



# Oregon

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## Department of Human Services

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TO: Oregon School-Based Health Service (SBHS) Providers

FROM: Linda J Williams, Operations & Policy Analyst  
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**SUBJECT: National Provider Identifier (NPI) Recommendation and Process**

**Background**

This letter serves to address important information about National Provider Identifiers (NPI).

A local Education Agency or an Intermediate School District might not be generally considered a health care provider, as defined in 45 CFR. However, these entities do provide health care in the normal course of business and, in short, they become health care providers eligible for NPI when they provide school-based health services and bill Oregon's Office of Medical Assistance Programs (OMAP).

As a School-Based Health Service (SBHS) provider, you are considered a Medicaid health care provider and will be required to apply for an NPI and identify a specialty area Taxonomy code.

Because Early Intervention Early Childhood Special Education (EI/ECSE), Regional Programs, and K-12 providers are all separate public entities in contractual agreements working together under the umbrella of education and must keep their dollars separate for operation and reporting purposes. Those education agencies (EA) participating in SBHS as enrolled providers that currently have OMAP ID numbers unique to each entity providing services should apply for a National Provider Identifier (NPI) and specialty area taxonomy code

(251300000X) identifying them as an LEA. Your new NPI(s) will eventually replace your current six digit OMAP ID number(s). The NPI is a 10-digit, numeric identifier that does not expire or change, and is administered by the Centers for Medicare & Medicaid Services (CMS).

It is important to know that individual health care practitioners described in SBHS rules as Medically Qualified Staff such as occupational therapist, physical therapist, nurse, audiologist, speech pathologist etc., are performing providers and can have their own NPI unique to them accompanied with an appropriate taxonomy. However, for the purposes of SBHS, the performing provider will be the education agency and the specialty area will be the taxonomy code (251300000X) identifying them as an LEA.

**The following is the recommended Provider Type and Taxonomy code for SBHS providers:**

**Provider Type for SBHS providers: *SM***

**TOS 3**

**Taxonomy code: Local Education Agency (LEA)  
*251300000X***

### **Action Required**

Apply for your NPI at the National Plan and Provider Enumeration System (NPPES) website. But before you begin the National Provider Identifier (NPI) application here is a list of information you will need:

Information Required for Organizations

\* (Required for certain taxonomies only)

- Organization Name
- Employer Identification Number (EIN) (tax ID number)
- Name of Authorized Official for the Organization
- Phone Number of Authorized Official for the Organization
- Organization Mailing Address
- Practice Location Address and Phone Number
- Taxonomy (Provider Type)
- \*State License Information

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- Contact Person Name
- Contact Person Phone Number and Email

When you have the information listed above go to [www.nppes.cms.hhs.gov/NPPES](http://www.nppes.cms.hhs.gov/NPPES) to begin the application process.

The heading at the top of the page will read:

- National Plan and Provider Enumeration System (NPPES)

Step 1:

- Click on the light blue text in the statement: “If you are a Health Care Provider”, the National Provider Identifier (NPI) is your standard unique identifier.'

Step 2:

- Click on Need an NPI?.....Apply Online for an NPI

Step 3:

- Click 'BEGIN APPLICATION FORM' button

Step 4:

- Create a User ID and password,
- Select a secret question, type answer to secret question, (write it down and keep it in case you need to access this information again to make any changes or amendments)
- Click 'NEXT' button

Step 5:

- Click bubble next to 'Type 2: An organization that renders Health Care Services',
- Click 'NEXT' button

Step 6:

- Enter organization name,
- Employer Identification Number (Tax ID number),
- Enter authorized official for the organization;
- Click 'NEXT' button

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Step 7:

- Enter Domestic Mailing Information,
- Click 'NEXT' button;

Step 8:

- Review standardized address,
- Click 'ACCEPT STANDARDIZED ADDRESS'

Step 9:

- If practice location address is the same as the mailing address, enter the organization's phone number (you have to enter your phone number or the system will not let you move on),
- Click 'SAME AS MAILING ADDRESS' button,
- Click 'NEXT' button

Step 10:

- Click 'ACCEPT STANDARDIZED ADDRESS' button

Step 11:

- Click 'ADD IDENTIFIER' button (the “ADD Identification” query on the NPI application form is for your current six-digit OMAP provider ID number)

Step 12:

- Enter in the box next to TYPE: Medicaid,
- Enter Medicaid provider number, (please be advised if you have more than one Medicaid provider ID number for ease of tracking different programs EI/ECSE, Regional, and K-12 it is recommended that you apply separately for NPI for each Medicaid provider ID number) If the Medicaid provider ID number is used as a clearing house for billing for other education agencies please contact me for further information regarding this process)
- Enter description (Example: OMAP Provider Number),
- Click 'SAVE' button

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Step 13:

- Review information,
- Click 'NEXT' button

Step 14:

- Click 'ADD TAXONOMY' button

Step 15:

- Select provider type code '25 Agencies',
- Click 'NEXT' button

Step 16:

- Select 251300000X - Local Education Agency (LEA) from list,
- Click 'SAVE' button

Step 17:

- Review information,
- Click 'NEXT' button

Step 18:

- Enter contact person information,
- Click 'NEXT' button

Step 19:

- Click on box next to "check this box to indicate that you certify the following" after reading the certification statement

Step 20:

- Click 'SUBMIT' button

Step 21:

- Print page with your tracking number for your records
- Keep it with your user ID and password information

During the NPI application process, it is critical that you record the exact Provider Type and Taxonomy applied for. It is recommended that you print the screen containing this information for your records. You can also call the NPI Enumerator at 1.800.465.3203 and request a paper NPI application form

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After your application request has been processed, you will receive notification of your ten-digit NPI from the National Plan and Provider Enumeration System.

### **Register your NPI with the Office of Medical Assistance Programs**

After you receive notification of your NPI, you will need to register your NPI and Taxonomy code with the Office of Medical Assistance Programs (OMAP). Please remember that the “OMAP ID No.” request field refers to your current six-digit provider number.

### **Helpful Resources**

- DHS NPI website with additional links to help you register your NPI and Taxonomy code with the office of Medical Assistance Programs (OMAP):  
<http://www.oregon.gov/DHS/admin/hipaa/mpi/main.shtml>
- DHS EDI Support Services 800.422.5047 (option 2) or 503.947.5347

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