

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

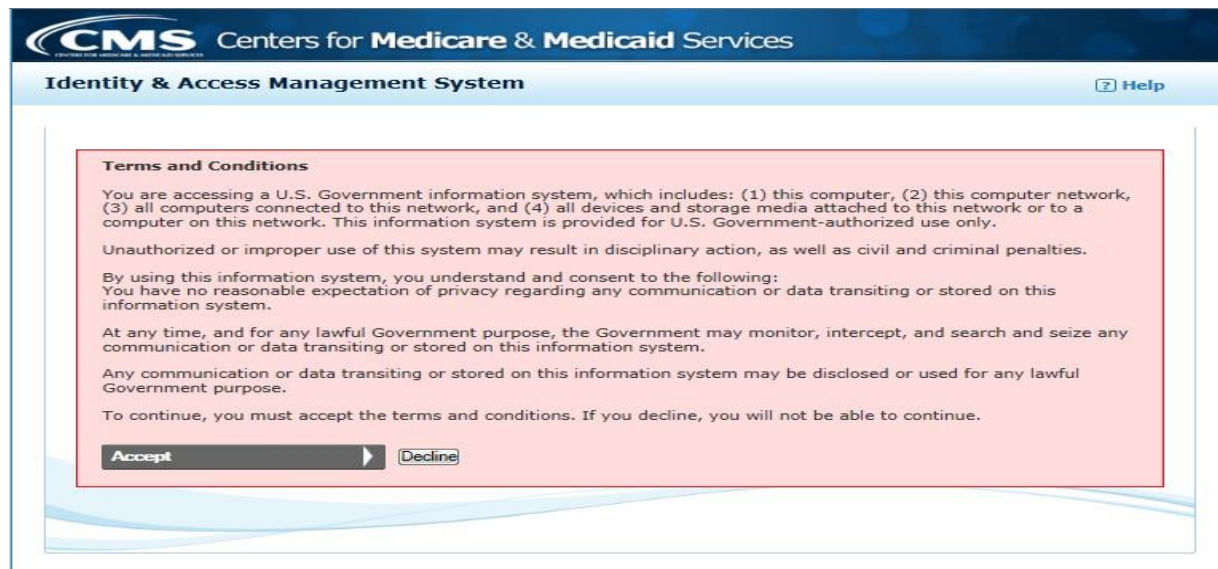
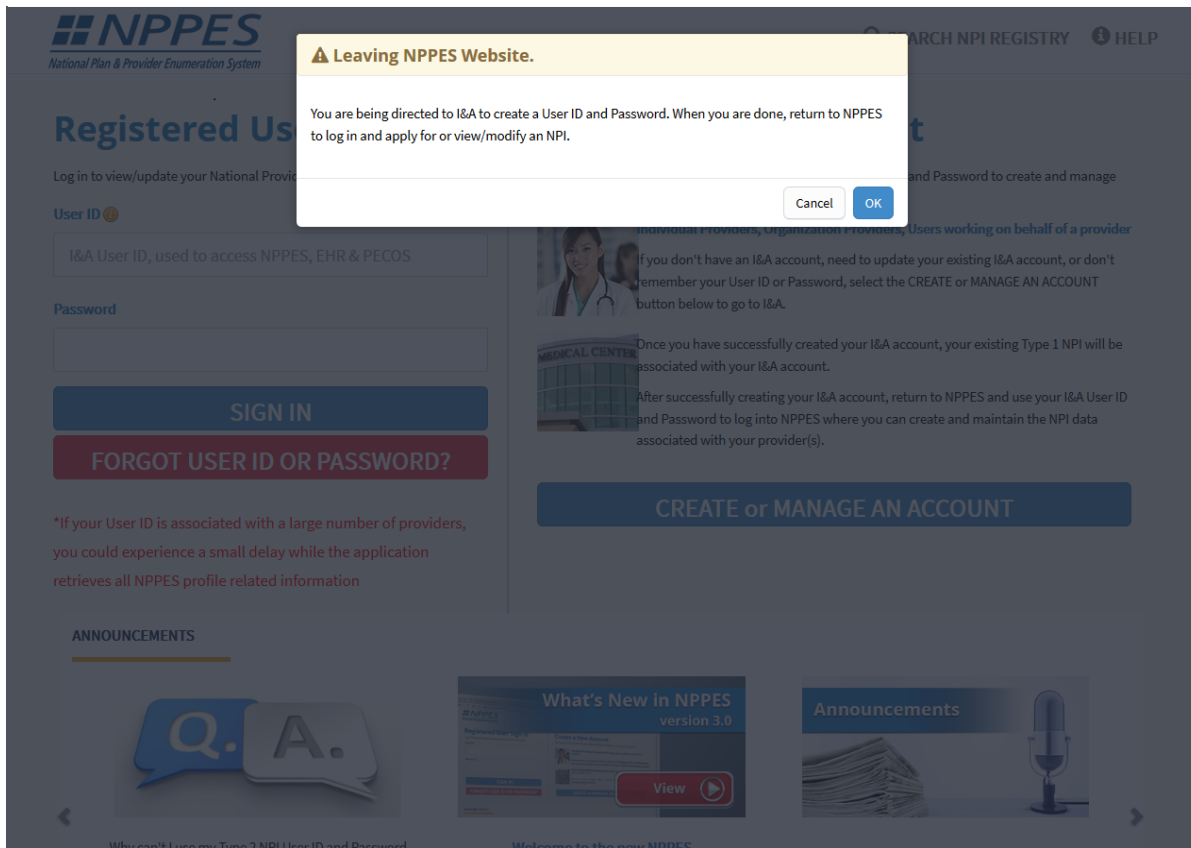
Follow the steps below. If you have any problems with the steps below please call the NPPES Enumerators at 800-465-3203. Please make sure your name, business mailing address and taxonomy code (according to your position with the County of San Mateo) are up to date.

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/>

The screenshot shows the NPPES (National Plan & Provider Enumeration System) website. At the top left is the NPPES logo. At the top right are search and help icons. The main content is split into two columns. The left column is titled 'Registered User Sign In' and contains a login form with fields for 'User ID' (with a tooltip 'I&A User ID, used to access NPPES, EHR & PECOS') and 'Password', a 'SIGN IN' button, and a 'FORGOT USER ID OR PASSWORD?' button. Below this is an announcement: '*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information'. The right column is titled 'Create a New Account' and contains text explaining the need for an I&A account, instructions for existing users, and a 'CREATE or MANAGE AN ACCOUNT' button. Below the main content is an 'ANNOUNCEMENTS' section with three items: 'Announcements' with a microphone icon, 'Q. A.' with speech bubble icons, and 'What's New in NPPES version 3.0' with a 'View' button and a play icon.

- 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. Log in 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 BHRS work address.

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.

6. Business Mailing Address Standardization

- You may either "accept standardized address or "use input address"

7. Other Identification Numbers **Skip This Page**

NPPES
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

Sign Out

PROVIDER

100% application completed

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:

State Issued: (if applicable)

CLEAR SAVE

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Filter...

Issuer	Other Issuer	State Issued	Identification Number	Actions
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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

The screenshot shows the NPPES (National Plan & Provider Enumeration System) interface. The top navigation bar includes 'SEARCH NPI REGISTRY' and 'HELP'. The left sidebar lists navigation options: 'Provider Profile', 'Address', 'Other Identifiers', 'Taxonomy', 'Contact Information', 'Error Check', and 'Submission'. The main content area is titled 'Taxonomy' and contains the following text:

Provider's Taxonomy and License Information.

* Indicates Required fields.
You are required to identify at least one taxonomy to associate with your NPI. If you identify more than one, you must identify which one is the primary taxonomy. Provider Taxonomy codes and their description can be found on the [Washington Publishing Company's web page](#).

To enter a taxonomy code, start by entering either the taxonomy code, classification code, or specialty in the search box. All taxonomies containing the data you enter will display allowing you to select the appropriate one. Once you have selected the appropriate Taxonomy code, the corresponding fields next to the search box will be populated. Complete your taxonomy code entry by entering the License and State information.

Form fields include: 'Choose Taxonomy Filter: Q' (with a search box 'Filter by Taxonomy name or Taxonomy code.'), '* Choose Taxonomy:' (with a dropdown menu), '* Classification Name/Specialization:' (with a text box), 'License Number:' (with a text box), and 'State Issued:' (with a dropdown menu). There are 'CLEAR' and 'SAVE' buttons.

A red message states: 'Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions'.

Below the message is a table with a filter box and the following columns: 'Primary Taxonomy ...', 'Taxonomy Code ...', 'Taxonomy Type', 'Group Type', 'License Number', 'State', and 'Actions'.

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	
101YM0800X	Mental Health Counselor, ASW, MSW, ACSW
106H00000X	Marriage & Family Therapist (MFT, IMF)
103T00000X	Psychologist (PhD)
1041C0700X	Clinical Social Worker (LCSW, ASW)
167G00000X	Licensed Psychiatric Technician (PT)
163W00000X	Registered Nurse (RN)
171M00000X	Case Manager/Care Coordinator
172V00000X	Community Health Worker
101YA0400X	Case Management/Assessment Specialist AOD
101YM0800X	Case Management/Assessment Specialist Mental Health
2084P0800X	Psychiatrist
363L00000X	Nurse Practitioner (NP)
364S00000X	Clinical Nurse Specialist
390200000X	Student/Intern/ Psychiatry Residents
225X00000X	Occupational Therapist
221700000X	Art Therapist

175T00000X | Peer Specialist

Select ***Primary Taxonomy** Click Save

NPPES
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

Sign Out

Choose Taxonomy Filter:

* Choose Taxonomy:

* Classification Name/Specialization:

License Number:

State Issued:

CLEAR SAVE

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Primary Taxonomy ...	Taxonomy Code ...	Taxonomy Type	Group Type	License Number	State	Actions
<input checked="" type="checkbox"/>	106H00000X	Marriage & Family Therapist			CA	

1 of 1 items

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.

NPPES
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

Sign Out

PROFILE ADDRESS OTHER IDENTIFIERS TAXONOMY CONTACT INFO ERROR CHECK **SUBMISSION** 100% application completed

Submission Certification

* 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 NPPES 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](#).

You will receive an email from customerservice@npienumerator.com with your new NPI within a few days. **Forward this email to, Quality Management HS_BHRS_QM@smcgov.org and Payroll HS_BHRS_Payroll@smcgov.org**