ATTENTION ---- DO THIS TODAY!!!!!!
You cannot start your job without this number

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

Follow the steps below. If you have any problems with the steps below please call the NPPES Enumerators at 800-465-3203. 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

- Go to "Individual Providers." Do not select Healthcare Provider Organizations
- Click on "Create an account". 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 address where you will be working. 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

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 Choose 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 are 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

<table>
<thead>
<tr>
<th>NPI Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101YM0800X</td>
<td>Mental Health Counselor, ASW, MSW, ACSW</td>
</tr>
<tr>
<td>106H00000X</td>
<td>Marriage &amp; Family Therapist (MFT, IMF)</td>
</tr>
<tr>
<td>103T00000X</td>
<td>Psychologist (PhD)</td>
</tr>
<tr>
<td>1041C0700X</td>
<td>Clinical Social Worker (LCSW, ASW)</td>
</tr>
<tr>
<td>167G00000X</td>
<td>Licensed Psychiatric Technician (PT)</td>
</tr>
<tr>
<td>163W00000X</td>
<td>Registered Nurse (RN)</td>
</tr>
<tr>
<td>171M00000X</td>
<td>Case Manager/Care Coordinator</td>
</tr>
<tr>
<td>172V00000X</td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>101YA0400X</td>
<td>Case Management/Assessment Specialist AOD</td>
</tr>
<tr>
<td>101YM0800X</td>
<td>Case Management/Assessment Specialist Mental Health</td>
</tr>
<tr>
<td>2084P0800X</td>
<td>Psychiatrist</td>
</tr>
<tr>
<td>363L00000X</td>
<td>Nurse Practitioner (NP)</td>
</tr>
<tr>
<td>364S0000X</td>
<td>Clinical Nurse Specialist</td>
</tr>
<tr>
<td>390200000X</td>
<td>Student/Intern/ Psychiatry Residents</td>
</tr>
<tr>
<td>225X00000X</td>
<td>Occupational Therapist</td>
</tr>
<tr>
<td>221700000X</td>
<td>Art Therapist</td>
</tr>
</tbody>
</table>

Select **Primary Taxonomy** Click Save
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.

10. Certification Statement:
Check this box to indicate that you certify to the following: Then, Click submit. 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, Amber Ortiz at alortiz@smcgov.org and Preeti Mehta pmehta@smcgov.org

https://www.smchealth.org/bhrs/avataraccess  NPI Instructions Updated July 26, 2018  Page 7 of 7