**School-Based Services Program**

**National Provider Identification Memo for Individuals**

The National Provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Standard. The NPI is a numeric identifier that is assigned to a health care provider by the Centers for Medicare & Medicaid Services (CMS). It is a 10-digit permanent number assigned to a provider or organization and must be used on electronic claim transactions for healthcare billing and reimbursement. In order to be reimbursed for services delivered as part of participation in the Wyoming School-Based Services Program, it is necessary for all individual providers to apply for and obtain a Type 1 NPI. Type 1 NPIs are for individual providers while Type 2 NPIs are for organizations (such as school districts). For more information, please refer to CMS’s booklet [NPI: What You Need to Know.](https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/NPI-What-You-Need-To-Know.pdf)

**Who needs an NPI?**

* Every Wyoming Medicaid provider who meets the definition of a healthcare provider (as defined by CMS) is required to obtain an NPI, regardless of whether they bill their claims electronically or on paper.
* Providers who need NPIs include:
  + Physical Therapists
  + Occupational Therapists
  + Speech Language Pathologists
  + Licensed Audiologists
  + Registered Nurses (RN)
  + School Nurse RNs
  + Licensed Advanced Practice Registered Nurses (APRN)
  + Licensed Practical Nurses (LPN)
  + School Nurse LPNs
  + Certified Nurse Assistants
  + Licensed Clinical Psychologists
  + Credentialed School Psychologists
  + Licensed Clinical Social Workers
  + School Social Workers
  + Licensed Marriage and Family Therapists
  + Licensed Professional Counselors
  + School Counselors
  + Certified Mental Health Workers
  + Licensed Behavior Analysts
  + Licensed Assistant Behavior Analysts
  + Registered Behavior Technicians
* Aides and Assistants do not need to enroll for an NPI but must be supervised by a provider with an assigned NPI.

**Why do I need an NPI and what are they used for?**

* In order for claims to be reimbursed through the School-Based Services Program, the claim must include the NPI of the provider who delivered or supervised the service. The NPI ensures that the provider of a service meets appropriate qualifications. Claims submitted without an NPI will not be paid.

**How do I get an NPI?**

* Providers **apply online** through the National Plan and Provider Enumeration System (NPPES) at: <https://nppes.cms.hhs.gov/>.
* The application is **free** and there is no charge to receive an NPI.
* For help, providers can contact NPPES:
  + Call: 1-800-465-3202
  + Email: [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com)
* Providers should receive their NPI within 10 business days of applying.

**On the application, what taxonomy code will I use?**

* Taxonomies are used to identify the provider and/or organization type. The taxonomy for provider types is located in Appendix B of the SBS Program Provider Manual and can also be located on the CMS website [here](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/Find-Your-Taxonomy-Code). Individual providers must use the taxonomy code that most closely describes their provider type, classification, or specialization.

Additional information regarding NPIs, and the application / log-in process can be found here: [https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html#](https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html)