

via the Availity® Provider Portal

May 2021

The National Drug Code (NDC) Units Calculator Tool is a user-friendly online tool that allows providers to convert applicable classified or specified Healthcare Common Procedure Coding System (HCPCS) or Current Procedural Terminology (CPT<sup>®</sup>) codes to NDC units. The tool (also known as RC Claim Assist<sup>™</sup>) is hosted by RJ Health, an independent third-party pharmaceutical specialty company.

The NDC Units Calculator Tool is accessible in the Blue Cross and Blue Shield of Oklahoma (BCBSOK) branded Payer Spaces section via the Availity Portal. It's also available on our secure Blue Access for Providers<sup>™</sup> site, along with the NDC Reimbursement Schedule. There's a National Drug Code (NDC): Billing Resources box on our <u>Provider homepage</u> with links to <u>register</u> or <u>log in</u> to Blue Access for Providers.

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The following information instructs users how to access and use the NDC Units Calculator Tool via Availity.

**Not yet registered with Availity?** Visit <u>Availity</u> and complete the online registration today at no cost.

# 1) Getting Started

- Log into <u>Availity</u>
- Select Payer Spaces from the navigation menu
- Choose Blue Cross and Blue Shield of Oklahoma
- On the BCBSOK Payer Spaces page, select Applications
- Select NDC Units Calculator Tool
- Users will be redirected to RC Claim Assist

**Note:** Contact your Availity Administrator if **NDC Units Calculator Tool** is not listed under the Applications tab in BCBSOK-branded Availity Payer Spaces.

# Applications Resources News and Announcements NDC Units Calculator Tool Convert HCPCS or CPT units to NDC (National Drug Code) units

# 2) Selecting Search Criteria

From the home screen, select one of the following search options:

- HCPCS/CPT
- NDC
- Drug Name

Please sele Choose from one of th	ect your seal	r <b>ch criteria:</b> the billable (NDC) units.
HCPCS/CPT ©	NDC	DRUGNAME

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## NDC Units Calculator Tool User Guide

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## 3) Search by HCPCS/CPT Code

## Searching by HCPCS/CPT code:

- Enter the HCPCS/CPT code
- Select the appropriate code from the list

#### Notes:

- Users may search using a minimum of three characters when using the HCPCS/CPT, NDC or Drug Name search options.
- Select New Search to search for a different HCPCS/CPT, NDC or Drug Name.

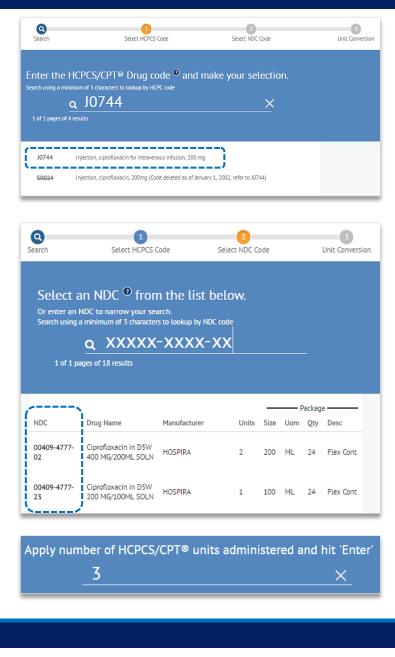
 Next, select the applicable NDC from the list, or enter an NDC to narrow your search

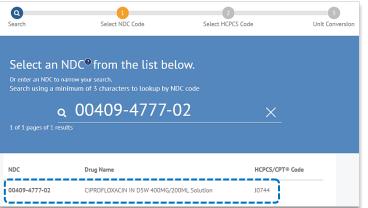
- Enter the Number of Units administered
- Hit Enter

# 4) Search by NDC Code

#### Searching by NDC code:

- Enter the NDC code
- Select the appropriate code from the list





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## 4) Search by NDC Code (continued)

- Enter the Number of Units administered
- Hit Enter

Apply number of HCPCS/CPT® units administered and hit 'Enter'  $\underline{3}$ 

# 5) Search by Drug Name

#### Searching by Drug Name:

- Enter the Drug Name
- Select the appropriate code from the list

 Search
 Select Drug Name
 2
 3

 Enter the drug name
 and make your selection.
 Unit Conversion

 Search using a minimum of 3 characters to lookup by Drug name
 A
 Ciprofloxacin

 L of 19 pages of 378 results
 X

 J0744
 Ciprofloxacin in DSW 200 MG/100ML SOLN

 J3490
 Ciprofloxacin HCl 0.3 % SOLN

Search	Select Dru	ug Name	Sele	2 ct NDC C	iode			3 Unit Conversio
Or enter an ND	NDC <sup>®</sup> from the NC to narrow your search. ninimum of 3 characters to look							
1 of 1 pages o	Q XXXXX-X							
	<u>й</u>					Packag	e	-
NDC	Drug Name	Manufacturer	Units	Size	Uom	Packag Qty	e Desc	-
NDC 00409-4777-02	Drug Name Ciprofloxacin in D5W 400 MG/200ML SOLN	Manufacturer HOSPIRA	Units 2	Size 200		-		-

Next, select the applicable NDC from the list

- Enter the Number of Units administered
- Hit Enter

Apply number of HCPCS/CPT® units administered and hit 'Enter'

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## 6) Search Results

## Regardless of the search option used, the results include:

- HCPCS/CPT code
- NDC code and description
- NDC Billable Units to include on your claim

HCPCS/CPT@

J0744 Injection, ciprofloxacin for intravenous infusion, 200 mg

ND

00409-4777-02

Ciprofloxacin in D5W 400 MG/200ML SOLN by HOSPIRA



## Quick Tip:

→ For more information, refer to the <u>NDC Billing FAQs</u> And <u>NDC Billing Guidelines</u> Iocated on our Provider Website.

Have questions or need additional education? Email the Provider Education Consultants.

Be sure to include your name, direct contact information and Tax ID or Billing NPI.

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