

## NPI Instructions

The National Provider Identifier (NPI) is a unique 10-digit numeric identification number for covered health care providers and established as a HIPAA standard for the use of provider’s administrative and financial transactions.

The provider information in NPPES (National Plan & Provider Enumeration System) is what drives the information listed at the Department of Health Care Services (DHCS) Provider Management Information System (PIMS) database. For all DHCS purposes (new provider numbers, re-certifications, change of address, etc), all information must match the NPI registry.

- 1) Provider Name: must always be the Legal Entity name.
- 2) Although it is preferred that providers do not list program names in their NPI profile (such as school names), they may do so by listing the program name under the **“Other Name”** or **“Doing Business As”** category. If a DBA is listed, the DBA will be the name listed in the Provider File (PIMS) profile.
- 3) Mailing Address: provider’s business location—used for all correspondence.
- 4) Primary Practice Address: address location of where services will be rendered. Must include suite and room numbers when applicable.

As an example, please reference East Bay Agency for Children NPPES & PIMS profile below:

**NPPES NPI Registry**

**EAST BAY AGENCY FOR CHILDREN**  
 Other Name: Other Name: **THINK COLLEGE NOW**  
 Organization Subpart: YES

NPI: 100-1000000  
 Last Updated: 2017-09-07  
 Certification Date:

**Details**

Name	Value
NPI	100-1000000
Enumeration Date	2014-08-25
NPI Type	2- Organization
Status	Active
Authorized Official Information	Name: JEN LELAND MFT Title: DIRECTOR OF CLINICAL SERVICES Phone: 510-268-3770
Mailing Address	303 VAN BUREN AVE OAKLAND, CA 94610-4340 United States Phone: #(510) 268-3770   Fax: View Map
Primary Practice Address	2825 INTERNATIONAL BLVD OAKLAND, CA 94601-1543 United States Phone: 510-268-3770   Fax:

**Legal Entity:** 100000 - East Bay Agency For Children    **Provider:** 100000 - Think College Now

Legal Entity    Provider

General    Satellites

**Legal Entity #\*** 100000    **FFS**    **Last MC Cert Date** 08/24/2017

**County\*** 01-Alameda    **Begin Date\*** 8/25/2014    **Closed Date**

**Provider #\*** 100000

**Previous Provider #**

**Parent/Satellite #\*** 0

**Satellites** 0

**NPI #** 100-1000000

**Provider Name\*** Think College Now

**Address** 2825 International Blvd.,  
Oakland, California 94601 1543

Mode of Service	Begin Date	End Date	Medi-Cal Mode of Service	Begin Date
FFS	8/25/2014		18	8/25/2014
FFS	8/25/2014		18	8/25/2014
FFS	8/25/2014		18	8/25/2014
FFS	8/25/2014		18	8/25/2014
FFS	8/25/2014			
FFS	8/25/2014			

To apply for an NPI: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>  
 To contact CMS NPI Enumerator: (800) 465-3203/ [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com)