

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COMPLIANCE PROGRAM OFFICE
GENERAL INFORMATION ABOUT THE NPI**

The Application Process

An NPI can be obtained by submitting a web-based application. When a web-based application is filed, the Enumerator's web-based application processing time, including response, is approximately five (5) to twenty (20) business days. The advantage of the web-based application is that there is real-time checking at the end of the application process for gap or missing information which prevents submission of an incomplete application. Without complete information, the web-based application cannot be filed/submitted.

For those who have not yet applied, there is a Centers for Medicare and Medicaid Services application training Viewlet at the following web site:

<http://www.cms.hhs.gov/apps/npi/npiviewlet.asp>

The NPI application web site is:

<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

The estimated time required to complete a web-based application is approximately 20 minutes.

When completing the application, it is important to include all taxonomy codes related to the services you provide.

We recommend you keep a copy of your application and all communication with NPPES. To ensure you have a copy of your application, you must print each screen either as you proceed or before your final submission (attestation of the accuracy of information provider and penalties for fraud). The copy may be needed for clarification purposes or in the event of a compliance audit. Also, print a copy of the page acknowledging your application and providing the tracking number of your application. You will need the tracking number in the event you have to follow-up on your application.