervising physician or nurse practitioner's practitioner number and are deemed to be the responsibility of the supervising practitioner.

**Delegated Procedures** NPs cannot submit encounter records for any activity delegated to other practitioners.

### **Payee/Payment Number**

In order to facilitate submission of encounter records and accurate data collection, the Medical Services Plan/ Health Insurance BC requires that the nurse practitioner's *practitioner number* be associated with a *payment number* (also called the payee number). The payment/payee number may be assigned to the nurse practitioner's employer (e.g. clinic, facility, health authority). In these instances the NP's payee number identifies where the NP is employed. Another option is for the employer to submit encounter records using the NP's personal payee number (which is the same as the NP practitioner number). Encounter records can only be submitted using a payee number associated with a data centre. For nurse practitioners the *payment number* identifies the clinic, facility or health authority where she/he is employed. This enables the Ministry to connect an individual nurse practitioner's practice activity to his/her employer. Should a nurse practitioner change employer, the *practitioner number* stays the same, but the *payee number* changes to that of the new employer. To be assigned to a *payee/payment number*, completion of an Encounter Records Submission Authorization form is required

<https://www.health.gov.bc.ca/exforms/practitioner.html#2997>

In the case of nurse practitioners, this number is not used for payment purposes but simply to associate nurse practitioners practice activity with an employer. Both the practitioner number and the payee number are required when submitting encounter records to the Medical Services Plan/ Health Insurance BC.

When an NP is employed and the site has a payee number the NP will use the site's payee number, if the site has no payee number, the NP will use his/her personal payee number to submit encounter records. All NPs are assigned a personal payee number (which is the same as the NP practitioner number) that needs to be connected with a data centre (the electronic software used to submit NP encounter records or physician claims via Teleplan).

Forms can be obtained from the Ministry's web site at:

<https://www.health.gov.bc.ca/exforms/practitioner.html>