



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
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May 14, 2007

To: «FIRST\_NAME» «LAST\_NAME», «TITLE»  
«PROVIDER1»  
«STREET\_ADDRESS»  
«CITY\_STATE\_ZIP»

From: Alameda County Behavioral Health Care Services (ACBHCS), Provider Relations

RE: National Provider Identifier (NPI)

The Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of standard unique identifiers for health care providers (individuals) and for health plans (organizations). The purpose of these provisions is to improve the efficiency and effectiveness of the electronic transmission of health information. The Centers for Medicare & Medicaid Services (CMS) has developed the National Plan and Provider Enumeration System (NPPES) to assign the National Provider Identifier (NPI) numbers. The NPI numbers are categorized into two types:

- Type 1 = An **individual** who renders health care services.
- Type 2 = An **organization** that renders health care services.

*Both NPI types must be included on all health care claims to Medi-Cal, Medicare and Insurance carriers after May 23, 2007*

**In order for ACBHCS to avoid delays in our established claiming schedule, we will need to receive your Type 1 and Type 2 NPIs by June 1, 2007.**

### **ORGANIZATIONAL NATIONAL PROVIDER IDENTIFIER (NPI Type 2)**

HIPAA requires all organizations to obtain an Organizational NPI number known as a Type 2 NPI number. The State Department of Mental Health (DMH) has additionally required all organizations to obtain one Organizational NPI number for *each* state Medi-Cal provider number assigned to their agency. To assist your organization in the application process Provider Relations has identified your agency's Medi-Cal provider information, according to the DMH Medi-Cal provider number file, in the box below. A separate letter is being sent to you for each state provider number. ACBHCS is asking for your cooperation and assistance in obtaining a unique NPI number for each Medi-Cal provider number as soon as possible.



In order to apply for the NPI number, please log onto the NPPES Web site at <https://nppes.cms.hhs.gov> to complete the Type 2 application for your organization. Attached to this letter is a packet of NPI Organizational Instructions and Information including: NPPES screen prints, application tips, and a list of common appropriate taxonomy codes. Please review these documents prior to logging onto the web site. NOTE: We have included a separate packet of NPI Individual Provider Instructions and Information for your individual providers. Please provide a copy of the individual packet to all staff, who provide direct services to clients, that is, services where the client is identified.

Once you have completed the application process the NPPES enumerator will send you a confirmation notice e-mail that will include your NPI number. It is imperative that you forward a copy of the confirmation notice to ACBHCS Provider Relations, e-mail to [npi@acbhcs.org](mailto:npi@acbhcs.org) or mail to P.O. Box 738, San Leandro, CA 94577-0738 or Fax to (510)567-8081. ACBHCS will be reporting your NPI number to DMH on your behalf.

Listed below is your DMH Medi-Cal provider information. You should apply for an NPI number based on this information. If you see any errors in this information please contact Provider Relations to report the issue.

Organization Name	«Provider_Name»
Address	«Provider_Address» «City»
Medi-Cal Provider Number	«Provider»

**INDIVIDUAL RENDERING SERVICE PROVIDERS (NPI Type 1)**

In addition to the organizational NPI number *each* rendering service provider must obtain a Type 1 NPI number. The NPI number assigned to the rendering provider will remain with the provider for his/her entire career. The individual NPI number will be used on claims to DMH, such as Medi-Cal claims.

Individual providers should log onto [www.nppes.cms.hhs.gov](http://www.nppes.cms.hhs.gov) to complete the Type 1 individual application. Attached to this letter is a packet of NPI Individual Provider Instructions and Information including: NPPES screen prints, application tips, and a list of common appropriate taxonomy codes. We suggest that staff review these documents prior to logging onto the web site.

Please be aware that effective immediately, in order to obtain a new Insyst staff number from ACBHCS Information Systems, the staff person must report his/her individual NPI number and taxonomy code on the request form. Any new individual provider must also report his/her NPI number and taxonomy code to Provider Relations by e-mail to [npi@acbhcs.org](mailto:npi@acbhcs.org) or mail to P.O. Box 738, San Leandro, CA 94577-0738 or Fax to (510)567-8081.

We encourage organizations to assist their staff in obtaining and reporting the individual NPI numbers to ACBHCS Provider Relations. Please identify a contact person at your agency who will ensure that all required NPI's are obtained and reported to Provider Relations. You may notify Provider Relations of your contact person's name and phone number by e-mail to [npi@acbhcs.org](mailto:npi@acbhcs.org) . In reporting

Individual NPI numbers to Provider Relations please include, the InSyst (PSP) staff number, staff name, NPI number and taxonomy code.

If you have any questions concerning the requirements of obtaining an NPI number, please call Provider Relations at (800) 878-1313 as soon as possible.

Attachment: NPI Organizational Instructions and Information  
NPI Individual Provider Instructions and Information