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| **Policy Name:** | **Verification of NPI Numbers and Professional Licenses** | **Date Revised:** | **2/2020** |
| **Purpose:** | **Protocol for Ensuring Staff are Registered for a National Provider Identifier (NPI) Number and also Maintain Appropriate and Active Credentials as Applicable to their Scope of Practice** | **Board Approval:** |  |

**Policy:**

It is the policy of Greater New Beginnings to have procedures in place for the verification of the licenses, registrations or waivers, and the National Provider Identifier (NPI) number for all staff upon hire and on an ongoing basis.

**Procedure:**

1. The Greater New Beginnings Operations department will verify the license, registration or waiver. Quality Assurance Compliance Manager will verify NPI number for all new hires who will be providing specialty mental health services (SMHS) and claim for Medi-Cal services.
   1. The license, registration or waiver expiration dates will be closely monitored for all staff on an ongoing basis.
      1. The Human Resources department will notify any staff and supervisors of upcoming or past expiration dates.
      2. In the unusual event that a license, registration or waiver becomes expired, the staff will immediately cease providing SMHS services under their previously authorized scope of practice.
2. Initial Medi-Cal Certifications and Re-Certifications
   1. Within six weeks prior to the Medi-Cal Certification/Re-Certification site visit, the Head of Service and Quality Assurance Compliance Manager, or designee, shall be responsible for ensuring that the credentials and Individual NPI number information of all clinical employees are verified using the DCA Breeze website and NPPES website. The licensures/registrations or DHCS waivers must be valid and current and each provider must be eligible to claim for and receive state and federal funds.
   2. The Head of Service, Quality Assurance Compliance Manager, or designee, will need to print the verification from the DCA Breeze and NPPES website and place in the Medi-Cal Certification binder for the contracted county Medi-Cal Certification team to review during the site visit.