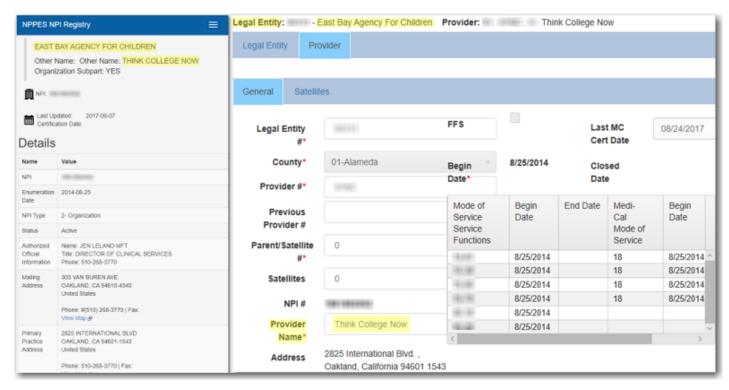
NPI Instructions

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: <u>must always be the Legal Entity name</u>.
- 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:



To apply for an NPI: https://nppes.cms.hhs.gov/NPPES/Welcome.do

To contact CMS NPI Enumerator: (800) 465-3203/ customerservice@npienumerator.com