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|  | **C.A.R.E. For Change** |

Memo

**To: All Clinical Staff**

**From: Business Office**

**Date: March 14th, 2017**

**Re: National Provider Identifier (NPI)**

All counselors will be required to have a National Provider Identifier (NPI) number. This number will be your personal I.D. similar to your Soc. Sec. Num. while working in the health care industry. Please submit your NPI to me ASAP; if you do not have one, the instructions are as follows. You must go to the following web site to file form:

<https://nppes.cms.hhs.gov>

Step 1: Click on the Health Care provider link.

Step 2: Click on Apply Online for an NPI

Estimated time to complete the NPI application form is 20 minutes.

**Information Required for Individual Providers**

* Provider Name
* SSN (or ITIN if not eligible for SSN)
* Provider Date of Birth
* Country of Birth
* State of Birth (if country of Birth is U.S.)
* Provider Gender
* Mailing Address
* Practice Location Address and Phone Number:
  + 3621 N. Kelley Ave. Ste. 100
  + Oklahoma City, OK 73111-4520
* Taxonomy (Provider Type): 101YA0400X (Counselor-Addiction)
* Contact Person Phone Number and Email: **drmc@careforchange.org**

Step 3: Begin online application. If you have any questions regarding the NPI application, please contact their help desk.

Thank you.