



TIPS



CONTRA COSTA
ALCOHOL & OTHER
DRUGS SERVICES

A Program of Behavioral Health Services

Important Reminders for AOD Providers

NATIONAL PROVIDER IDENTIFIER NUMBER (NPI)

- After May 2008, in order to be paid, the NPI must be used on all claim forms by all health care providers who meet the definition of "covered entity," as one of the Health Insurance Portability and Accountability Act (HIPAA) mandates.
- Organizations applied for the NPI through the CMS **National Plan and Provider Enumeration System (NPPES)**.
- Healthcare Providers are required to register and acquire their own unique 10-digit NPI to identify themselves.
- All staff rendering services to clients must have a valid NPI# listed on their staff profile in ShareCare and the Network Adequacy Certification Tool (NACT).
- The NPI must be confirmed on the NPPES NPI registry at <https://npiregistry.cms.hhs.gov/>.
- Staff rendering services to clients cannot use the Facility's NPI# as their own.
- Claims will be rejected for invalid NPI# and /or NPI# not covering the service/encounter dates. Trainees (currently in school, completing their practicum) would also need to have an NPI number if services are billed under the supervision of an LPHA for DMC claim.

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1220 Morello Ave. Suite 101
Martinez, CA 94553



(925) 335-3330



Fatima.MatalSol@cchealth.org



SUD Tip Sheet #1

How do I create an NPI?

Log into:

<https://nppes.cms.hhs.gov/#/>