

NDC Units Calculator Tool User Guide

The **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®) codes to National Drug Code (NDC) units.

This tool (also known as RC Claim Assist™) is hosted by RJ Health, an independent third-party pharmaceutical specialty company.

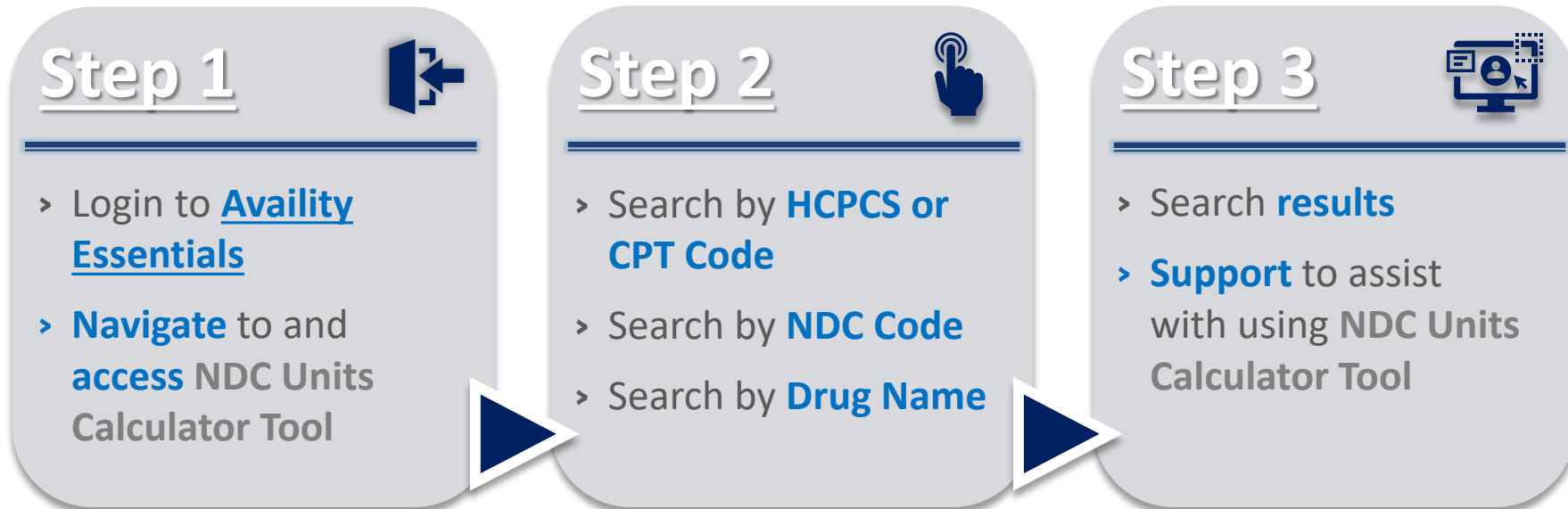
Not registered with Availity® Essentials?

Complete the online guided registration process today via [Availity](#), at no cost.

Feb. 2024

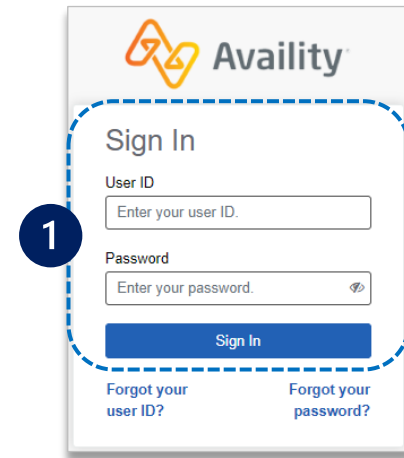


The following instructions show how users' access **NDC Units Calculator Tool** via **Availity Essentials** and how **Availity Administrators** and/or users will add providers information to your organization's account.



1 Assigned users can access this tool by following the instructions below:

- ▶ Go to [Availity](#)
- ▶ Select [Log in to Essentials](#)
- ▶ Enter User ID and Password
- ▶ Select [Sign in](#)

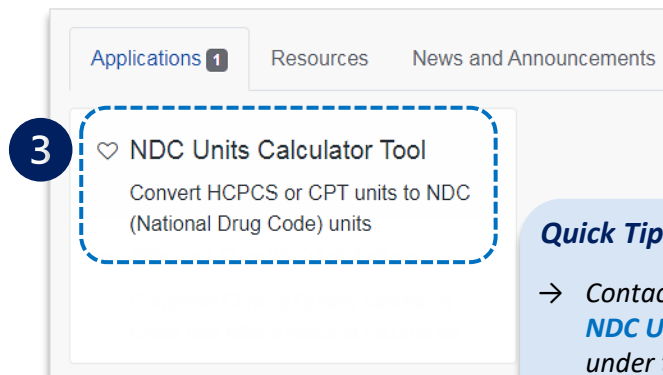


The image shows the Availity Sign In page. A dashed blue box highlights the 'Sign In' section, which includes a 'User ID' field with the placeholder 'Enter your user ID.', a 'Password' field with the placeholder 'Enter your password.' and a 'Sign In' button. Below the fields are links for 'Forgot your user ID?' and 'Forgot your password?'. A circled '1' is placed to the left of the dashed box.

3 ▶ On the BCBSNM Payer Spaces page, select [Applications](#)

▶ Select [NDC Units Calculator Tool](#)

▶ Users will be redirected to *RC Claim Assist*



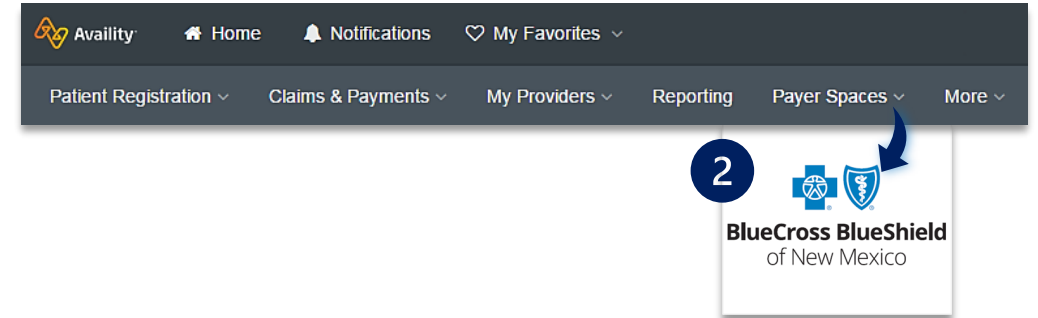
The image shows the 'Applications' tab selected in the Availity interface. A dashed blue box highlights the 'NDC Units Calculator Tool' entry, which includes a heart icon, the tool name, and a description: 'Convert HCPCS or CPT units to NDC (National Drug Code) units'. A circled '3' is placed to the left of the dashed box.

Quick Tip:

→ Contact your Availity Administrator if [NDC Units Calculator Tool](#) is not listed under the Applications tab in BCBSNM-branded Availity Payer Spaces.

2 ▶ Select [Payer Spaces](#) from the navigation menu

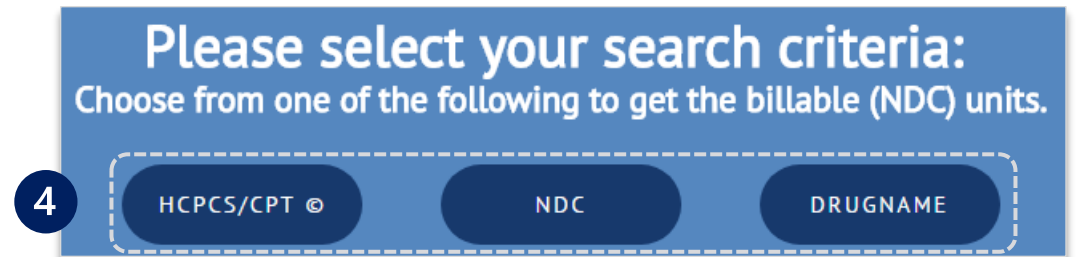
▶ Choose [Blue Cross and Blue Shield of New Mexico](#)



The image shows the Availity navigation menu. A dashed blue box highlights the 'Payer Spaces' dropdown menu, which is open to show the 'BlueCross BlueShield of New Mexico' option. A circled '2' is placed to the left of the dropdown.

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

- ▶ [HCPCS/CPT](#)
- ▶ [NDC](#)
- ▶ [Drug Name](#)



The image shows a blue banner with the text 'Please select your search criteria: Choose from one of the following to get the billable (NDC) units.' Below the banner are three buttons: 'HCPCS/CPT', 'NDC', and 'DRUGNAME'. A circled '4' is placed to the left of the buttons.



Step 2: Search by HCPCS/CPT Code

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

Search Select HCPCS Code Select NDC Code Unit Conversion

Enter the HCPCS/CPT® Drug code and make your selection.
Search using a minimum of 3 characters to lookup by HCPC code

J0744

1 of 1 pages of 4 results

J0744	Injection, ciprofloxacin for intravenous infusion, 200 mg
S0024	Injection, ciprofloxacin, 200mg (Code deleted as of January 1, 2002, refer to J0744)

Quick Tips:

- 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**.

- 2 Select the applicable **NDC** from the list, or enter an NDC to narrow your search
- Enter the **Number of Units** administered and hit **Enter**

Search Select HCPCS Code Select NDC Code Unit Conversion

Select an NDC from the list below.
Or enter an NDC to narrow your search.
Search using a minimum of 3 characters to lookup by NDC code

XXXXX-XXXX-XX

1 of 1 pages of 18 results

NDC	Drug Name	Manufacturer	Units	Size	Uom	Qty	Desc
00409-4777-02	Ciprofloxacin in D5W 400 MG/200ML SOLN	HOSPIRA	2	200	ML	24	Flex Cont
00409-4777-23	Ciprofloxacin in D5W 200 MG/100ML SOLN	HOSPIRA	1	100	ML	24	Flex Cont

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

3



Step 2: Search by NDC Code & Drug Name

- 1 Enter the **NDC code** and select the **code** from the list
- ▶ Enter the **Number of Units** administered and hit **Enter**

Search Select NDC Code Select HCPCS Code Unit Conversion

Select an NDC² from the list below.
Or enter an NDC to narrow your search.
Search using a minimum of 3 characters to lookup by NDC code

00409-4777-02

1 of 1 pages of 1 results

NDC	Drug Name	HCPCS/CPT® Code
00409-4777-02	CIPROFLOXACIN IN D5W 400MG/200ML Solution	J0744

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

3

- 1 Enter the **HCPCS/CPT code** and select the **code** from the list

Search Select Drug Name Select NDC Code Unit Conversion

Enter the drug name² and make your selection.
Search using a minimum of 3 characters to lookup by Drug name

Ciprofloxacin

1 of 19 pages of 378 results

J0744 Ciprofloxacin in D5W 200 MG/100ML SOLN

J3490 Ciprofloxacin HCl 0.3 % SOLN

- 2 Select the applicable **NDC** from the list
- ▶ Enter the **Number of Units** administered and hit **Enter**

Search Select Drug Name Select NDC Code Unit Conversion

Select an NDC² from the list below.
Or enter an NDC to narrow your search.
Search using a minimum of 3 characters to lookup by NDC code

XXXXXX-XXXX-XX

1 of 1 pages of 18 results

NDC	Drug Name	Manufacturer	Units	Size	Uom	Qty	Desc	Package
00409-4777-02	Ciprofloxacin in D5W 400 MG/200ML SOLN	HOSPIRA	2	200	ML	24	Flex Cont	
00409-4777-23	Ciprofloxacin in D5W 200 MG/100ML SOLN	HOSPIRA	1	100	ML	24	Flex Cont	

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

3



Step 3: Search Results and Support

Regardless of the search option used, the results include:

- A** HCPCS/CPT code
- B** NDC code and description
- C** NDC Billable Units to include on your claim

Quick Tip:

→ For more information, refer to the [NDC Billing FAQs](#) and [NDC Billing Guidelines](#) located on our Provider Website.

A HCPCS/CPT®

J0744

Injection, ciprofloxacin for intravenous infusion, 200 mg

B NDC

00409-4777-02

Ciprofloxacin in D5W 400 MG/200ML SOLN by HOSPIRA

C NDC BILLABLE UNITS

300 ML

Billable NDC to include on your claim.

Have questions or need additional education?

Education or training, contact [BCBSNM Provider Education Consultants](#)

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

Technical Availity support, contact Availity Client Services at **800-282-4548**

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