

## NPI Bulk Registration Tool (BRT) Instructions

### Introduction

The National Provider Identifier (NPI) Bulk Registration Tool (BRT) is a solution for providers that need to register a large number of NPIs at the same time. Providers who do not submit a mass registration file should consider using the single NPI registration method (i.e. direct data entry) via the NPI Collection (NPIC) tool.

### How the BRT Works

The BRT is designed to accept an electronic file containing NPIs and unique identifying information such as existing Medi-Cal provider numbers, Provider Identification Numbers (PINs), Tax Identification Numbers (TINs) or Social Security Numbers (SSNs). If a provider chooses to replace multiple provider numbers with one NPI, it is important to designate which of the many "Pay-to" addresses, EFT accounts and PINs will be transferred to the new NPI number. To designate the "Pay-to" addresses, EFT account and PIN, a provider should select the number that corresponds with the desired information and register the NPI for that number first. The "Pay-to" addresses, EFT account and PIN of the first provider number that an NPI replaces will, by default, be transferred to the NPI. \*\* Please see an example below of a record with multiple provider numbers and one NPI.

### Registration Steps

The steps outlined below should be followed to successfully utilize BRT for registering multiple NPIs:

#### 1. Collect all the necessary information:

- All active provider numbers
- All the primary NPIs to be registered (determine the primary NPI that will replace the active provider numbers)
- A PIN, TIN, or SSN for each corresponding provider number (only one PIN, TIN or SSN is required for each provider number)
- All taxonomy codes that were submitted with the application to the National Plan and Provider Enumeration System (up to 15 taxonomy codes per NPI could be submitted)

Note: This is not a required field, confirm all values are valid. If a taxonomy code is included, the BRT will edit and reject invalid codes.

- NPIs for any Non-Physician Medical Practitioners (NMPs) enrolled with Medi-Cal that correspond to the Medi-Cal/CHDP number being registering.

Note: If you register NPIs for the NMPs in your organization, make sure you collect the California State License number for each NMP you wish to register.

**2. Create an electronic file in “.csv” format using the following rules:**

Every registered NPI will be referred to as a “record.” Each record consists of three lines. The following rules and explanations apply to each of the three lines within each record:

**Line 1**

- **Header**  
Alpha (6) – The header for line one (1) is “PRVDR:”
- **Provider Number**  
Alphanumeric (9) – The provider number currently on file. Only one provider number is entered per record. If you have additional provider numbers, they should be entered in each subsequent record.
- **PIN, TIN or SSN**  
Only one of these three identifiers (PIN, TIN, or SSN) is required.
  - **PIN**  
Alpha (6) – The PIN issued by Medi-Cal. Be sure to use the PIN corresponding to the Medi-Cal number being replaced.
  - **TIN**  
Numeric last four digits.
  - **SSN**  
Numeric last four digits.
- **NPI**  
Numeric (10) – Valid NPI to replace your existing Medi-Cal or CHDP number.
- **Update Agreements**  
Valid values are “Y” or “N.”
  - Entering “Y” indicates the approval to update any existing agreements that correspond to an existing Medi-Cal number.
  - Entering “N” indicates that you do not want to update existing agreements with your NPI. A hard copy update will be required.

**Examples for Line 1:**

Example #1 (Provider using SSN to authenticate)

**PRVDR: DME12345F, ,1234,1234567891, Y**  
Comma and space for PIN, comma and space for TIN

Example #2 (Provider using TIN to authenticate)

**PRVDR: DME12345F, ,1234, ,1234567891, Y**  
Comma and space for PIN, enter TIN, and comma space for SSN

## Line 2

- **Header**  
Alpha (6) – The header for line two (2) is “TXNMY:”
- **Count**  
Numeric (2) – The count is required to identify how many taxonomy codes are included in the record. Valid counts are “0” to “15.” If no taxonomy codes are included, a count of “0” **must** be entered.
- **Taxonomy Codes**  
Alphanumeric (10) – The taxonomy code is a 10-digit alphanumeric value. Any values submitted for taxonomy codes must be valid. Invalid values will result in a rejected record.

### **Examples for Line 2:**

Example #1 (If two taxonomy codes were submitted)

**TXNMY: 02, 123456789Y, 987654321F**

Example #2 (If no taxonomy code was submitted)

**TXNMY: 0**

## Line 3

- **Header**  
Alpha (6) – The header for line three (3) is “NMNPI:”
- **Count**  
Numeric (3) – The count is required to identify how many “NMP” NPIs are included in the record. Valid counts are “0” to “120.” If no “NMP” NPIs are included, a count of “0” **must** be entered.
- **“NMP” NPI**  
Alphanumeric (9) – NMP License Number must precede the NMP NPI  
Numeric (10) – Any “NMP” NPIs you want to include with the primary NPI.

### **Examples for Line 3:**

Example #1 (If two “NMP” NPIs were submitted)

**NMNPI: 02, RN12345, 1234567891, RN9876543, 567891234**

Example #2 (If no NMP NPIs were submitted)

**NMNPI: 0**

### **Complete Record:**

Three lines are required to complete an NPI record even if no values were entered for the lines where the information is “NOT REQUIRED.”

**Examples of Completed Records:**

Example #1

**PRVDR: DME12345F, ,1234,1234567891, Y**  
**TXNMY: 2, 123456789Y, 987654321F**  
NMNPI: 02, RN12345, 1234567891, RN9876543, 567891234

Example #2

**PRVDR: ABC12345F, ,1234, ,9876543219, Y**  
**TXNMY: 0**  
NMNPI: 0

\*\*Example #3 (Record that shows multiple provider numbers with the same NPI assigned for all the numbers.)

**PRVDR: ABC12345F, ,1234, ,9876543219, Y**  
**TXNMY: 0**  
NMNPI: 0  
**PRVDR: ABC12345G, ,2234, ,9876543219, Y**  
**TXNMY: 0**  
NMNPI: 0  
**PRVDR: ABC12345H, ,3234, ,9876543219, Y**  
**TXNMY: 0**  
NMNPI: 0  
**PRVDR: ABC12345J, ,4234, ,9876543219, Y**  
**TXNMY: 0**  
NMNPI: 0  
**PRVDR: ABC12345K, ,5234, ,9876543219, Y**  
**TXNMY: 0**  
NMNPI: 0

**Response File Format**

```
SBMTR:Submitting Provider Number,Contact Name, Contact Phone,  
PRVDR:Provider Number,NPI  
--MSG: Processed Successfully  
PRVDR:Provider Number,NPI  
--MSG: TXNMY: ABC1234567 - Taxonomy code invalid  
PRVDR:Provider Number,NPI  
--MSG: Processed Successfully  
" "  
" "  
" "  
Total Records Received: 3  
Total Records Processed: 2  
Total Records Rejected: 1  
Total Data Errors Count: 3
```