



**Bulletin Title: National Provider Identifier Number Guidance**

**Bulletin ID: 128**

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**Effective Date: 05-10-2023**

On November 4, 2022, the Department of Behavioral Health (DBH) published [final rulemaking](#) requiring that, effective April 1, 2023, all DBH-certified providers: (a) obtain a National Provider Identification (NPI) number through the National Plan and Provider Enumeration System (NPPES) for themselves and all staff rendering services; and (b) include the NPI numbers for both the provider organization and the individual staff member on all Medicaid and local dollar claims for reimbursement for DBH-certified behavioral health services. The purpose of this bulletin is to (a) offer guidance to providers about how individual staff delivering services may register for NPI numbers and enroll into the DHCF Provider Data Management (PDMS) system; and (b) clarify the July 1, 2023 deadline for NPI registration and enrollment.

Previously, DBH-certified providers were required to submit Medicaid and local dollar claims for services under the provider organization's NPI number only. Beginning on July 1, 2023, providers must submit claims to DHCF with the NPI numbers for both the provider organization and the rendering staff member for all DBH-certified services delivered June 5, 2023 and after. For claims for services delivered prior to June 5, 2023, providers should continue to submit claims using the NPI number of the provider organization.

To register for an NPI number, staff members must create an account through NPPES (<https://nppes.cms.hhs.gov>) and complete the application for NPPES utilizing the procedures outlined in Exhibit 1. After receiving an NPI number from NPPES, staff must enroll the NPI number into the PDMS system by creating an account in PDMS ([www.dcpdms.com](http://www.dcpdms.com)) and registering their affiliation with an active provider organization following the procedure outlined in Exhibit 2.

Staff members must select from the following license and classification types to complete their application within PDMS.

- Community Support Worker (CSW)
  - Select Peer Specialist for all CSW staff who have received a peer specialist certification pursuant to 22-A DCMR Chapter 73; or
  - Select Case Manager/Clinical Coordinator for all other CSW staff.
- Master of Social Work
- Licensed Graduate Professional Counselor

- Licensed Graduate Social Worker
- Licensed Independent Clinical Social Worker
- Licensed Marriage and Family Therapist
- Licensed Professional Counselor
- Licensed Independent Social Worker
- Licensed Practical Nurse
- Registered Nurse
- Advance Practice Registered Nurse
- Physician Assistant
- Physician (all Medical Doctors and Doctor of Osteopathic Medicine other than a psychiatrist)
- Psychiatrist
- Psychologist
- Psychology Associate
- Certified Addiction Counselors I and II
- Certified Peer Specialists
- Certified Recovery Coaches
- Recovery Coaches

Please contact Melvin Barry, Director of Operations, DBH, at [Melvin.barry@dc.gov](mailto:Melvin.barry@dc.gov) or Donald Shearer, Director, Health Care Operations Administration at [donald.shearer@dc.gov](mailto:donald.shearer@dc.gov) with any questions about this bulletin.


**Exhibits**

Exhibit 1: How to Apply for an NPI Online

Exhibit 2: How to Enroll in DC Medicaid Using the DC Provider Screening and Enrollment Web Portal

**Approved By:**

**Barbara J. Bazron, Ph.D.  
Director, DBH**

  
 (Signature) 5-10-23 (Date)