## What Is A National Provider Identifier (NPI)?

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the U.S. Department of Health and Human Services (HHS) was required to adopt a standard, unique identifier for healthcare providers. The NPI is a unique 10-digit number that is created for providers to meet this requirement and is necessary to access CalEVV accounts.



**DID YOU KNOW?**

**Provider agencies are responsible for ensuring they are linked to the correct Jurisdictional Entity(s) (JEs). JEs authorize and/or pay providers for services and provide oversight of service delivery.**

**Provider agencies using CalEVV have the capability to log into the system to add, delete, and/or edit their provider identifiers.**

## Steps To Manage NPIs to an Existing CalEVV Account

1. Log into your **CalEVV Portal**[1] account.
2. Click **Security** tab > **Manage Provider Identifiers** on the left-hand side.
   - Your account will list one line for each provider identifier you've entered. Each line shows the entity you bill to.
3. Click on the pencil icon to make updates to the line that needs to be edited (i.e., Identifier, Identifier Type, Tax ID, Vendor ID, etc).
4. Click **Save**.

## How To Add Additional JEs in Existing CalEVV Account

1. Log into your **CalEVV Portal**[1] account.
2. Click **Security** tab > **Manage Provider Identifiers** on the left-hand side.
3. Click **Create Identifier** button located on the upper-right hand corner.
   - An **Add Identifier** screen will open. Complete the fields.
4. Click **Save** to add the new JE association.
   - **NOTE:** Repeat this step if you have any additional JEs you'd like to add.