

**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**

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

- 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.)
- If you are contracted directly with a municipality please send your full name, NYEIS ID number (if known), NPI, home address, and telephone number to the Bureau of Early Intervention Provider Approval Unit's mail log, [provider@health.state.ny.us](mailto:provider@health.state.ny.us), to have the NPI entered in NYEIS.
- As a reminder your NPI must be entered in NYEIS by June 30, 2012.

**(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 NYES you must ensure that the Early Intervention Provider Taxonomy Code 252Y00000X is associated with the NPI(s). The NPI(s) currently in NYES 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**

Service	Organization Provider Type Code	Classification Name – Area of Specialization
Service Coordination	25 Agencies	251B00000X – Case Management and 252Y00000X – Early Intervention Provider Agency
All Other EI Services	25 Agencies	252Y00000X – Early Intervention Provider Agency

- All contracted agency providers can have their NPI added in NYES through the agency in which they are contracted. (Agencies may enter their contractors' /employees' NPIs in NYES by accessing the Employees ID page located off of the agency's Employees/Contractors page.)
- If you are contracted directly with a municipality please send your agency's name, NYES ID number (if known), NPI, mailing address, and telephone number to the Bureau of Early Intervention Provider Approval Unit's mail log, [provider@health.state.ny.us](mailto:provider@health.state.ny.us), to have the NPI entered in NYES.
- If you are a municipality please notify the Bureau of Early Intervention Provider Approval Unit's mail log, [provider@health.state.ny.us](mailto:provider@health.state.ny.us), once the above taxonomy codes are associated with all of the municipal's NPIs recorded in NYES.
- As a reminder your NPI must be entered in NYES by June 30, 2012.

**Instructions for Obtaining an NPI**

- An NPI is obtained by applying on-line at: <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>.

**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> or by submitting the National Provider Identifier (NPI) Application/Update Form found at <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>.

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

Thank you!