



# National Provider Identifier (NPI) Guide



**Los Angeles County  
Office of Education**



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## **Need Support or Additional Information?**

If you have any questions or need further assistance, please feel free to contact us at  
MHSC@lacoed.edu



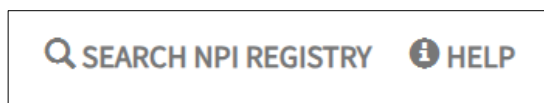


## Section 1: How to Determine if You or Your LEA Already Have an NPI

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**Step 1:** Go to the NPPES Website  
Visit the official NPPES site: <https://nppes.cms.hhs.gov/#/>

**Step 2:** On the top right-hand corner, you will see



Select the **Search NPI Registry** Option

**Step 3:** You will be directed to the <https://npiregistry.cms.hhs.gov/search>, which looks like



NPPES NPI Registry NPPES Downloads API Help

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Search NPI Records

**Effective 6/25/2024:** To ensure the best experience, NPPES has limited the amount of NPI Registry queries that can be completed per hour

- Bulk NPI Registry queries must use the DDS file.

NPI Number  NPI Type Any Taxonomy Description

**for individuals**

Provider First Name  Provider Last Name

**for organizations**

Organization Name (LBN, DBA, Former LBN or Other Name)  Authorized Official First Name  Authorized Official Last Name

City  State Any Country Any Postal Code  Address Type Any

☐ Check this box to search for Exact Matches only ⓘ

#### Step 4: Enter Information

To determine if you as an individual has an NPI number make sure the NPI Type is set to individual. Under **For individuals**, please put your first and last name and click search.

NPPES NPI Registry NPPES Downloads API Help

NPI Number  NPI Type Individual Taxonomy Description

**for individuals**

Provider First Name  Provider Last Name

**for organizations**

Organization Name (LBN, DBA, Former LBN or Other Name)  Authorized Official First Name  Authorized Official Last Name

City  State Any Country Any Postal Code  Address Type Any

☐ Check this box to search for Exact Matches only ⓘ

\*\* This search page is by default set to return similar and close results to your search keywords. You can check the box above if you only want the exact matches for your keywords to be returned in the search results.

**Note:** The NPI Registry limits searches to the first 2100 results. If you cannot find the NPI that you are looking for, please refine the search.

Clear Search

To determine if your LEA has an NPI number make sure the NPI Type is set to organization. Under **For organizations**, please enter your LEA full name and click search example:



NPI Number  NPI Type **Organization** Taxonomy Description

for individuals  
 Provider First Name  Provider Last Name

for organizations  
**Organization Name (LBN, DBA, Former LBN or Other Name)**

Authorized Official First Name  Authorized Official Last Name

City  State  Country  Postal Code  Address Type

☐ Check this box to search for Exact Matches only ⓘ

\*\* This search page is by default set to return similar and close results to your search keywords. You can check the box above if you only want the exact matches for your keywords to be returned in the search results.

Note: The NPI Registry limits searches to the first 2100 results. If you cannot find the NPI that you are looking for, please refine the search.

Clear

If your NPI number is found, you can see the associated information, including the registered address and phone number. Example:


NPPES NPI Registry

NPPESDownloadsAPIHelp


Results: 1 - 1

The following NPI(s) contain information matching your search criteria. Please select the NPI to view all the data associated with the NPI.

[Home](#) / [Table View](#)

NPI	Name	NPI Type	Primary Practice Address	Phone	Primary Taxonomy
<a href="#">1234567890</a>	<a href="#">John Doe</a>		Address of the last place you updated your NPI number	012-345-6789	Position you had at the time your registered for your NPI number

Start a New Search



A federal government website managed by the

[U.S. Centers for Medicare & Medicaid Services](#)

7500 Security Boulevard, Baltimore, MD 21244

Screenshot this information for your own records.

If you are a practioner and have an NPI number, please move on to step 5. If you don't have an NPI number, move to Section 2 on page 9, Creating an NPI Number. If you are an LEA and have an NPI number you are done. If you are an LEA and don't have an NPI number please move on to Section 3 on page 12.

## Step 5: Log in to Your NPPES Account



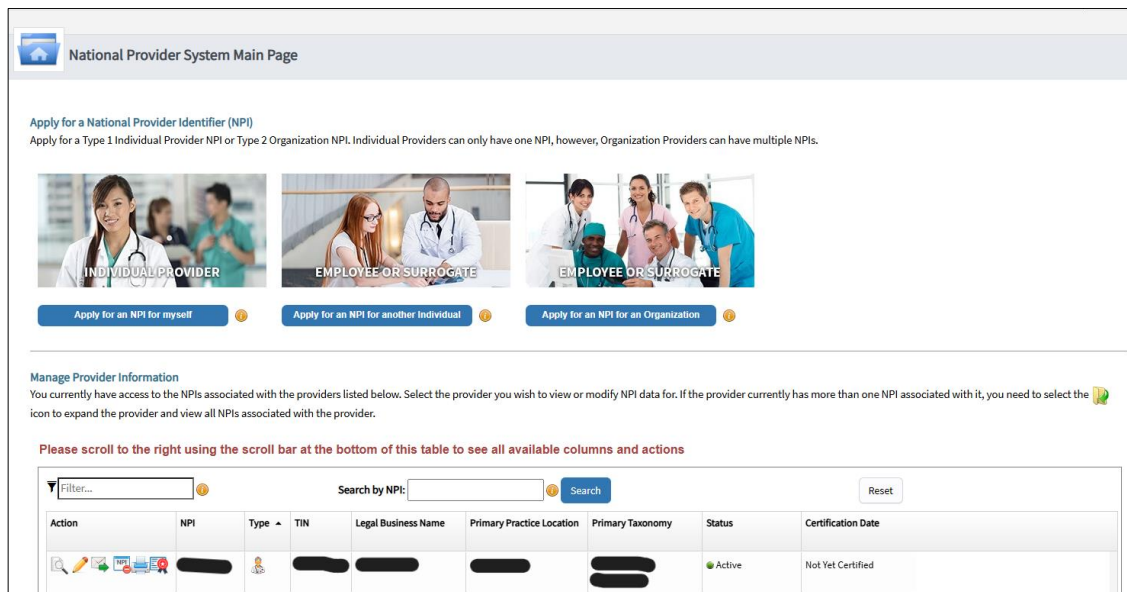
You need to update or correct the information (e.g., change of address, phone number, add updated taxonomy number, update your primary location to your current LEA with the LEA's group NPI number):

Log in to your account at [NPPES](#).

If you are having difficulty signing in, please contact their help desk at [EUSupport@cgi.com](mailto:EUSupport@cgi.com)

**Step 6: If you have recovered your password to log into your NPPES account, please log out and close the window. Then open a new tab and go to NPPES to log back in.**


When you log in, your page should look like this:





**Step 7: Select "The Pencil Icon"**

After logging in, choose **The Pencil Icon** from the dashboard.







You will be directed to a page like this and select the blue **Next** button at the bottom right corner:


**Introduction**

Before you begin, make sure you have the following information:  
This information will be required to complete the NPI Application Form.

Note: Fields WITH  icon will not be publicly available. Fields WITHOUT  icon will be publicly available.

**\* Information Required for Individual Providers:**

- Provider Name
-  SSN
-  Provider Date of Birth
-  Country of Birth
-  State of Birth (if Country of Birth is U.S.)
- Provider Gender
- Mailing Address
- At least one Practice Location Address and Phone Number
- At least one Taxonomy (Provider Type)<sup>1</sup>
- State License Information<sup>2</sup>
-  At least one Contact Person Name
-  At least one Contact Person Phone Number and Email

<sup>1</sup>Provider Taxonomy codes can be obtained from [here](#)

<sup>2</sup>(required for certain taxonomies only)

Online Help is available from each page of the Application/Update Form by clicking "Help" at the top right of the page.  
If you need additional help or have any questions concerning your application, contact the NPI Enumerator.

**NPI Enumerator Contact Information**

The NPI Enumerator may be contacted Monday through Friday, 9am to 5pm (Eastern Time)\* as follows:

By Phone:

- 1-800-465-3203 (NPI Toll-Free)
- 1-800-692-2326 (NPI TTY for the deaf, hard of hearing or those with speech difficulties)

## Step 8: Edit and Update the Information

Make the necessary changes to the selected Tabs below

- **Profile Tab:** make sure your contact information is correct, then select the Next button
- **Address Tab:** update the business address to your current LEA address and add a practice location, which should also be your LEA address. The addresses should match your LEA organization NPI# address
  - LEA please provide the employees, the address and phone number you would like them to use:
    - Address
    - Phone number
- **Taxonomy Tab:** verify that your Taxonomy number matches your job role and license/credential. If it does not, please update it. If you are unsure of your taxonomy number, please see page 10 where the descriptions are provided.
- **Contact Info Tab** Please make sure your contact information is correct. Then add another contact; this should be the person overseeing the Fee-Schedule at your LEA and set them as the primary contact.
  - LEA please provide your employees the primary contact person information:
    - First and Last Name
    - Phone number
    - Email
- Continue through the last two tabs to make sure all information is correct.

## Step 9: Submit Updates





Once you've made the changes, submit them for review and confirmation.

## Section 2: Creating an NPI Number

### Step 1: Gather Required Information

Before you begin, gather:

Your personal details, such as name, address, and contact information

Professional information, including your education, license information (if applicable), and your primary work address (Your LEA)

Your Social Security Number (SSN) or Employer Identification Number (EIN) (often your SSN for individual NPIs)

Taxonomy Code for School Counseling (e.g., 101YS0200X for "School Counselor")

### Step 2: Visit the NPPES Website

Go to the **National Plan and Provider Enumeration System (NPPES)** website at <https://nppes.cms.hhs.gov/>.





**Step 3:** Create a Login for the Identity & Access Management System (I&A)

If this is your first time on the NPPES system:

Register on the **Identity & Access Management System (I&A)** to create a user account.

Follow the instructions to provide personal information and contact details.

Once registered, you will receive a username and password to access the NPPES.

**Step 4:** Log into NPPES

Use your I&A credentials to log into the NPPES system.

**Step 5:** Start a New NPI Application

On your NPPES dashboard, select **Apply for an NPI**.

Choose **Entity Type 1 (Individual)**, as this is for a person rather than an organization.

**Step 6:** Complete the NPI Application

**Basic Information:** Enter your full legal name, SSN (or EIN if applicable), and date of birth.

**Contact Information:** Add your primary practice location and mailing address (this would be your LEA's address).

- LEA please provide your employees the address and phone number:
  - Address
  - Phone Number
- In Contact information please make sure to add a primary contact; this should be the person overseeing the Fee-Schedule at your LEA and set them as the primary contact.
  - LEA please provide your employees, with the primary contact person information
    - First and Last Name
    - Phone number
    - Email

**Taxonomy Code:** This is a number that describes your job description with your credentials. You can find the description for your taxonomy code on page 10.

**License Information:** Enter any relevant license information here if you're licensed or certified.

**Step 7:** Review and Submit the Application





Carefully review all information to ensure it's accurate.

Once everything is confirmed, click **Submit** to complete the application.

**Step 8:** Confirmation and NPI Assignment

After submission, you'll receive an email confirming that your application has been received. Your NPI will typically be assigned within a few business days, and you'll receive a notification with your unique identifier.

**Step 9:** Record and Save Your NPI Number

Save the NPI number and confirmation email for your records.

Use this NPI for billing or any other interactions with health-related services as needed in your role.

## Section 3: Creating an NPI Number For Your LEA

**Step 1:** Gather Required Information

Before starting, collect the necessary information. You will need:

School District's Taxonomy Code (this describes the type of services you provide)

School District's Legal Business Name and contact information

Tax Identification Number (TIN) or Employer Identification Number (EIN)



Authorized official's information, who will act as the contact person for the application (name, title, and contact information)

District's primary location address and phone number

**Step 2: Visit the NPPES Website**

Go to the **National Plan and Provider Enumeration System (NPPES)** website: <https://nppes.cms.hhs.gov/>.

**Step 3: Create a Login for Identity & Access Management System (I&A)**

If this is your first time on the NPPES system:

Register on the **Identity & Access Management System (I&A)** to create a user account.

Follow the instructions to create an account by providing the necessary personal and contact information.

Once registered, you will be assigned a username and password.

**Step 4: Log into NPPES**

Use your I&A credentials to log into the NPPES website.

**Step 5: Start a New NPI Application**

On the NPPES dashboard, select **Apply for an NPI for a Healthcare Provider**.

Choose **Entity Type 2** (Organizational NPI), as the school district is an organization rather than an individual provider.

**Step 6: Complete the Application**

**Basic Information:** Enter the school district's legal business name, EIN, and contact information.

**Other Identifying Information:** Input the district's primary address and phone number.

**Taxonomy Code:** Select an appropriate taxonomy code for the school district's services (e.g., 251300000X for "Local Education Agency (LEA)").

**Contact Information:** Enter the contact details for the authorized official representing the district.

**Step 7: Review and Submit the Application**



Review all information carefully to ensure accuracy.

Click **Submit** to complete the application.

**Step 8: Confirmation and NPI Assignment**

After submission, you should receive an email confirming that your application has been received. The school district's NPI number will be assigned, and you'll receive a notification with the NPI.

**Step 9: Record and Save the NPI Number**

Keep the NPI confirmation for your records.

This NPI can now be used for billing and other necessary health-related service documentation.





# Taxonomy Code Per Profession and LEA

## **Clinical Social Worker - 1041C0700X**

A social worker who holds a master's or doctoral degree in social work from an accredited school of social work in addition to at least two years of post-master's supervised experience in a clinical setting. The social worker must be licensed, certified, or registered at the clinical level in the jurisdiction of practice. A clinical social worker provides direct services, including interventions focused on interpersonal interactions, intrapsychic dynamics, and life management issues. Clinical social work services are based on bio-psychosocial perspectives. Services consist of assessment, diagnosis, treatment (including psychotherapy and counseling), client-centered advocacy, consultation, evaluation, and prevention of mental illness, emotional, or behavioral disturbances.

## **Social Worker - 104100000X**

A social worker is a person who is qualified by a Social Work degree, and licensed, certified or registered by the state as a social worker to practice within the scope of that license. A social worker provides assistance and counseling to clients and their families who are dealing with social, emotional and environmental problems. Social work services may be rendered to individuals, families, groups, and the public.

## **Marriage and Family Therapist - 106H00000X**

A marriage and family therapist is a person with a master's degree in marriage and family therapy, or a master's or doctoral degree in a related mental health field with substantially equivalent coursework in marriage and family therapy, who receives supervised clinical experience, or a person who meets the state requirements to practice as a marriage and family therapist. A marriage and family therapist treats mental and emotional disorders within the context of marriage and family systems. A marriage and family therapist provides mental health and counseling services to individuals, couples, families, and groups.

## **Licensed Professional Clinical Counselor - 101YP2500X (DMH) - Double Check**

A provider who is trained and educated in the performance of behavior health services through interpersonal communications and analysis. Training and education at the specialty level usually requires a master's degree and clinical experience and supervision for licensure or certification.



### **Community Health Worker - 172V00000X**

Community health workers (CHW) are lay members of communities who work either for pay or as volunteers in association with the local health care system in both urban and rural environments and usually share ethnicity, language, socioeconomic status and life experiences with the community members they serve. They have been identified by many titles such as community health advisors, lay health advocates, "promotores(as), outreach educators, community health representatives, peer health promoters, and peer health educators. CHWs offer interpretation and translation services, provide culturally appropriate health education and information, assist people in receiving the care they need, give informal counseling and guidance on health behaviors, advocate for individual and community health needs, and provide some direct services such as first aid and blood pressure screening. Some examples of these practitioners are Community Health Aides or Practitioners established under 25 USC 1616 (l) under HHS, Indian Health Service, Public Health Service.

### **PPS Counselor - 101YS0200X**

Definition to come...

### **PPS Psychologist - 103TS0200X**

A psychologist whose specialty is concerned with the science and practice of psychology with children, youth, families; learners of all ages; and the schooling process. The basic education and training of school psychologists prepares them to provide a range of psychological diagnosis, assessment, intervention, prevention, health promotion, and program development and evaluation services with a special focus on the developmental processes of children and youth within the context of schools, families and other systems. School psychologists are prepared to intervene at the individual and system level, and develop, implement, and evaluate preventive programs. In these efforts, they conduct ecologically valid assessments and intervene to promote positive learning environments within which children and youth from diverse backgrounds to ensure that all have equal access to effective educational and psychological services that promote healthy development

### **PPS Social Worker - 1041S0200X**

Definition to come...



**Wellness Coach - 171400000X**

The Health & Wellness Coach is trained in motivational theories, strategies, and communication techniques, which are used to assist patients to develop intrinsic motivation and obtain skills to create sustainable change for improved health and well-being. Health and wellness coaching is a patient-centered approach wherein patients at least partially determine their goals, use self-discovery or active learning processes together with content education to work toward their goals, and self-monitor behaviors to increase accountability, all within the context of an interpersonal relationship with a coach.

**Local Education Agency (LEA) - 251300000X**

The term local education agency means a public board of education or other public authority legally constituted within a State to either provide administrative control or direction of, or perform a service function for public schools serving individuals ages 0 - 21 in a state, city, county, township, school district, or other political subdivision including a combination of school districts or counties recognized in a State as an administrative agency for its public schools. An LEA may provide, or employ professional who provide, services to children included in the Individuals with Disabilities Education Act (IDEA), such services may include, but are not limited to, such medical services as physical, occupational, and speech therapy.

