PROVIDER EDUCATION SERIES

Contracting Readiness:
Obtaining an NPI

December 15 and 18, 2023

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

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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

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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**)

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Contracting Readiness:
What is an NPI?

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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

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Contracting Readiness:
Who must have an NPI?

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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

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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

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Contracting Readiness:
How to apply for an NPI

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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

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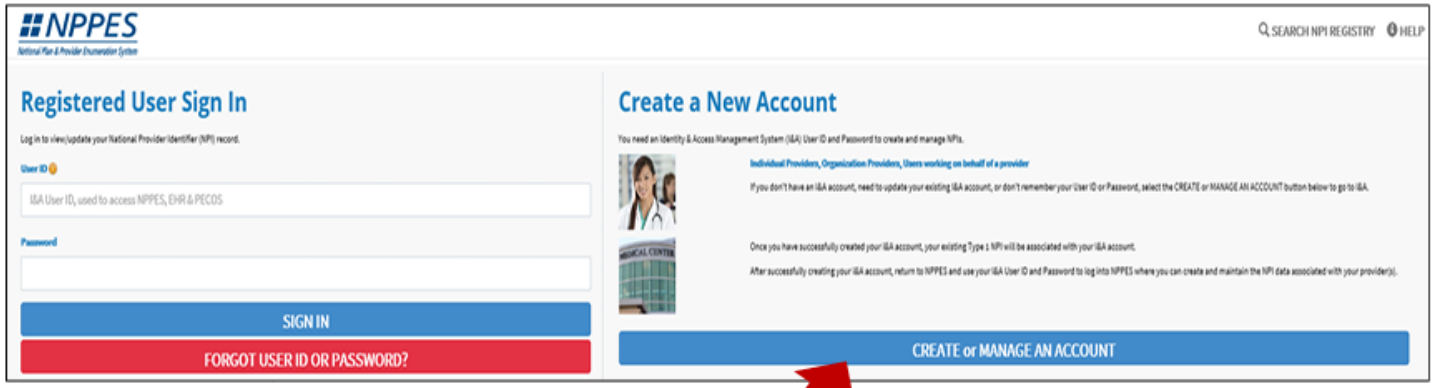
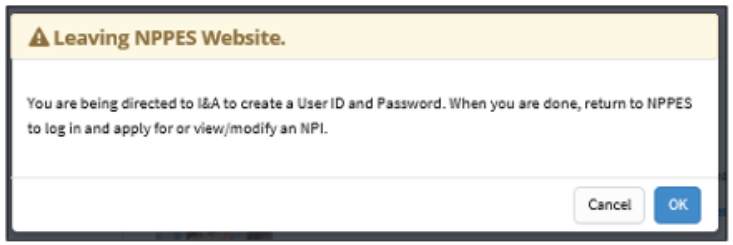
NPI Application Walk-through

Provider View – Initial Application

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



- Select Create or Manage an Account



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

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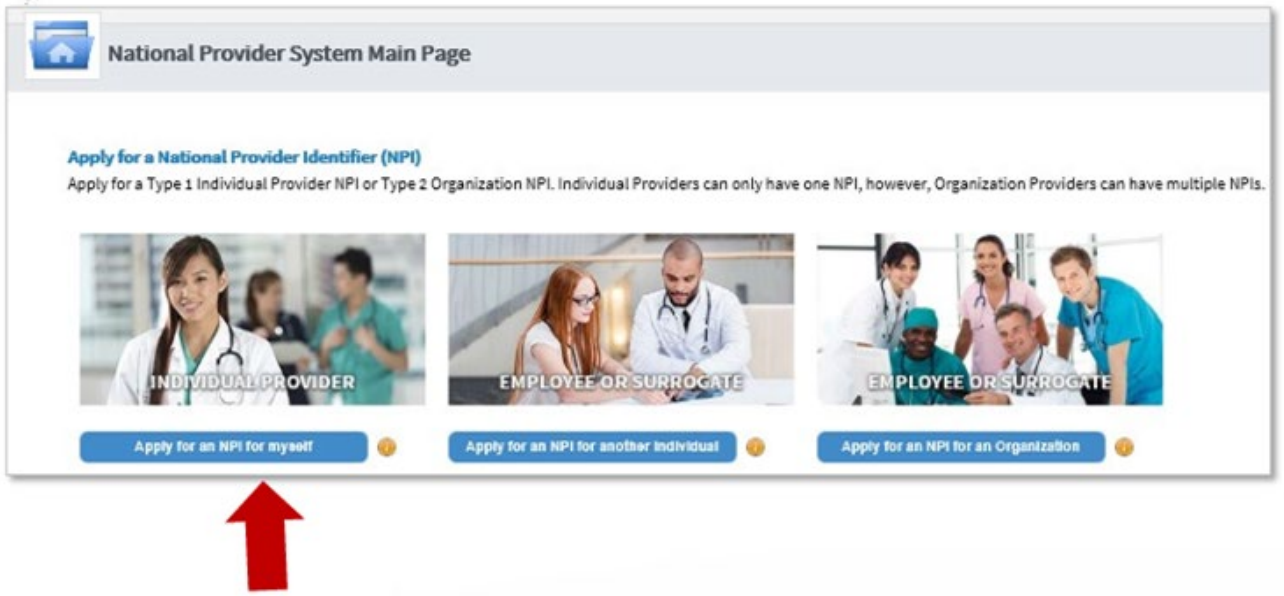
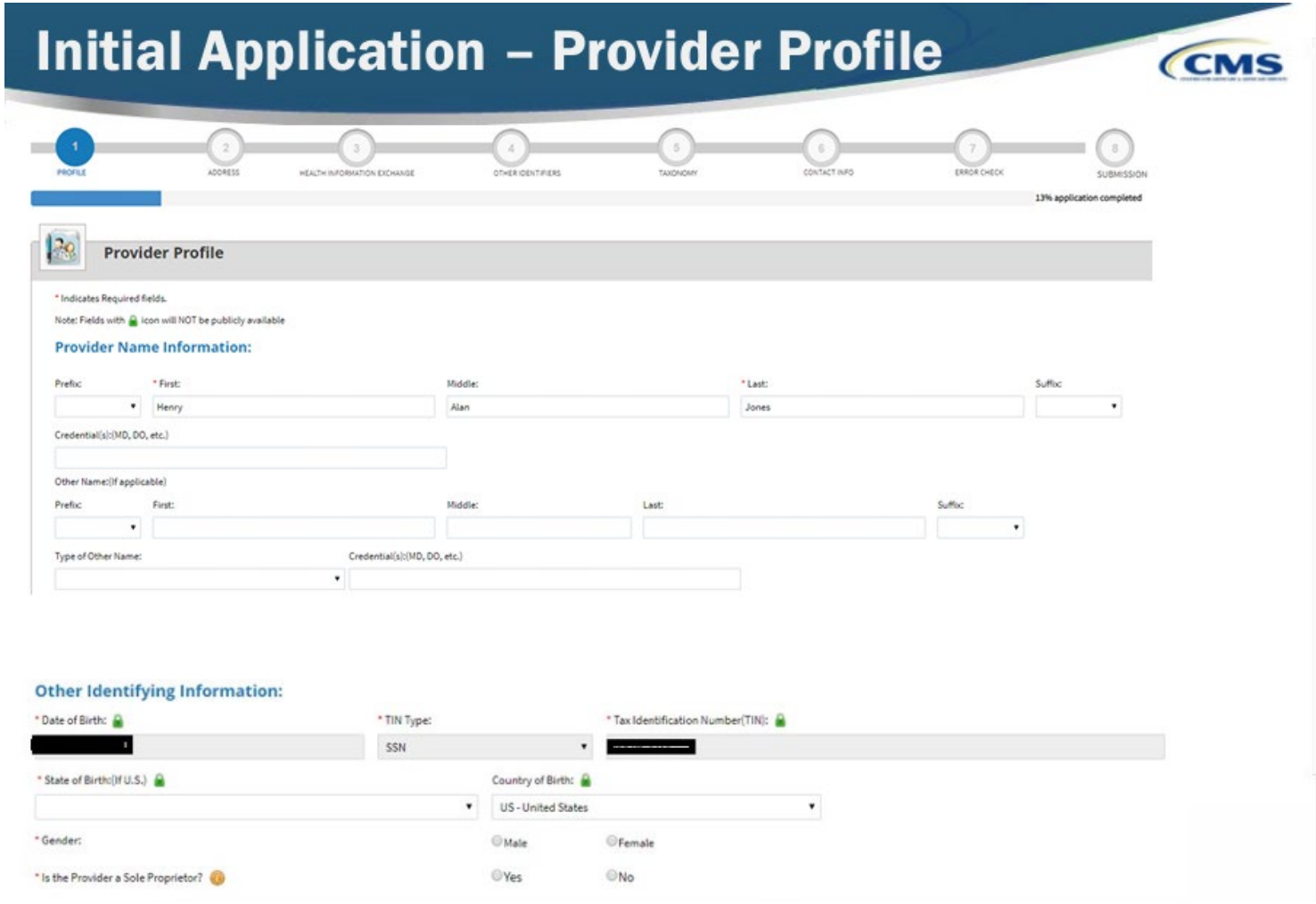
NPI Application Walk-through (Cont.)

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.



NPI Application Walk-through: Complete Provider Profile



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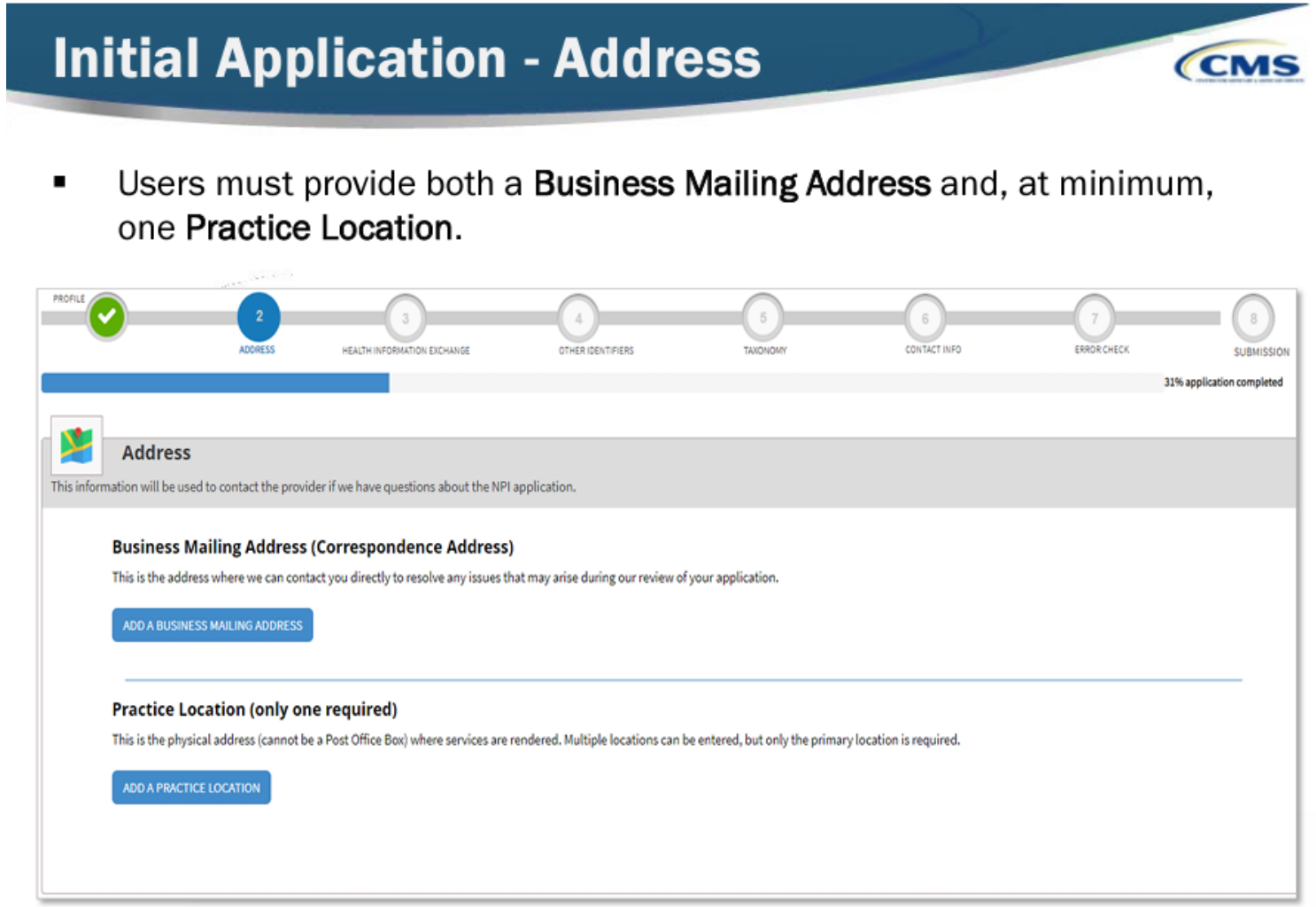
NPI Application Walk-through:
Insert Business Address & Practice Location



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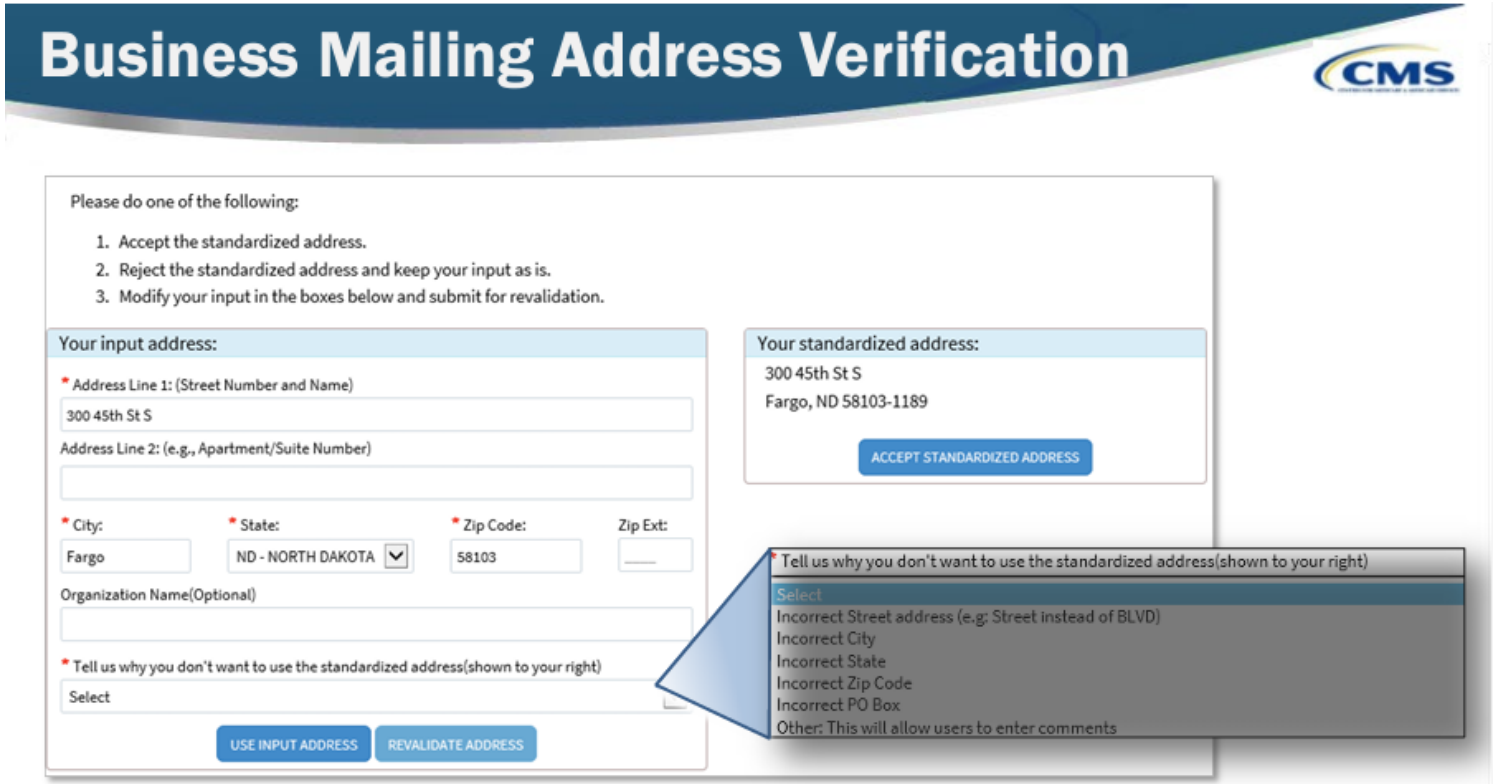
NPI Application Walk-through: Confirm Business Address Standardization



- **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.

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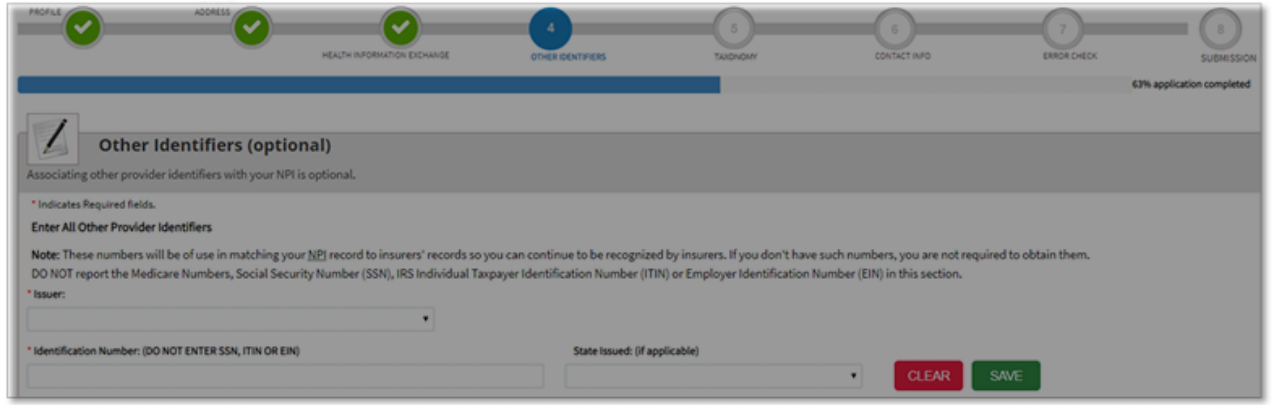
NPI Application Walk-through: Insert Other Identification Numbers

Other Identifiers (Optional)

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



- 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

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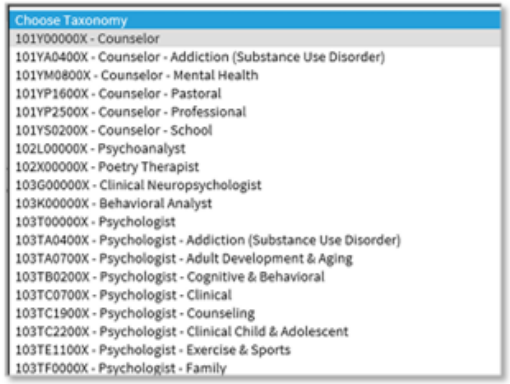
NPI Application Walk-through: Complete Taxonomy/License Information

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.

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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

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NPI Application Walk-through: Taxonomy/License Information Explained

CalAIM Service	Detailed Service Description	Taxonomy Code for Consideration
Enhanced Care Management (ECM)	• 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

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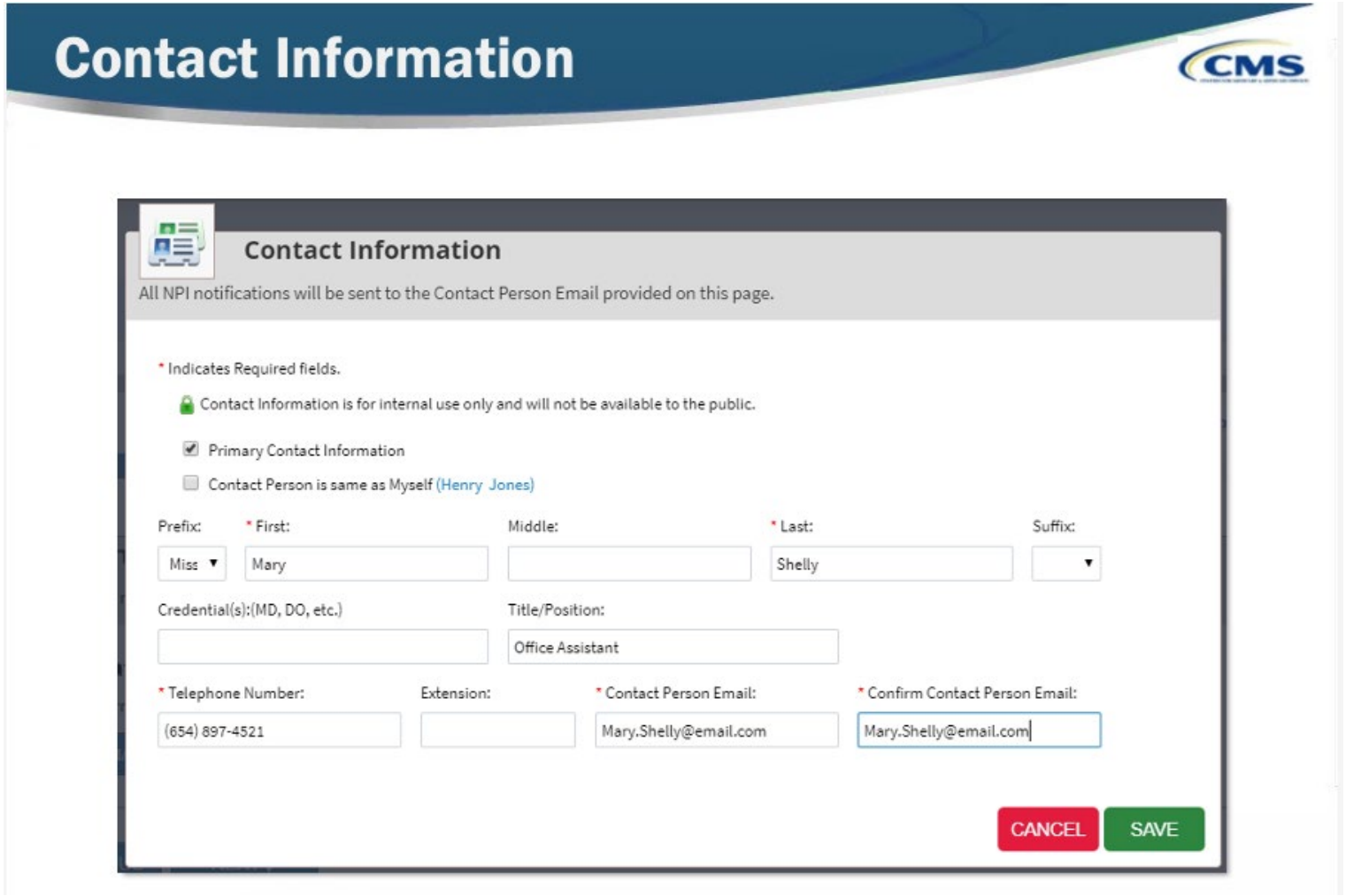
NPI Application Walk-through: Taxonomy/License Information Explained

CalAIM Service	Detailed Service Description	Taxonomy Code for Consideration
Community Supports Services	• Housing Transition Navigation Services • Housing Deposits • Housing Tenancy and Sustaining Services	251X00000X - Supports Brokerage
	• Short-Term Post-Hospitalization Housing • Recuperative Care (Medical Respite) • Respite Services	385H00000X Respite Care
	• Day Habilitation Programs	251C00000X – Day Training, Developmentally Disabled Services
	• Nursing Facility Transition/ Diversion to ALF • Community Transition Services/Nursing Facility Transition to a Home	71M00000X-Case Manager/Care Coordinator
	• Medically-Supportive Food/Meals/Medically Tailored Meals	332U00000X – Home Delivered Meals
	• Sobering Centers	261QR0405X - Rehabilitation, Substance Use Disorder
	• Personal Care and Homemaker Services	376J00000X –Homemaker 3747A0650X –Attendant Care Provider 3747P1801X – Personal Care Attendant 3747P1801X –Technician/Personal Care Attendant
	• Environmental Accessibility Adaptations, Asthma Remediation (Home Modifications)	171W00000X – Contractor

NPI Application Walk-through: Complete Contact Person Information



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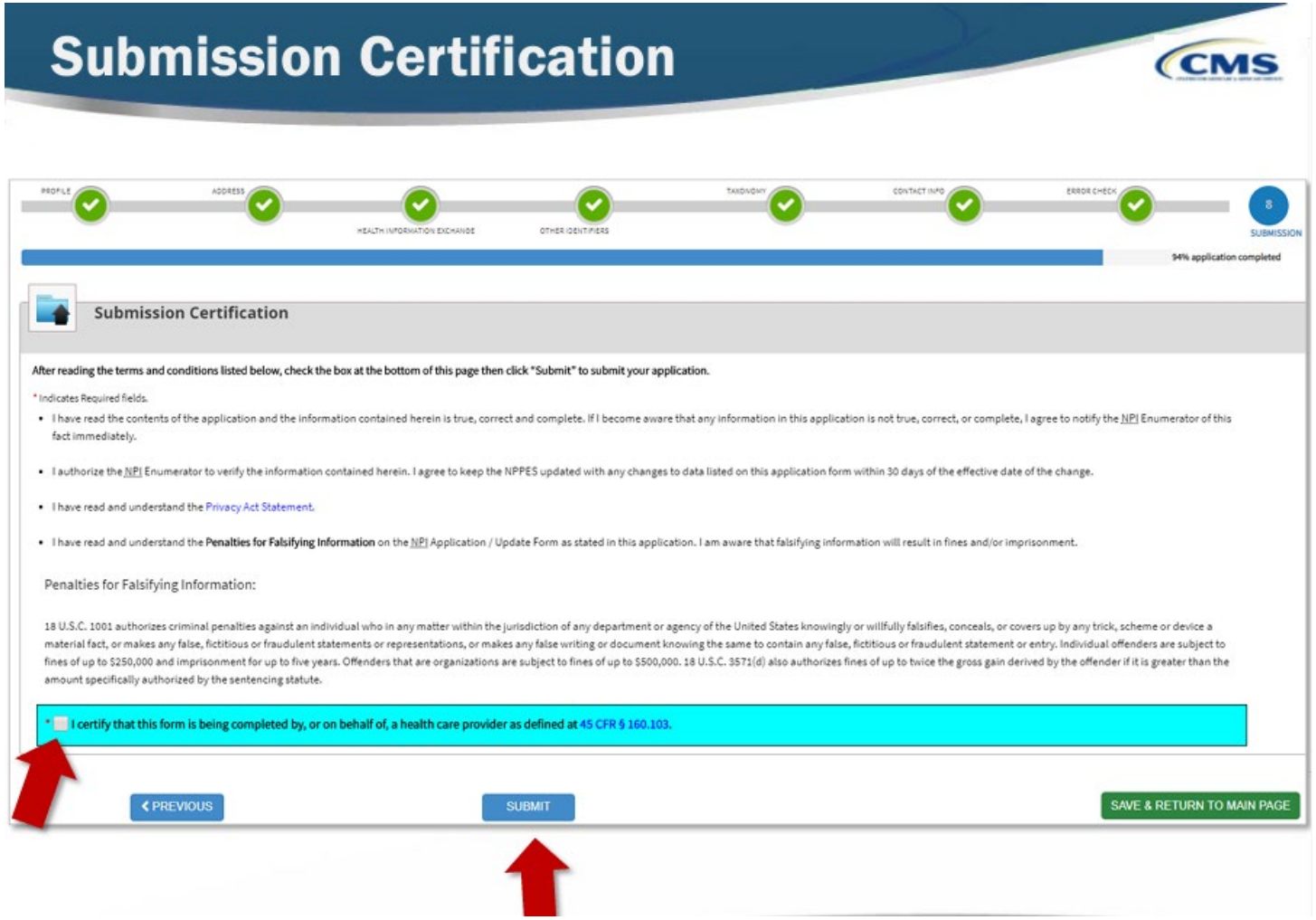
NPI Application Walk-through: Read Certification Statement – SUBMIT



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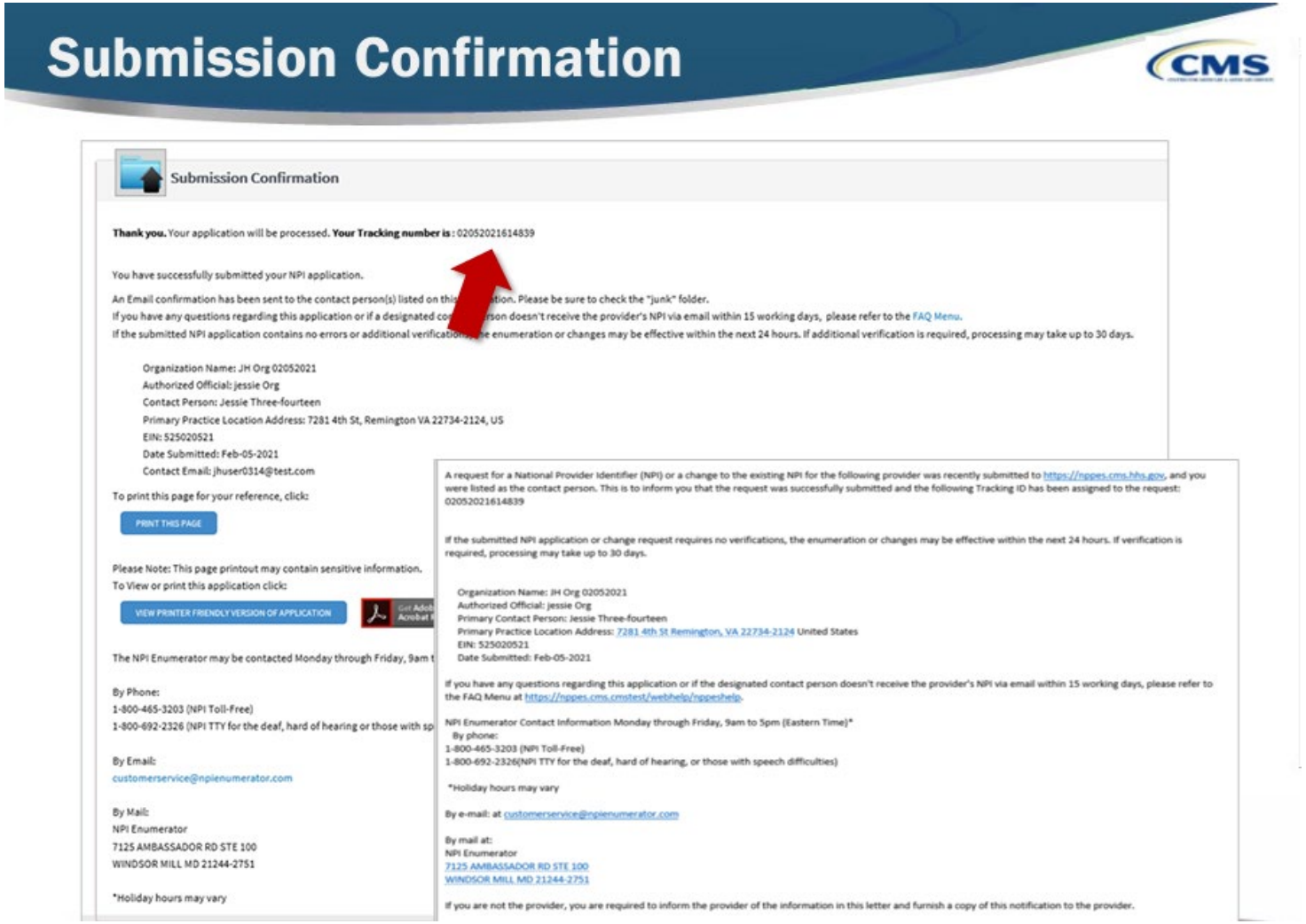
NPI Application Walk-through:
Read Certification Statement – SUBMIT



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Contracting Readiness:
Receiving Your NPI

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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**" se

Contracting Readiness:
NPI Application Resources

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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.

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Questions?

Wrap-Up
Next Steps and What to Expect

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- **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

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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.

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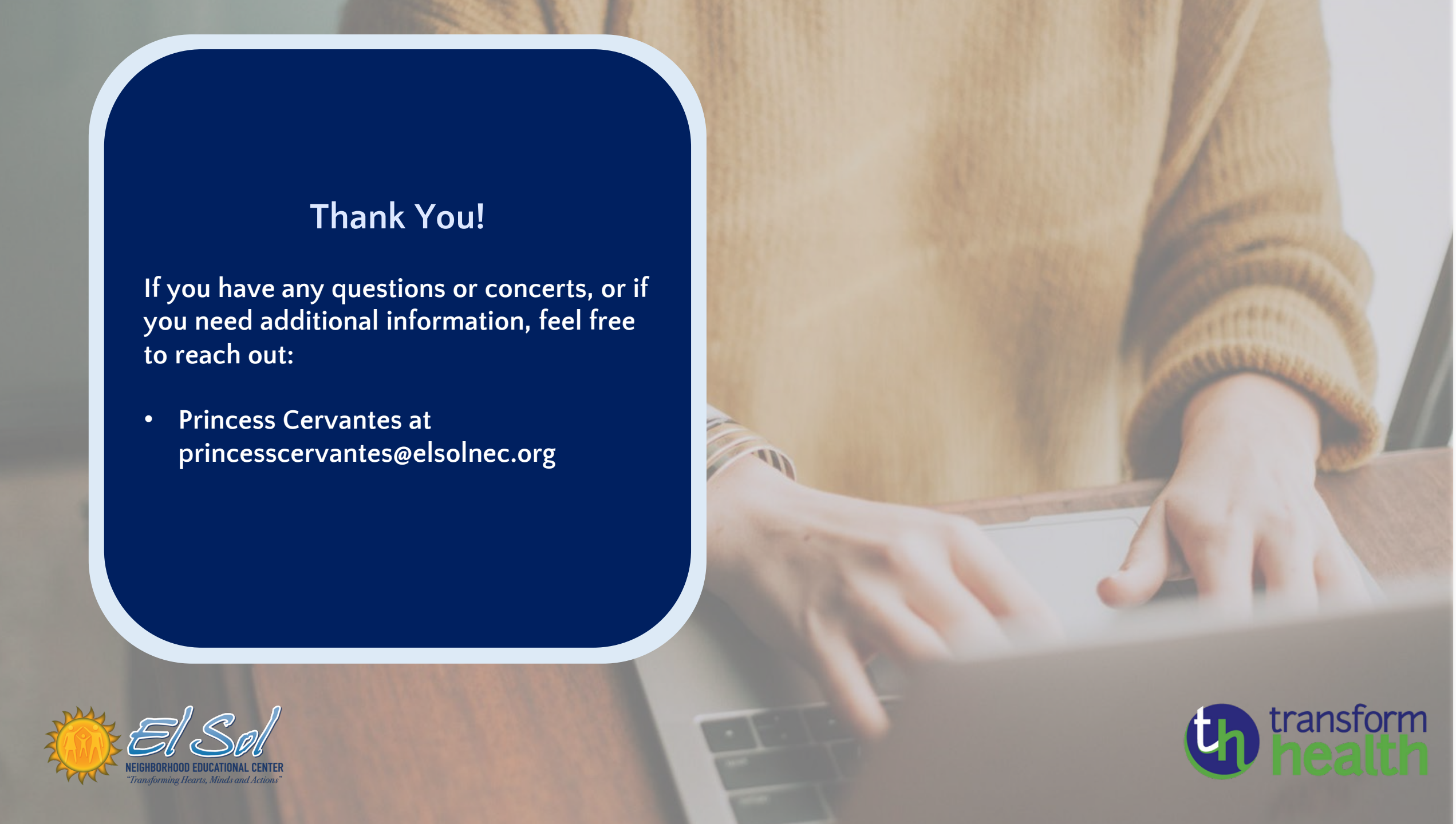

Thank You!

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

- Princess Cervantes at princesscervantes@elsolnec.org

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