

Division of Mental Health, Developmental Disabilities, and Addictive Diseases Requirement for Organizational National Provider Identifiers (NPIs)

The Healthcare Information Portability and Accountability Act (HIPAA), requires that all covered entities include the healthcare provider's NPI to identify the provider in electronic transactions. DMHDDAD requires that all service providers have an organizational NPI and that they notify DMHDDAD of their organizational NPI number before submitting any Service Encounters to its External Review Organization, APS Healthcare.

These instructions are provided to assist providers applying for a provider organization's NPI (Type 2). They do not apply to individual clinicians who must apply for a Type 1 NPI. Georgia's Medicaid also requires that any claims filed include the provider's NPI, and you can find guidance concerning the use of NPIs in Medicaid claims on the Georgia Health Partnership website at www.ghp.georgia.gov on the Provider Information tab.

If necessary, complete and submit an application for an NPI:

Providers who do not already have an NPI may apply for one online via the National Plan and Provider Enumeration System (NPPES) website at <https://nppes.cms.hhs.gov> or by requesting a paper application via telephone at 1-800-465-3203.

- There is no cost to apply for an NPI.
- The online application process is recommended as online NPI applications are responded to rather quickly, often the same business day.
- Most of the application form is self explanatory. *Instructions for Completing the NPI Application/Form* are included when you print the PDF version of the application.
- Complete only the information applying to Type 2, Organizations and Groups.
- We recommend that providers print out the NPI application and complete it manually before completing and submitting it online. This will allow you to resolve any issues that may surface during the application process.
- You may find it helpful to refer to [www..wpc-edi.com/codes/taxonomy](http://www.wpc-edi.com/codes/taxonomy) for a "Health Care Provider Taxonomy Code Set." During the online application, the taxonomy codes must be selected from a drop-down list. It is helpful to know ahead of time the major categories in which you'll need to search. For example: "Mental Health (Including Community Mental Health Center)" is located under "Ambulatory Health Care Facilities."
- Certificate numbers should be entered under "license number," and you can enter more than one, separated by a comma. However, the field size is limited, so leave off leading zeroes.
- Note that an "Authorized Official's Information and Signature for the Organization" is required on the NPI Application under Section 4, Item B. Per the instructions, the authorized official must be "a general partner, chairman of the board, chief financial officer, chief executive officer, direct owner of five percent or more of the provider being enumerated or must hold a position of similar status and authority within the provider." Signatures are not required on the online application.

Receive confirmation of your NPI number:

You will receive an email confirmation from NPPES which includes:

- The NPI number
- Legal Business Name
- Mailing Address
- Federal Tax ID number
- Information for each taxonomy you submitted, including:
 - Certificate
 - Taxonomy by title
 - State of certification

After you receive your NPI:

Notify DMHDDAD of your NPI number by sending an e-mail to MHMRIS@dhr.state.ga.us. The e-mail should include:

- The provider's organizational NPI number
(Please note that DMHDDAD will recognize only one NPI per provider, and each provider should notify DMHDDAD of its organizational NPI, not those of individual sites or practitioners.)
- The provider's full legal name *as it appears on the Provider Agreement, contract, or Letter of Agreement with DMHDDAD*
- The name, e-mail address, and telephone number of a person to contact for clarification should it be necessary