

# San Mateo County Behavioral Health & Recovery Services

# ATTENTION ---- DO THIS TODAY!!!!!!

You cannot start your job without this number

## How to Apply for a National Provider Identifier (NPI) Number

If you already have an NPI but are unable to login, you may have to create a new account- Follow the steps below. Please make sure your name, business mailing address and taxonomy code (according to your position with the County of San Mateo) are up to date.

Your National Provider Identifier is how entities such as MediCal recognize you as a professional Mental Health/AOD provider. Allow 30 minutes for the entire application process.

### 1. Go to NPI Welcome page: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>



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#### National Provider Identifier

#### News & Announcements

This is VDC PROD Environment as of September 1, 2014.

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of standard unique identifiers for health care providers and health plans. The purpose of these provisions is to improve the efficiency and effectiveness of the electronic transmission of health information. The Centers for Medicare & Medicaid Services (CMS) has developed the National Plan and Provider Enumeration System (NPPES) to assign these unique identifiers.

#### How to apply for an NPI

##### Individual Providers:

As an Individual Provider, you may only have a single NPI, which will be associated with your unique, individual information. Once you login to NPPES, you will be able to complete your NPI application.

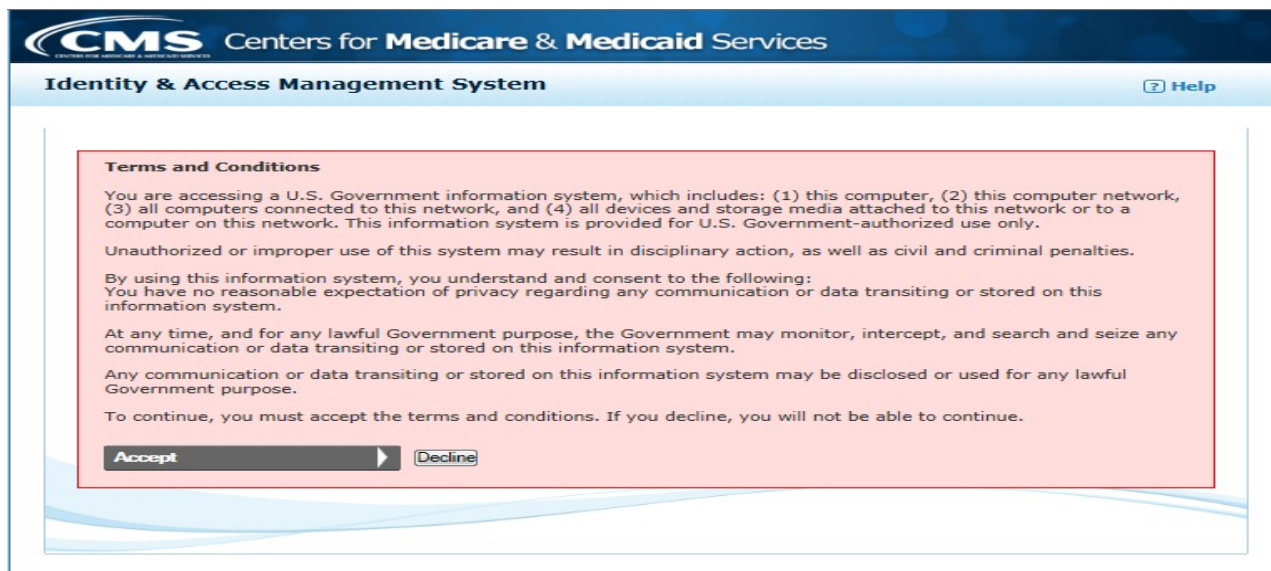
1. Create a Login through the Identity & Access Management System (I&A).
2. Login to NPPES with your I&A Username and password.
3. Complete the NPI application. Estimated time to complete the NPI application form is 20 minutes.

##### Healthcare Provider Organizations:

Healthcare Organizations are currently required to have a separate Username and password for each NPI associated with the organization.

1. Create an NPPES ONLY Username and password for the NPI you are applying for.
2. Complete the NPI application. Estimated time to complete the NPI application form is 20 minutes.

- Go to "Individual Providers:" Do not select Healthcare Provider Organizations. Click on "Create a Login". You will be re-directed to a CMS I&A page. Create a login through the Identity & Access Management System.



- When completed you will be returned to the original NPPES page. Login to NPPES under "Manage or Apply for your personal NPI Record" with your I&A Username and password.

## 2. NPI Application Instructions *(Online Help is available from each page of the application by clicking "Help" at the top right of each of the pages).*

- Click on "NEW NPI Application"
- Read Terms.
- Click on "Submit New NPI Application"

## 3. Provider Profile

- Complete Provider Profile.
- **\*Indicates Required Field**
- Answer "No" to question: "Is the Provider a Sole Proprietor?".

### Provider Name Information:

a. Provide your full legal name. This name must match the name on file with the Social Security Administration (SSA). In addition, the date of birth must match that on file with SSA. (First and last names are required for initial applications.) If you do not have an SSN, you will not be allowed to apply for an NPI via the internet.

### Other Name Information:

b. If you have used another name, including a maiden name, supply that "Other Name" in this area. (Optional).

c. Select the type of "Other Name" you used. (Required if Other Name Information is completed)

d. Provide the State, and Country of your birth. (Required)

e. Indicate your gender. (Required)

f. Indicate whether you are a sole proprietor. (Required) – answer **“NO”**

**NOTE:** An individual may obtain only one NPI, regardless of the number of taxonomies (specialties), licenses, or business practice locations he/she may possess.

#### 4. Business Mailing Address

- Enter your address. It is best to use a PO Box or work address, however, you may put in your home address and change it later if you wish.

#### 5. Business Practice Location Address

- You may use the main county address: 225 37<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, San Mateo, CA 94403. If you are a contractor, you may use your agency address. In either case, you may use your work or home address and change it later.

#### 6. Business Mailing Address Standardization

- You may either “accept standardized address or “use input address”

#### 7. Other Identification Numbers

**Skip This Page**

**Application Sections**

- > Provider Profile
- > Mailing Address
- > Practice Location
- > **Other Identifiers**
- > Taxonomy
- > Contact Person
- > Certification

**NPI Application Form - Other Identification Numbers**

Please Enter All Other Provider Identifiers (Medicare UPIN, Medicare PIN, Medicare OSCAR/Certification, Medica

**Note:** These numbers will be of use in matching your NPI record to insurers' records so you can continue to be recognized b required to obtain them. DO NOT report the Social Security Number (SSN) or IRS Individual Taxpayer Identification Number (

Issuer	Number	State
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#### 8. Taxonomy / License Information

- You must select a taxonomy by using the Add Taxonomy button to navigate to Select Taxonomy Page.
- After you have made your taxonomy selection(s), a table on this page will display your taxonomy selection(s), along with a requirement to furnish a license number and State of licensure, if appropriate for that taxonomy(ies).

- To remove a previously selected taxonomy, click the delete button for that taxonomy to remove it from your application.
- One of the taxonomies listed on this page must be selected as the Primary Taxonomy before continuing the application process.

**COMPLETE this page**

Click **Add Taxonomy**

**Taxonomy Number** - Select the appropriate classification for your credentials. (The table below is a "Taxonomy Cheat Sheet" with the most commonly used taxonomies to help you decide.) Please follow these steps: Choose Classification Name - Area of Specialization. Select the type based on your training, license, and positions. Later, it will ask you for your License Number-If you do not have a License Number leave it blank.

\*\*\*\*\*If you are an **ASW** – select both: 101YM0800X -Mental Health Counselor, AND 1041C0700X -Social Worker (BHRS needs this for billing purposes) Click Add Another One and Save. Select Mental Health Counselor as your Primary taxonomy.

\*\*\*\*\*If you have a degree/license but hired as a **MH INTERN**, select "39020000X-Student in an Organized Health Care Education/Training Program" as your Classification Name - Area of Specialization. This is your primary taxonomy.

Taxonomy Cheat Sheet	
10	Behavioral Health & Social Services Providers
101YM0800X	Mental Health Counselor, ASW, MSW, ACSW
106H00000X	Marriage & Family Therapist (MFT, IMF)
103T00000X	Psychologist (PhD)
1041C0700X	Clinical Social Worker (LCSW, ASW)
16	Nursing Service Providers
167G00000X	Licensed Psychiatric Technician (PT)
163W00000X	Registered Nurse (RN)
17	Other Service Providers
171M00000X	Case Manager/Care Coordinator
172V00000X	Community Health Worker
101YA0400X	Case Management/Assessment Specialist AOD
101YM0800X	Case Management/Assessment Specialist Mental Health
20	Psychiatry
2084P0800X	Psychiatrist
36	Physician Assistants & Surgery Service Providers
363L00000X	Nurse Practitioner (NP)
364S00000X	Clinical Nurse Specialist
39	Student, Health Care
390200000X	Student/Intern/ Psychiatry Residents
	Other Categories
225X00000X	Occupational Therapist
221700000X	Art Therapist

Select **\*Primary Taxonomy** Click Next

The screenshot shows the NPPES National Plan & Provider Enumeration System interface. The main heading is "NPI Application Form - Taxonomy / License Information". Below this, there is a section titled "Please Enter Provider Taxonomy (Provider Type/Specialty):" with a red asterisk. A note states: "NOTE: DO NOT report the Social Security Number (SSN), IRS Individual Taxpayer Identification Number (ITIN) in the License Number field." There is an "Add Taxonomy" button. Below this is a table with columns: "Primary Taxonomy", "Selected Taxonomy", "State", "License Number", and "Delete". The table contains one row with the following data: Primary Taxonomy: 101YM0800X - Counselor - Mental Health; Selected Taxonomy: (empty); State: (empty); License Number: (empty); Delete: (button). At the bottom of the form, there are "< Previous" and "Next >" buttons.

### 9. Contact Person Information

This is you. Fill in your contact information. The email address that you enter is where Your NPI will be emailed within the next few days. Click

### 10. Certification Statement: Check this box.

Check this box to indicate that you certify to the following: Then, Click  If you get an error message please make the corrections needed.

You will receive an email from customerservice@npienumerator.com with your new NPI within a few days. Forward this email to your new supervisor, Amber Ortiz at [alortiz@smcgov.org](mailto:alortiz@smcgov.org) and Jeannine Mealey at [JMealey@smcgov.org](mailto:JMealey@smcgov.org)