

MN-ITS Help – Pharmacy (NCPDP): Service Provider/Cardholder

The table below describes the individual fields on the Service Provider/Cardholder screens used to identify the service provider and the cardholder.

Fields identified with a single red asterisk are required fields and must be completed to advance to the next screen.

Field Name	Field Description
Organization	This field will auto populate with the name of the organization identified by the NPI used at log in
Telephone	This field will auto populate with the telephone number identified in the provider file of the NPI used at login
Address Line 1	This field will auto populate the address or part of the address as entered in the provider file of the NPI used at log in
Address Line 2	This field will auto populate the address or part of the address as entered in the provider file of the NPI used at log in
City	This field will auto populate the city where the organization is located
State	This field will auto populate the state where the organization is located
Zip code	This field will auto populate the zip code where the organization is located
Cardholder ID	Enter the 8-digit MHCP ID number of the recipient of this prescription
Birth Date	Enter the date of birth of the recipient in the 8 digit format (MMDDCCYY)
Action Buttons	<p>Select Search to find the recipient information.</p> <p>*The search feature will provide the first name, last name and gender of the person associated with the cardholder information entered. This feature does not provider eligibility status.</p> <p>Select Delete if the information displayed does not match the name and gender of the cardholder and re-enter the correct cardholder information</p>
Action Buttons	<ul style="list-style-type: none"> • Select Cancel to cancel this claim • Select Continue to proceed to the next screen