

ACBHCS - Information Systems
Mental Health Request for Clinician Staff Number

A Clinician Staff Number is used to identify you as the Mental Health service provider. Information such as; license number, Medicare number, NPI number and taxonomy code are used in the claiming process of services provided by clinicians. The coordination of this information is essential between your licensing board, Medicare (Palmetto) and the NPPES/NPI enumerator. Clinicians are issued one staff number regardless if they work at multiple agencies.

Prior to completing the form, please read the following instructions on essential pieces of clinician information.

Staff Name: Use your legal name. The BHCS Clinician Staff Number name should be the same version of name used for your license, NPI, and Medicare (Palmetto).

Start Date: Should be coordinated with the first date of service. Services can not be entered prior to this date.

End Date: You or your agency must inform BHCS IS when you end your services with BHCS so we can close your Clinician Staff Number.

Taxonomy Code: A taxonomy code identifies a provider type. You were required to select a taxonomy code when you applied for your NPI number. For billing purposes we request that you select a taxonomy code based on your licensure status. If you were unlicensed at the time you created your NPI number you should update your taxonomy code when you become licensed. The taxonomy code is used as an edit to determine billing requirements for Medicare and Medi-Cal. *Providers using the taxonomy code range listed below under Licensed must enroll with Medicare. See the list below for suggested taxonomy code or range of codes (first three digits) based on your licensure status, or visit the National Uniform Claim Committee taxonomy code look up at:

http://www.nucc.org/index.php?option=com_wrapper&Itemid=50.

	Licensed	Unlicensed
MD/Psychiatrist*	207 or 208	101YM0800X or 390200000X
Psychologist*	103	101YM0800X or 390200000X
Social Worker LCSW*	104	390200000X
MFC/MFT	106H00000X	
Nurse*	364	390200000X
Physician Assistant*	363	390200000X

101YM0800X = MH Counselor 390200000X = Student in Org Health Care Education/Training Pg. Call Provider Relations at 1 800 878-1313 if you have questions concerning the taxonomy code.

Medicare PIN: If you are an enrolled Medicare provider **and** are linked through Palmetto to your agency please record your Medicare PTAN number.

Drug Enforcement Administration Number: If you are a prescribing physician please provide your DEA license number.

Medicaid PIN: If you are an enrolled Medicaid (Medi-Cal) provider please record your Medicaid PIN number.

Medicare Billable: If you are enrolled with Medicare **and** linked to your agency indicate a “YES” in this field. Or if you are in the processing of enrolling with Medicare and will be linked to your agency indicate a “YES” in this field.

NPI #: Record your individual NPI number. If you do not have an NPI number please visit <https://nppes.cms.hhs.gov/NPPES/Welcome.do> to apply for an NPI number. ***If you are a direct client service provider you will not be issued a Clinician Staff Number without an NPI number.*** Individual providers should have only one NPI #. If you need to change or update information you can log onto the NPPEES web site to change/update your name, address, license information, taxonomy code and other data fields. If you have difficulty in logging onto the site in regards to your user name or password please contact NPPEES at 800 465-3203 or email customer service at customerservice@npienumerator.com.

License #: California licensed clinicians, record your license number, renewal date and CA in state. If you are not licensed in California you are considered an unlicensed staff for the purpose of billing your services. When you renew your licensure please report the new renewal date to IS. ***If you are in an associate program, an intern, or student you are considered an unlicensed staff for the purpose of claiming in our Clinician Staff Number system.*** If you have been issued a California associate or intern number from your licensing board please report it here with the renewal date.

NOTE: You must update your Clinician Staff Number when you change from an unlicensed staff to a licensed staff. Please inform BHCS with your new license number, renewal date and updated taxonomy code. ***If we are not informed the claiming of your services may be fraudulent.***

Staff Mask: If you are licensed in the discipline listed in this area please select one item. If you are not licensed please select Unlicensed Worker even though you may be in a formal intern or associate program. When you change from an unlicensed staff to a licensed staff you MUST inform BHCS IS of your new staff mask and updated taxonomy code. ***If we are not informed the claiming of your services may be fraudulent.***

UPDATES

When the following changes occur you must inform BHCS IS with a Clinician Staff Number update:

- Name Change
- License change or new renewal date
- Taxonomy code change
- Enrollment in Medicare or Medi-Cal
- Staff Mask change

Information System Help Desk 510 567-8181
Provider Relations 1 800 878-1313