To: Early Intervention Service Providers

From: Bureau of Early Intervention

Date: June 1, 2012

Subject: National Provider Identifier (NPI) – All Providers

Please review this information in its entirety.

All early intervention (EI) service providers are subject to the Health Insurance Portability and Accountability Act (HIPAA) Version 5010 upgrade requirement to obtain a National Provider Identifier (NPI) to identify themselves on early intervention claim transactions, including payment to providers and claiming commercial insurance, Medicaid, and the State. All providers: (1) individuals (includes DOH approved providers, providers without DOH approval/employees) and (2) agencies* (includes municipalities), must have their NPI entered in the New York Early Intervention System (NYEIS), the program’s centralized, Web-based, electronic system, by June 30, 2012 or claiming may be rejected.

*In addition, all agency (including municipalities) NPIs listed in NYEIS must be associated with the Early Intervention Provider Taxonomy Code 252Y00000X.

Below you will find specific instructions based on your status as an individual or agency provider.

(1) Individual Providers (Includes DOH Approved Providers, Providers without DOH Approval/Employees)

All NYS licensed providers, certified providers, and service coordinators (including but not limited to: audiologists, dietitians, nurses, nutritionists, occupational therapists, occupational therapist assistants, physicians, physical therapists, physical therapist assistants, psychologists, speech-language pathologists, school psychologists, service coordinators, social workers, special educators, vision specialists, etc.) are required to obtain an NPI.

Please see the section below titled Instructions for Obtaining an NPI for guidance.

Suggested Provider Taxonomy: Individuals

<table>
<thead>
<tr>
<th>Profession</th>
<th>Individual Provider Type Code</th>
<th>Classification Name – Area of Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Coordinators</td>
<td>17 Other Service Providers</td>
<td>171M00000X – Case Manager/Care Coordinator</td>
</tr>
<tr>
<td>Teachers</td>
<td>17 Other Service Providers</td>
<td>174400000X – Specialist</td>
</tr>
<tr>
<td>Other Licensed/Certified Providers</td>
<td>Select appropriate code</td>
<td>Select appropriate specialization</td>
</tr>
<tr>
<td>If you have more than one license/certification</td>
<td>After selecting the first Individual Provider Type Code and Classification Name – Area of Specialization click Save &amp; Add Another to associate additional codes to the same NPI</td>
<td></td>
</tr>
</tbody>
</table>

- All employed or contracted individual providers can have their NPI added in NYEIS through the agency in which they are employed or contracted. (Agencies may enter their employees’/contractors’ NPIs in NYEIS by accessing the Employees ID page located off of the agency’s Employees/Contractors page.)
(2) Agency Providers (Includes Municipalities)
All agency providers (including municipalities) must obtain an NPI. This NPI must be associated with the Early Intervention Provider Taxonomy Code 252Y00000X

If your agency currently has one or more NPIs in NYEIS you must ensure that the Early Intervention Provider Taxonomy Code 252Y00000X is associated with the NPI(s). The NPI(s) currently in NYEIS will not be revised.

Please see the sections below titled Instructions for Obtaining an NPI and Instructions for Revising a Taxonomy Code for guidance.

Suggested Provider Taxonomy: Agencies/Municipalities

<table>
<thead>
<tr>
<th>Service</th>
<th>Organization Provider Type Code</th>
<th>Classification Name – Area of Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Coordination</td>
<td>25 Agencies</td>
<td>251B00000X – Case Management and 252Y00000X – Early Intervention Provider Agency</td>
</tr>
<tr>
<td>All Other EI Services</td>
<td>25 Agencies</td>
<td>252Y00000X – Early Intervention Provider Agency</td>
</tr>
</tbody>
</table>

- All contracted agency providers can have their NPI added in NYEIS through the agency in which they are contracted. (Agencies may enter their contractors’employees’ NPIs in NYEIS by accessing the Employees ID page located off of the agency’s Employees/Contractors page.)

Instructions for Obtaining an NPI
- An NPI is obtained by applying on-line at: [https://nppes.cms.hhs.gov](https://nppes.cms.hhs.gov).
  - When completing the on-line application, do not hit the “back” button or “forward” button on your browser. You will lose all information entered up to that point and you will have to begin the process over. Rather you can use the application’s navigation buttons, NEXT or PREVIOUS.
  - You will receive a confirmation number after you complete the on-line process; your NPI should be issued within 15 business days of your application.
  - Additional information can be found at the National Plan & Provider Enumeration System website, [https://nppes.cms.hhs.gov](https://nppes.cms.hhs.gov).

Instructions for Revising a Taxonomy Code
- Taxonomy code updates can be completed by the NPI Authorized Official or the Named Alternate Contact. The updates can be completed on-line, [https://nppes.cms.hhs.gov/NPPES/LoginPage.do?userType=PROVIDER](https://nppes.cms.hhs.gov/NPPES/LoginPage.do?userType=PROVIDER) or by submitting the National Provider Identifier (NPI) Application/Update Form found at [http://www.cms.gov/cmsforms/downloads/CMS10114.pdf](http://www.cms.gov/cmsforms/downloads/CMS10114.pdf).
  - On-line processing is immediate. The taxonomy code will be viewable within 24 hours. Processing time for the signed application is approximately 20 days.
  - Additional information can be found at the National Plan & Provider Enumeration System website, [https://nppes.cms.hhs.gov](https://nppes.cms.hhs.gov).

If you have any questions, please contact the NYS DOH Bureau of Early Intervention’s Provider Approval Unit at (518) 473-7016 (press 1 when prompted).

Thank you!