

There is a known issue with the NDC and Manufacturer information populating in the documentation of immunizations and injections. Please reference the workarounds below and share throughout the office with staff who enter this information. Try entering the extra zero first, as is noted in the chart below but if that doesn't work, try the second strategy.

**STRATEGY ONE:**

**National Drug Code (NDC)  
Conversion Table**

Converting NDCs from 10-digits to 11 digits.

It should be noted that many National Drug Code (NDC) are displayed on drug packing in a 10-digit format. Proper billing of a National Drug Code (NDC) requires an 11-digit number in a 5-4-2 format. Converting National Drug Code (NDC) from a 10-digit to an 11-digit format requires a strategically placed zero, dependent upon the 10-digit format. The following table shows common 10-digit National Drug Code (NDC) formats indicated on packaging and the associated conversion to an 11-digit format, using the proper placement of a zero. The correctly formatted, additional "0" is in a bold font and underlined in the following example. Note that hyphens indicated below are used solely to illustrate the various formatting examples for the National Drug Code (NDC).

**NOTE: Do not use hyphens when entering the actual data in your claim.**

Converting NDCs from 10-digits to 11-digits					
10-Digit Format on Package	10-Digit Format on Example	11-Digit Format	11-Digit Format Example	Actual 10-digit NDC Example	11-Digit Conversion of Example
4-4-2	9999-9999-99	5-4-2	<u>0</u> 9999-9999-99	0002-7597-01	<u>0</u> 0002-7597-01
5-3-2	99999-999-99	5-4-2	99999- <u>0</u> 999-99	50242-040-62	50242- <u>0</u> 040-62
5-4-1	99999-9999-9	5-4-2	99999-9999- <u>0</u> 9	60575-4112-1	60575-4112- <u>0</u> 1

**STRATEGY TWO:**

- 1, Enter the NDC twice (enter once, the NDC will blank out, enter again) and do not select a Manufacturer from the drop-down, fill in the rest of the required fields and Save.
2. If the Manufacturer is required enter Manufacturer and an active NDC in the order and annotate the correct Manufacturer and NDC administered on the Order so the biller can identify and submit the correct number.