



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

626 8th Avenue, SE • P.O. Box 45530 • Olympia, Washington 98504-5530

July 31, 2012

TO: School District Superintendents
School District Special Education Directors
School District Business Managers

FROM: Jim Harvey, Ed.S.
School-Based Healthcare Services Program Manager
Community Services, Health Care Services

SUBJECT: School-Based Healthcare Services (SBS) Fall Program Update

Effective for dates of service on or after August 1, 2012, the Health Care Authority (the Agency) requires:

- Any ordering, prescribing or referring provider to be enrolled as a participating provider with the Agency's Medicaid program; and
- Any claims for payment for items or services ordered, prescribed, or referred to contain the National Provider Identifier (NPI) of the provider who ordered or referred such items or services.

The Centers for Medicare and Medicaid Services (CMS) expects State Medicaid agencies to require all claims for payment for items and services ordered or referred to contain the NPI number. This memo provides guidance on how to register for an individual NPI number.

Registering for an individual NPI number can be accomplished through the National Plan and Provider Enumeration System (NPPES) website. Additional general instructions on how to register are available on the Agency's SBS website at <http://hrsa.dshs.wa.gov/schoolbased/>.

Registering for an NPI Number

1. Go to the [NPPES](#) website.
2. Select "National Provider Identifier" (NPI) for health care providers.
3. Read the instructions completely before registering for your NPI number. Healthcare providers may also apply using the PDF form that you can print from the NPPES website. The link is highlighted blue under "Additional Resources" at the lower left.
4. Healthcare providers can use the pdf at NPPES to review information required if they choose to apply online.
5. Click "Apply Online for an NPI."
6. Read the "NPI Application Instructions" paying close attention to "Information Required for Individual Providers." You will be applying for an NPI number as an **individual**.

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7. Click on "Begin Application Form." Complete the "Application Security Check" questions marked with an (*). Then click "Next." When you reach the "NPI Application Form – Create NPI User ID and Password," create a NPI User Identification (ID). You cannot alter this ID and it will be your NPI user ID throughout your career as a healthcare practitioner.
8. Choose an NPI password 6-12 characters in length, containing at least one number. For security purposes, your password should not be the same as your User ID.
9. Select five secret questions that will assist you in the event you forget your password.

Once you receive your individual NPI number, your school district must contact the Agency's Provider Enrollment and enroll you as an individual provider under the school district's NPI number. Please direct Medicaid teaching questions to Medicaid Customer Services at <http://hrsa.dshs.wa.gov/ProviderEnroll/enroll.shtml> or 1-800-562-3022.

NPI Number Questions & Answers

What Should I Do After I Get My NPI Number?

Once you receive verification from NPPES, send a copy of your NPI number to the SBS Program Manager via fax at 360-664-4371 or 360-664-0261.

Is Any Additional Documentation Required?

By January 1, 2013, school districts will need to submit a Provider Update Form. Beginning October 1, 2013, the statement will only need to come from new hires.

Where Can I Get Additional Information About This Update?

For additional information, please refer to Provider Policy #12-26 or visit <http://hrsa.dshs.wa.gov/>.

If you have any questions or need additional clarification about this information, please call me at 360-725-1153.

cc: Preston W. Cody, Assistant Director, Health Care Services, HCA
Todd D. Slettvet, Community Services Section Manager, HCA
Christine Bess, Family Healthcare Services Supervisor, HCA
Doug Gill, Office of Superintendent of Public Instruction
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