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DATE: April 18, 2008

TO: Division of Alcohol and Drug Abuse Providers

FROM: Laurie Epple, Director of Administration *lde*

SUBJECT: NATIONAL PROVIDER IDENTIFIER (NPI)

#### What is the National Provider Identifier NPI?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) included a provision that each physician, supplier, and other provider of health care apply to be issued a unique National Provider Identifier (NPI). The NPI is a unique 10-digit, intelligence-free numeric identifier. *Intelligence-free* means the number will not carry identifying information such as provider type, specializations, or state in which the provider practices.

#### Do ADA non-MO HealthNet Community Providers Need to Apply for an NPI?

**Yes.** Under the NPI Regulation published in the Federal Register on January 23, 2004, a health care provider who is a covered entity as defined at 45 CFR 160.103 that transmits any health information in connection with a standard transaction must obtain an NPI. Division of ADA Primary Recovery Plus, Enhanced Primary Recovery Plus, SATOP CIP and YCIP, Compulsive Gambling and Outpatient Treatment Providers are covered entities and must apply and be assigned an NPI by June 1, 2008. **Any claims submitted for reimbursement after this date will not be processed if the provider does not have an NPI.** The enrollment information and application may seem to apply to Medicare service providers. However, even if you do not provide any service in the Medicare program, you need to apply for the NPI to be reimbursed for services.

#### How to Apply for an NPI:

1. Apply through a web-based application estimated to take 20 minutes to complete. The address is: <https://nppes.cms.hhs.gov>  
or
2. Call the National Provider Identifier Enumerator call center at (800) 465-3203 to request a paper application be mailed.

It will take 10 days on average to receive your NPI. Factors effecting the time it takes are the volume of applications being processed, whether your application is submitted electronically or on paper, and whether your application is complete and free of errors. You are encouraged to apply for your NPI immediately to ensure you have an NPI by June 1, 2008.

## What Information Will Be Required to Complete the NPI Application?

Individual Providers	Organizations
Provider Name	Organization Name
SSN (or ITIN if not eligible for SSN)	Employer Identification Number (EIN)
Provider Date of Birth	Name of Authorized Official for the Organization
County of Birth	Phone # of Authorized Official for the Organization
Provider Gender	Organization Mailing Address (P.O. Box #s are not accepted)
Mailing Address (P.O. Box #s are not accepted)	Practice Location Address & Phone # (P.O. Box #s are not accepted)
Practice Location Address & Phone # (P.O. Box #s are not accepted)	Taxonomy (Provider Type)
Taxonomy (Provider Type)	*State License Information
*State License # (Required for some taxonomy codes)	Contact Person Name
	Contact Person Phone # & Email

### How Do I Find Taxonomy Codes?

#### Taxonomy Code List

You will be asked to find a taxonomy code that best describes the type of service or services you provide. Following is a link to taxonomy codes that may assist you in locating an appropriate taxonomy code(s).

[http://codelists.wpc-edi.com/mambo\\_taxonomy\\_2.asp](http://codelists.wpc-edi.com/mambo_taxonomy_2.asp)

### How Many NPIs Do I Request?

Only one NPI will be needed regardless of the number of non-MO HealthNet programs your agency operates. **Agencies that currently have an NPI for another program such as CSTAR, CPRC, or another MO HealthNet program will not be required to obtain another NPI for their non-MO HealthNet (POS) programs.**

### Once I Receive An NPI, How Will My NPI Be Recognized by the Missouri Department of Mental Health?

Once you receive your NPI please submit the number to the Division of Alcohol and Drug Abuse to the attention of Michele Merrill at [michele.merrill@dmh.mo.gov](mailto:michele.merrill@dmh.mo.gov) or by fax (573) 751-7814 to ensure the NPI is accurately reflected in CIMOR by June 1, 2008.

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