

PROVIDER EDUCATION SERIES

Contracting Readiness:
Obtaining an NPI

December 15 and 18, 2023



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Today's Target Audience

- **Providers & CBOs** getting ready to or in the process of contracting with **Managed Care Plans**.
- **Individuals & Organizations** interested in learning more about how to **obtain an NPI**.
- Staff interested in learning how to complete an **application** to obtain an NPI

Learning Objectives

By the end of this session, Participants will:

- Obtain a **general understanding** of the National Provider Identifier (NPI)
- Be able to **identify the information** that is needed to complete the NPI application
- **Understand** the NPI application process and who needs one



Important Terms

Centers for Medicare & Medicaid Services (**CMS**)

Department of Health Care Services (**DHCS**)

Managed Care Plan (**MCP**)

National Provider Identifier (**NPI**)

National Plan and Provider Enumeration System (**NPPES**)

Contracting Readiness: **What is an NPI?**



What is a National Provider Identifier (NPI)?

- Numeric identifier assigned to health care providers by the **National Plan and Provider Enumeration System (NPPES)** developed by the **Centers for Medicare and Medicaid Services (CMS)**
- **10-digit permanent number** assigned to a provider or organization and must be used on **electronic claim transactions** for billing and reimbursement of services
- Providers and organizations must apply and obtain a National Provider Identifier **to contract with Managed Care Plans** as well as commercial plans



Contracting Readiness: **Who must have an NPI?**



Who Must Have an NPI?



- All ECM and Community Supports provider organizations and individuals that have a **contract with a Managed Care Plans**
- **Employees** of ECM and Community Supports provider organizations
 - Note: an NPI is needed for **an organization** and an **individual provider**
- If an organization or individual already has an NPI, it does **not need to submit another application** for an NPI to contract for ECM and Community Supports

Who Must Have an NPI?

- Both individual providers and organizations should ensure that the **Taxonomy codes** listed in the organization's NPI profile are current updated as needed to reflect the licenses and services that will be provided under current contracts.
- Taxonomy code is **a unique 10-character code** that designates a provider's **classification** and **specialization**
- NPIs must be included on the organization's **paper** or **electronic claim** submitted to the MCP for reimbursement



Contracting Readiness: How to apply for an NPI



How to apply for an NPI

- There is **no cost** to apply for an NPI
- Once all needed information is gathered the application takes about **20 to 30 minutes to complete**
 - Organizations can apply **online** or **by mail** through the CMS NPI Application/Update Form page
- The NPI online application process is **highly recommended** as it is the **fastest way** to obtain and **easiest way** to track the application process

How to apply for an NPI (Cont.)

Steps to take:

1. Create an account on the CMS NPI Application/Update Form page
2. Start NPI Application
3. Complete Provider Profile
4. Insert Business Mailing Address
5. Insert Business Practice Location
6. Confirm Business Mailing Address Standardization
7. Insert other Identification Numbers
8. Complete Taxonomy/License Information
9. Complete Contact Person Information
10. Read Certification Statement - SUBMIT



NPI Application Walk-through

Provider View – Initial Application



- Access <https://nppes.cms.hhs.gov>

The screenshot shows the NPPES website interface. On the left, there is a 'Registered User Sign In' section with fields for 'User ID' and 'Password', and buttons for 'SIGN IN' and 'FORGOT USER ID OR PASSWORD?'. On the right, there is a 'Create a New Account' section with a 'CREATE or MANAGE AN ACCOUNT' button. A red arrow points to this button.

- Select **Create or Manage an Account**

The screenshot shows a yellow pop-up dialog box titled 'Leaving NPPES Website.' with the text: 'You are being directed to I&A to create a User ID and Password. When you are done, return to NPPES to log in and apply for or view/modify an NPI.' There are 'Cancel' and 'OK' buttons at the bottom right. A red arrow points to the 'OK' button.

- Select **OK** on the **Leaving NPPES Website** pop up.

NPI Application Walk-through (Cont.)

Initial Application - Myself



- Upon logging in with the I&A established User ID and password, the user can select [Apply for an NPI for myself](#).

National Provider System Main Page

Apply for a National Provider Identifier (NPI)
Apply for a Type 1 Individual Provider NPI or Type 2 Organization NPI. Individual Providers can only have one NPI, however, Organization Providers can have multiple NPIs.


INDIVIDUAL PROVIDER
Apply for an NPI for myself

EMPLOYEE OR SURROGATE
Apply for an NPI for another individual

EMPLOYEE DR SURROGATE
Apply for an NPI for an Organization

NPI Application Walk-through: Complete Provider Profile


Initial Application – Provider Profile



1 PROFILE 2 ADDRESS 3 HEALTH INFORMATION EXCHANGE 4 OTHER IDENTIFIERS 5 TAXONOMY 6 CONTACT INFO 7 ERROR CHECK 8 SUBMISSION

13% application completed

Provider Profile

* Indicates Required fields.
Note: Fields with  icon will NOT be publicly available

Provider Name Information:

Prefix: * First: Middle: * Last: Suffix:

Credential(s):(MD, DO, etc.)

Other Name:(if applicable)

Prefix: First: Middle: Last: Suffix:

Type of Other Name: Credential(s):(MD, DO, etc.)

Other Identifying Information:

* Date of Birth: * TIN Type: * Tax Identification Number(TIN):

* State of Birth:(If U.S.) Country of Birth:

* Gender: Male Female

* Is the Provider a Sole Proprietor? Yes No

NPI Application Walk-through: Insert Business Address & Practice Location

Initial Application - Address



- Users must provide both a **Business Mailing Address** and, at minimum, one **Practice Location**.

The screenshot displays a progress bar at the top with eight steps: PROFILE (completed), ADDRESS (current step), HEALTH INFORMATION EXCHANGE, OTHER IDENTIFIERS, TAXONOMY, CONTACT INFO, ERROR CHECK, and SUBMISSION. A blue bar below the progress bar indicates that 31% of the application is completed.

Address
This information will be used to contact the provider if we have questions about the NPI application.

Business Mailing Address (Correspondence Address)
This is the address where we can contact you directly to resolve any issues that may arise during our review of your application.

[ADD A BUSINESS MAILING ADDRESS](#)

Practice Location (only one required)
This is the physical address (cannot be a Post Office Box) where services are rendered. Multiple locations can be entered, but only the primary location is required.

[ADD A PRACTICE LOCATION](#)

NPI Application Walk-through: Confirm Business Address Standardization

Please do one of the following:

1. Accept the standardized address.
2. Reject the standardized address and keep your input as is.
3. Modify your input in the boxes below and submit for revalidation.

Your input address:

* Address Line 1: (Street Number and Name)
300 45th St S

Address Line 2: (e.g., Apartment/Suite Number)

* City: Fargo * State: ND - NORTH DAKOTA * Zip Code: 58103 Zip Ext:

Organization Name(Optional)

* Tell us why you don't want to use the standardized address(shown to your right)
Select

Your standardized address:
300 45th St S
Fargo, ND 58103-1189

ACCEPT STANDARDIZED ADDRESS

Tell us why you don't want to use the standardized address(shown to your right)
Select
Incorrect Street address (e.g: Street instead of BLVD)
Incorrect City
Incorrect State
Incorrect Zip Code
Incorrect PO Box
Other: This will allow users to enter comments

USE INPUT ADDRESS REVALIDATE ADDRESS

- **Accept Standardized Address** – Accepts what is listed in the box on the right / Information may be different than was input.
- **Use Input Address** – Leaves the information that was input / Comments are required if using Input Address.
- **Revalidate Address** – Allows the user to modify information and NPPES will provide an address to accept.

NPI Application Walk-through: Insert Other Identification Numbers

Other Identifiers (Optional)



- Other Identifiers listed on this page will associate other provider identifiers with the NPI.
 - Medicaid & any non-Medicare numbers

Other Identifiers (optional)
Associating other provider identifiers with your NPI is optional.

* Indicates Required fields.

Enter All Other Provider Identifiers

Note: These numbers will be of use in matching your NPI record to insurers' records so you can continue to be recognized by insurers. If you don't have such numbers, you are not required to obtain them. DO NOT report the Medicare Numbers, Social Security Number (SSN), IRS Individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN) in this section.

* Issuer:

* Identification Number: (DO NOT ENTER SSN, ITIN OR EIN) State Issued: (if applicable)

CLEAR **SAVE**

- Select issuer type from the **Issuer:** drop-down menu.
- Input the issuer **Identification Number:**
- Input the applicable **State Issued:**

Issuer ▲	Other Issuer	State Issued	Identification Number
Medicaid		DC	236
Other	BCBS		568946544



NPI Application Walk-through: Complete Taxonomy/License Information

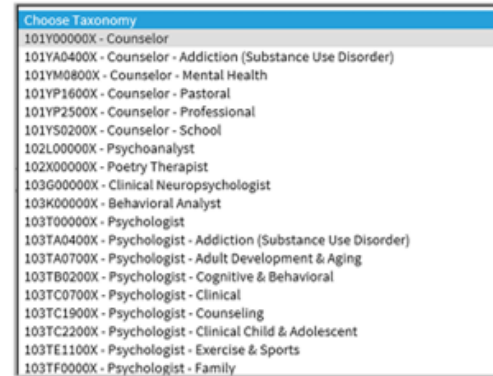
Taxonomy



- At minimum, one Taxonomy Code and License (if applicable) must be entered on this page.

*****15 Taxonomy Codes may be listed at MAX****

- All taxonomy codes available within the NPPES system may be found in the Choose Taxonomy: dropdown.



- The Choose Taxonomy Filter can also be utilized to filter by taxonomy name or taxonomy code.

Choose Taxonomy Filter:

* Choose Taxonomy:

Code	Description
104100000X	Social Worker
1041C0700X	Social Worker - Clinical
1041S0200X	Social Worker - School

* Classification Name/Specialization:



NPI Application Walk-through: Taxonomy/License Information Explained

Considerations for ECM & Community Supports Providers

- It is the provider's responsibility to select the **taxonomy code(s)** that **most accurately** reflect the services that they will be providing under CalAIM
- There are over **800 taxonomy codes** to choose from
- If there is any doubt in selecting the appropriate code, select the **most general**
- Multiple taxonomy codes may be entered, but one code must be selected as the organization's "**primary**" **taxonomy code**
- For more information about Taxonomy Codes and to access the full list, please visit the [CMS Find Your Taxonomy Code page](#)

NPI Application Walk-through: Taxonomy/License Information Explained

CalAIM Service	Detailed Service Description	Taxonomy Code for Consideration
Enhanced Care Management (ECM)	<ul style="list-style-type: none"> • Comprehensive Assessment and Care Management Plan • Enhanced Coordination of Care • Health Promotion • Comprehensive Transitional Care • Member and Family Supports • Coordination of and Referral to Community and Social Support Services 	171M00000X-Case Manager/Care Coordinator


NPI Application Walk-through: Taxonomy/License Information Explained

CaAIM Service	Detailed Service Description	Taxonomy Code for Consideration
Community Supports Services	<ul style="list-style-type: none"> Housing Transition Navigation Services Housing Deposits Housing Tenancy and Sustaining Services 	251X00000X - Supports Brokerage
	<ul style="list-style-type: none"> Short-Term Post-Hospitalization Housing Recuperative Care (Medical Respite) Respite Services 	385H00000X Respite Care
	<ul style="list-style-type: none"> Day Habilitation Programs 	251C00000X - Day Training, Developmentally Disabled Services
	<ul style="list-style-type: none"> Nursing Facility Transition/ Diversion to ALF Community Transition Services/Nursing Facility Transition to a Home 	71M00000X-Case Manager/Care Coordinator
	<ul style="list-style-type: none"> Medically-Supportive Food/Meals/Medically Tailored Meals 	332U00000X - Home Delivered Meals
	<ul style="list-style-type: none"> Sobering Centers 	261QR0405X - Rehabilitation, Substance Use Disorder
	<ul style="list-style-type: none"> Personal Care and Homemaker Services 	376J00000X -Homemaker 3747A0650X -Attendant Care Provider 3747P1801X - Personal Care Attendant 3747P1801X -Technician/Personal Care Attendant
	<ul style="list-style-type: none"> Environmental Accessibility Adaptations, Asthma Remediation (Home Modifications) 	171W00000X - Contractor

NPI Application Walk-through: Complete Contact Person Information


Contact Information



 **Contact Information**

All NPI notifications will be sent to the Contact Person Email provided on this page.

* Indicates Required fields.

 Contact Information is for internal use only and will not be available to the public.

Primary Contact Information

Contact Person is same as Myself ([Henry Jones](#))

Prefix: * First: Middle: * Last: Suffix:

Miss ▼ Mary [] Shelly [] ▼

Credential(s):(MD, DO, etc.) Title/Position:


[] Office Assistant

* Telephone Number: Extension: * Contact Person Email: * Confirm Contact Person Email:

(654) 897-4521 [] Mary.Shelly@email.com Mary.Shelly@email.com

CANCEL **SAVE**

NPI Application Walk-through: Read Certification Statement - **SUBMIT**

Submission Certification 

PROFILE ✓ ADDRESS ✓ HEALTH INFORMATION EXCHANGE ✓ OTHER IDENTIFIERS ✓ TAXID/ID/IT ✓ CONTACT INFO ✓ ERROR CHECK ✓ SUBMISSION 8

94% application completed

Submission Certification

After reading the terms and conditions listed below, check the box at the bottom of this page then click "Submit" to submit your application.

* Indicates Required fields.

- I have read the contents of the application and the information contained herein is true, correct and complete. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the NPI Enumerator of this fact immediately.
- I authorize the NPI Enumerator to verify the information contained herein. I agree to keep the NPDES updated with any changes to data listed on this application form within 30 days of the effective date of the change.
- I have read and understand the [Privacy Act Statement](#).
- I have read and understand the [Penalties for Falsifying Information](#) on the NPI Application / Update Form as stated in this application. I am aware that falsifying information will result in fines and/or imprisonment.

Penalties for Falsifying Information:

18 U.S.C. 1001 authorizes criminal penalties against an individual who in any matter within the jurisdiction of any department or agency of the United States knowingly or willfully falsifies, conceals, or covers up by any trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. Individual offenders are subject to fines of up to \$250,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to \$500,000. 18 U.S.C. 3571(d) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount specifically authorized by the sentencing statute.

I certify that this form is being completed by, or on behalf of, a health care provider as defined at 45 CFR § 160.103.


[← PREVIOUS](#) [SUBMIT](#) [SAVE & RETURN TO MAIN PAGE](#)



NPI Application Walk-through: Read Certification Statement - **SUBMIT**

Submission Confirmation



 **Submission Confirmation**

Thank you. Your application will be processed. **Your Tracking number is:** 02052021614839

You have successfully submitted your NPI application.

An Email confirmation has been sent to the contact person(s) listed on this application. Please be sure to check the "junk" folder.

If you have any questions regarding this application or if a designated contact person doesn't receive the provider's NPI via email within 15 working days, please refer to the [FAQ Menu](#).


If the submitted NPI application contains no errors or additional verifications, the enumeration or changes may be effective within the next 24 hours. If additional verification is required, processing may take up to 30 days.

Organization Name: JH Org 02052021
Authorized Official: jessie Org
Contact Person: Jessie Three-fourteen
Primary Practice Location Address: 7281 4th St, Remington VA 22734-2124, US
EIN: 525020521
Date Submitted: Feb-05-2021
Contact Email: jhuser0314@test.com

To print this page for your reference, click:

[PRINT THIS PAGE](#)

Please Note: This page printout may contain sensitive information.
To View or print this application click:

[VIEW PRINTER FRIENDLY VERSION OF APPLICATION](#) 

The NPI Enumerator may be contacted Monday through Friday, 9am to 5pm (Eastern Time)

By Phone:
1-800-465-3203 (NPI Toll-Free)
1-800-692-2326 (NPI TTY for the deaf, hard of hearing or those with speech difficulties)

By Email:
customerservice@npienumerator.com

By Mail:
NPI Enumerator
7125 AMBASSADOR RD STE 100
WINDSOR MILL MD 21244-2751

*Holiday hours may vary

A request for a National Provider Identifier (NPI) or a change to the existing NPI for the following provider was recently submitted to <https://nppes.cms.hhs.gov>, and you were listed as the contact person. This is to inform you that the request was successfully submitted and the following Tracking ID has been assigned to the request: 02052021614839

If the submitted NPI application or change request requires no verifications, the enumeration or changes may be effective within the next 24 hours. If verification is required, processing may take up to 30 days.

Organization Name: JH Org 02052021
Authorized Official: jessie Org
Primary Contact Person: Jessie Three-fourteen
Primary Practice Location Address: 7281 4th St Remington, VA 22734-2124 United States
EIN: 525020521
Date Submitted: Feb-05-2021

If you have any questions regarding this application or if the designated contact person doesn't receive the provider's NPI via email within 15 working days, please refer to the [FAQ Menu at https://nppes.cms.hhs.gov/content/wethelp/nppeshelp](https://nppes.cms.hhs.gov/content/wethelp/nppeshelp).

NPI Enumerator Contact Information Monday through Friday, 9am to 5pm (Eastern Time)*
By phone:
1-800-465-3203 (NPI Toll-Free)
1-800-692-2326 (NPI TTY for the deaf, hard of hearing, or those with speech difficulties)

*Holiday hours may vary

By e-mail at: customerservice@npienumerator.com

By mail at:
NPI Enumerator
7125 AMBASSADOR RD STE 100
WINDSOR MILL MD 21244-2751

If you are not the provider, you are required to inform the provider of the information in this letter and furnish a copy of this notification to the provider.



Contracting Readiness: Receiving Your NPI



Receiving Your National Provider Identifier

- The amount of time it takes to obtain an NPI is dependent on the following:
 - **Volume of applications** at a given time
 - Whether the application was submitted **electronically** or on **paper**
 - Whether the application was **complete** and **passed all edits**
- Per CMS:
 - A properly completed electronic application could receive an NPI in approximately **10 business days**
 - A paper application review take approximately **20 business days**
- NPI Delivery



NPI will be sent to the person listed on the "Contact Person Information" section



Contracting Readiness: NPI Application Resources



NPI Application Resources

- NPPES Application Portal
 - <https://nppes.cms.hhs.gov/#/>
- CMS Step by Step Guide
 - https://nppes.cms.hhs.gov/assets/How_to_apply_for_an_NPI_online.pdf
- DHCS – National Provider Identifier (NPI) Application
 - A Step-by-Step Guide for Providers Participating in the ECM and Community Supports Programs
 - <https://www.dhcs.ca.gov/Documents/MCQMD/NPI-Application-Guidance-for-MCPs-ECM-and-Community-Services-Providers.pdf>
- Find Your Taxonomy Code
 - <https://www.cms.gov/medicare/enrollment-renewal/providers-suppliers/health-care-taxonomy#:~:text=A%20taxonomy%20code%20is%20a,referred%20to%20as%20an%20NPI.>

Questions?



Wrap-Up

Next Steps and What to Expect





Join your local **Providing Access and Transforming Health (PATH)** Collaborative Planning and Implementation Initiative (CPI) meetings



If you're interested in learning more about becoming an ECM/Community Supports provider, **reach out to your managed care plan(s)**



Ask questions! All PATH Collaborative facilitators are here to help answer questions. If we don't know the answer, we will try to point you in the right direction



Join us for our next meeting in January! All meetings in our training series will be in the context of ECM/Community Supports implementation efforts



Join Us!

To learn more about how to join your region's PATH CPI meeting to support CalAIM ECM/Community Supports implementation efforts in your community, please use the resources below.

Regions facilitated by Transform Health:

Central Valley (Fresno, Kings, and Madera counties):
CVPATH@transformhc.com

Los Angeles: LAPATH@transformhc.com

Sacramento: SacPATH@transformhc.com

Please reference [this link](#) for a comprehensive list of all PATH Collaborative meetings, and facilitators, statewide.



Thank You!

If you have any questions or concerns, or if you need additional information, feel free to reach out:

- Princess Cervantes at princesscervantes@elsolnec.org