

**County of San Bernardino  
Department of Behavioral Health**

## HIPAA National Provider Identifier (NPI) Procedure

---

**Effective Date** 11/06/08

**Approval Date** 11/06/08

  
Allan Rawland, Director

---

**Purpose**

To provide proper instructions on how the Department of Behavioral Health (DBH) health care providers must apply for a National Provider Identifier (NPI) as required by the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule (see [HIPAA National Provider Identifier \(NPI\) Policy](#) for details).

---

**Information Required**

The following information is required when applying for the NPI:

- Name
- Social Security Number (SSN) (or Individual Tax Identification Number if not eligible for SSN)
- Date of Birth
- County of Birth
- State of Birth (if Country of birth is the United States)
- Gender
- Mailing address (work)
- Practice location address and telephone number
- Other identification numbers, such as: UPIN, Medicare, Medi-Cal, etc.
- State licensure information (required for certain taxonomies)
- Name, telephone number and email address of contact person

**Note:** There are two types of NPIs. Type I is for individual health care providers and Type II is for organizational health care providers. Individual providers for DBH should not be applying for Type II NPIs, as it would make DBH subject to fines according to United States Code, Title 18, Section 1001.

---

*Continued on next page*

**County of San Bernardino  
Department of Behavioral Health**

**HIPAA National Provider Identifier (NPI) Procedure, Continued**

**Procedure**

The following is a step-by-step procedure for the health care provider to follow:

Step	Action
1	Access the NPI application website at: <a href="https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart">https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart</a>
2	Click on the "Apply Online for an NPI" link
3	Click on the "Begin Application Form" link at the bottom of the page (Step 3 of the NPI Application Instructions page)  <b>Important:</b> Do not hit the "back" key on your toolbar. Use the "previous" or "next" buttons to navigate from page to page, otherwise information may be lost.
4	Create a User ID, password and select a secret question and answer
5	Select the entity type "individual" and begin entering all identifying information
6	Enter your business mailing address (of the main office) and select whether to use the Standard Address or Input Address
7	Enter your business practice location address and telephone number (this is your physical work location)
8	Enter all other identification numbers if applicable  <b>Note:</b> Failure to provide your Medicare PIN or UPIN, will result in Medicare denying your billing.
9	Select your taxonomy provider code type and specialization(s)  <b>Important:</b> Be sure to indicate a primary taxonomy code if you have multiple. DBH providers can access the Individual <a href="#">Taxonomy Provider Type Code Sheet</a> (attachment 1) to determine the applicable provider type. The following link provides a description of specialty taxonomy codes to assist them in selecting the correct one for their discipline: <a href="#">Washington Publishing Company (WPC) Web site</a>
10	Enter the contact person information
11	Read and verify the Certification Statement
12	"Submit" the request  <b>Note:</b> Maintain a copy of the tracking number in case you do not receive your NPI in a few days.
13	When your NPI is received, enter or update the Staff Master with the NPI to ensure that billing commences

## County of San Bernardino Department of Behavioral Health

Individual Taxonomy Provider Type Code	Definition
10 Behavioral Health & Social Service Providers	Broad classification aggregating providers who are trained and educated to perform services related to behavioral health, mental health, and counseling and may be licensed or practice within the scope or licensure or training. Examples include MH and ADS counselors, MFTs, Psychologists, Social Worker II's and Clinical Social Workers.
16 Nursing Service Providers	Providers who are trained and educated to perform services in health promotion, disease prevention, acute and chronic care, and restoration of health, and health maintenance across the life span. Examples include licensed Psychiatric Technicians and Registered Nurses.
17 Other Service Providers	Providers not otherwise classified, who perform or administer services in or related to the delivery or research of health care services, disease, and restoration of health. An individual provider who is not represented in one of the identified categories but whose data may be needed for clinical, operational or administrative processes. An example includes Case Managers.
20 Allopathic & Osteopathic Physicians	A broad category grouping state licensed providers in allopathic and osteopathic medicine whose scope of practice is determined by education. An example includes Psychiatricians.
22 Respiratory, Developmental, Rehabilitative and Restorative Service Providers	A Provider who is trained and educated to perform services related to respiratory care, physical therapy, occupational therapy, developmental therapy, rehabilitation and restorative services and may be licensed, certified or practice within the scope of training. An example includes Occupational Therapists.