



Tips & Tricks Weekly



NDC Conversion Entering the Correct Number for Medication and Immunization Administration

Many National Drug Codes (NDCs) are displayed on drug packaging in a 10-digit format. Proper billing and documentation of a National Drug Code (NDC) requires an 11-digit number in a 5-4-2 format. Converting a 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 THE EHR OR 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>00002</u> -7597-01
5-3-2	99999-999-99	5-4-2	99999- <u>0</u> 999-99	50242-040-62	50242- <u>00</u> 40-62
5-4-1	99999-9999-9	5-4-2	99999-9999- <u>0</u> 9	60575-4112-1	60575-4112- <u>01</u>

In the example below, the 10-digit NDC on the packaging was 0562-7805-05. As indicated in the chart above, and extra "0" was added at the beginning because it was a 4-4-2 NDC.

Once the NDC is entered correctly, the Manufacturer should automatically populate.

TEST, Bridget 08-Aug-2004 (16 years) F Chart Update: 05-Oct-2020

Order Entry Record Administration Record w/o Ordering

RhoGAM Ultra-Filtered Plus 1500 UNIT Intramuscular Sol For: [1] Emyema

1 ml intramuscular To Be Done: 05Oct2020 Status: Active

Administration Details:

Dose: 1 Unit: UNIT Administration Site: Intramuscular Date/Time: 05Oct2020 03:06PM Admin By: Garland, Bridget

Manufacturer: KEDRION BIOPHARMA NDC: 00562780505 Exp: 05Oct2022

Charging

Medical Necessity Checking: CPT-4: Code: Status: