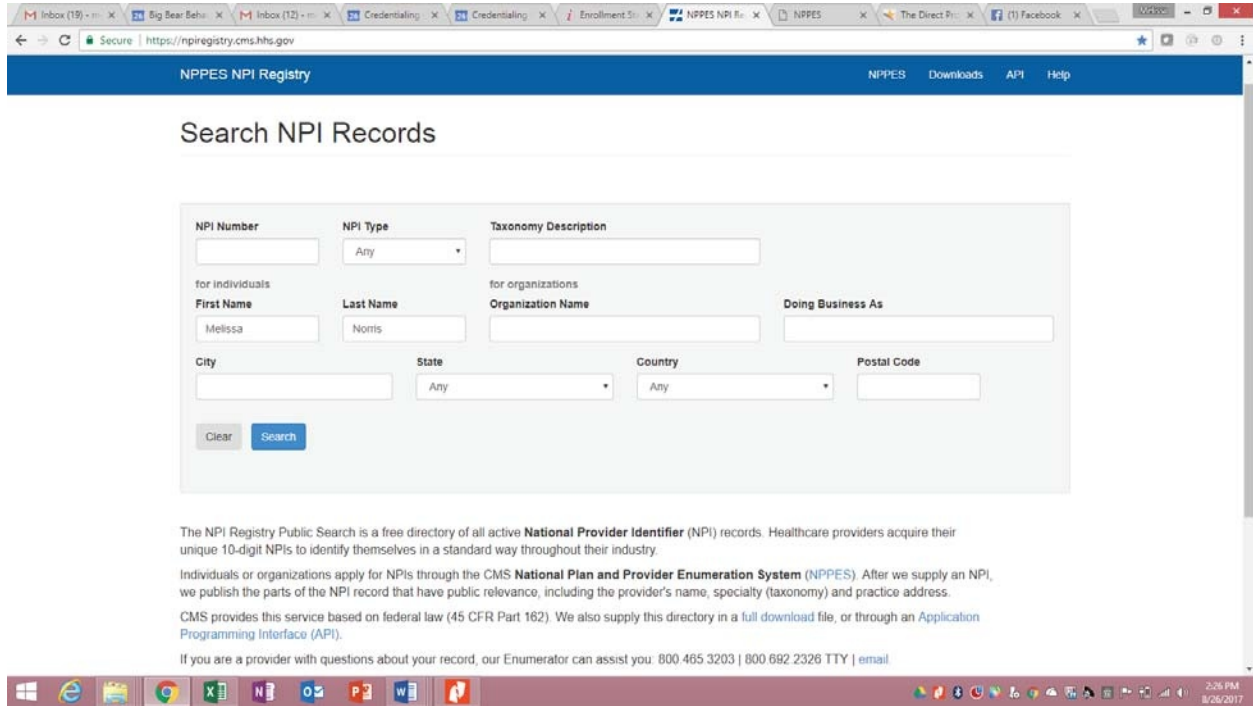
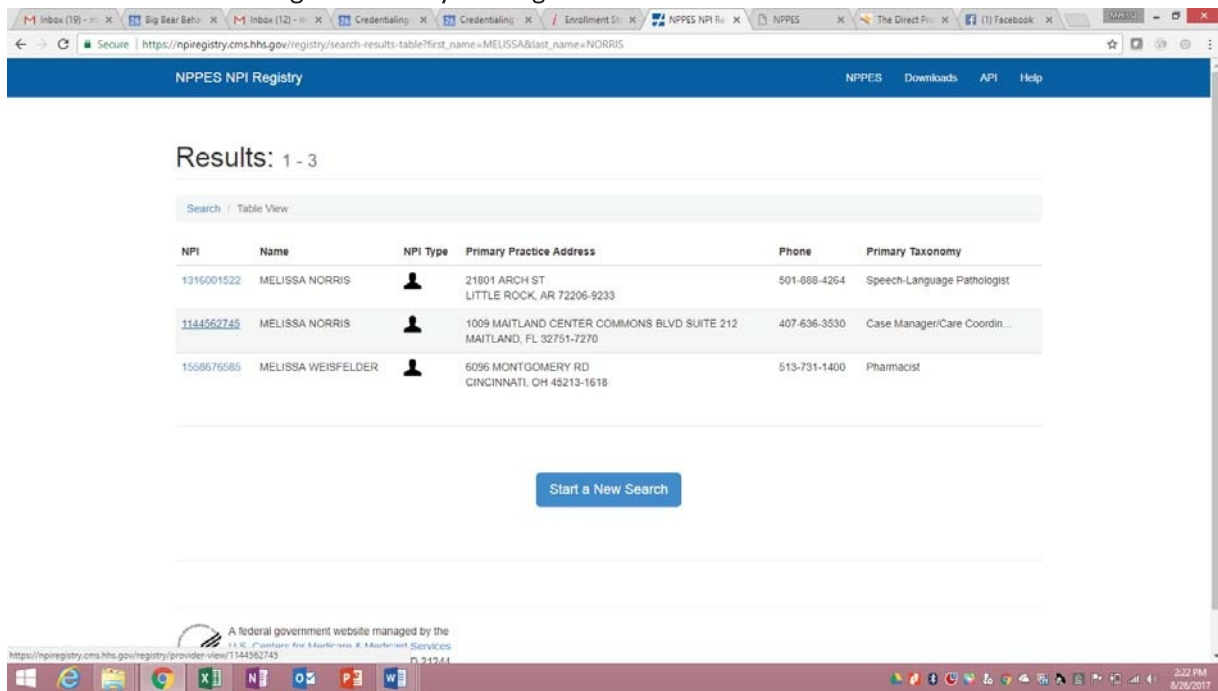


HOW TO LOOK UP YOUR NPI

1. Go to <https://npiregistry.cms.hhs.gov/>



2. Enter your first and last name only
3. Choose correct name if given a list by clicking the NPI number



4. Review results and information on it for accuracy & completion

8/28/2017

NPPES NPI Registry

Provider Information for 1144562745

[Search \(registry\)](#) / [Back to Results](#) / [NPI View](#)

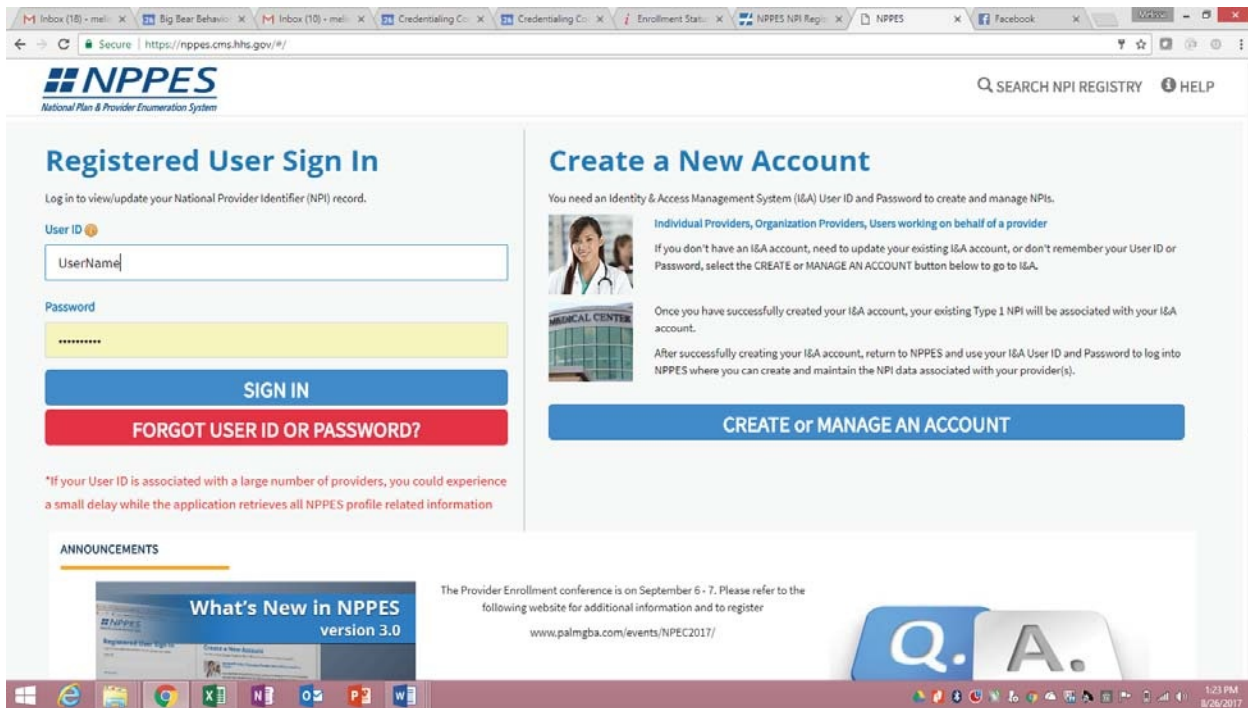
MS. MELISSA OWEN NORRIS													
Gender: FEMALE													
 NPI: 1144562745  Last Updated: 2017-09-26													
Details													
Name	Value												
NPI	1144562745												
Enumeration Date	2013-03-21												
NPI Type	1 - Individual												
Sole Proprietor	YES												
Status	Active												
Mailing Address	2700 WESTHALL LN SUITE 207 MATLAND, FL 32751-7203 United States Phone: 407-638-3530 Fax: View Map (registry/map-view/?q=2700 WESTHALL LN, MATLAND, FL, 327517203, United States)												
Primary Practice Address	1009 MATLAND CENTER COMMONS BLVD SUITE 212 MATLAND, FL 32751-7270 United States Phone: 407-638-3530 Fax: View Map (registry/map-view/?q=1009 MATLAND CENTER COMMONS BLVD, MATLAND, FL, 327517270, United States)												
Taxonomy	<table border="1"> <thead> <tr> <th>Primary Taxonomy</th> <th>Selected Taxonomy</th> <th>State</th> <th>License Number</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>171M0000X - Case Manager/Care Coordinator</td> <td></td> <td></td> </tr> <tr> <td>No</td> <td>101Y0000X - Counselor</td> <td></td> <td></td> </tr> </tbody> </table>	Primary Taxonomy	Selected Taxonomy	State	License Number	Yes	171M0000X - Case Manager/Care Coordinator			No	101Y0000X - Counselor		
Primary Taxonomy	Selected Taxonomy	State	License Number										
Yes	171M0000X - Case Manager/Care Coordinator												
No	101Y0000X - Counselor												
Other Identifiers	<table border="1"> <thead> <tr> <th>Issuer</th> <th>State</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>MEDICAID</td> <td>FL</td> <td>008332900</td> </tr> </tbody> </table>	Issuer	State	Number	MEDICAID	FL	008332900						
Issuer	State	Number											
MEDICAID	FL	008332900											

<https://nppesregistry.cms.hhs.gov/registry/provider-view/1144562745>

1/2

5. PRINT for your records

HOW TO MODIFY OR CREATE YOUR NPI INFORMATION



1. Go to main NPPES log-in page <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
2. Log in to Individual section (blue box on the left)
3. If you need to use the “forgot your user name or password” functions, or if you do not have an account, it takes you to a different page.
 - Use the links, complete the step of registering in the I & A System
 - Then **LEAVE** that webpage and **RETURN** to the NPPES system page <https://nppes.cms.hhs.gov/NPPES/Welcome.do>

Apply for a National Provider Identifier (NPI)
Apply for a Type 1 Individual Provider NPI or Type 2 Organization NPI. Individual Providers can only have one NPI, however, Organization Providers can have multiple NPIs.

Individual Provider **Employee or Surrogate** **Employee or Surrogate**

Apply for an NPI for myself Apply for an NPI for another individual Apply for an NPI for an Organization

Manage Provider Information
You currently have access to the NPIs associated with the providers listed below. Select the provider you wish to view or modify NPI data for. If the provider currently has more than one NPI associated with it, you need to select the icon to expand the provider and view all NPIs associated with the provider.

Type	TIN	Legal Business Name	Primary Practice Location	NPI	Primary Taxonomy	Status	Action
	XXX-XX-0490	Norris, Melissa	Maitland, FL	1144502745	Case Manager/Care Coordinator	Change Request In Progress	

4. On the landing page, you should see your name listed in the “Manage Provider Information” section

5. In the “Action” column, click on the pencil to edit

***If you are NEWLY registering for an NPI, click the blue line that says “Apply for An NPI for myself” and continue to the steps below**

Provider Profile

* Indicates Required fields.
Note: Fields with icon will NOT be publicly available

Provider Name Information:

Prefic: Ms. * First: Melissa Middle: Owen * Last: Norris Suffix: --

Credential(s):(MD, DO, etc.)

Other Name:(if applicable)

Prefic: First: Middle: Last: Suffix:

Type of Other Name: Credential(s):(MD, DO, etc.)

Other Identifying Information:

6. Go through every page and verify/ enter your information, save and click Next

SOME COMMON QUESTIONS:

- Choose NO for "SOLE PROPRIETOR"

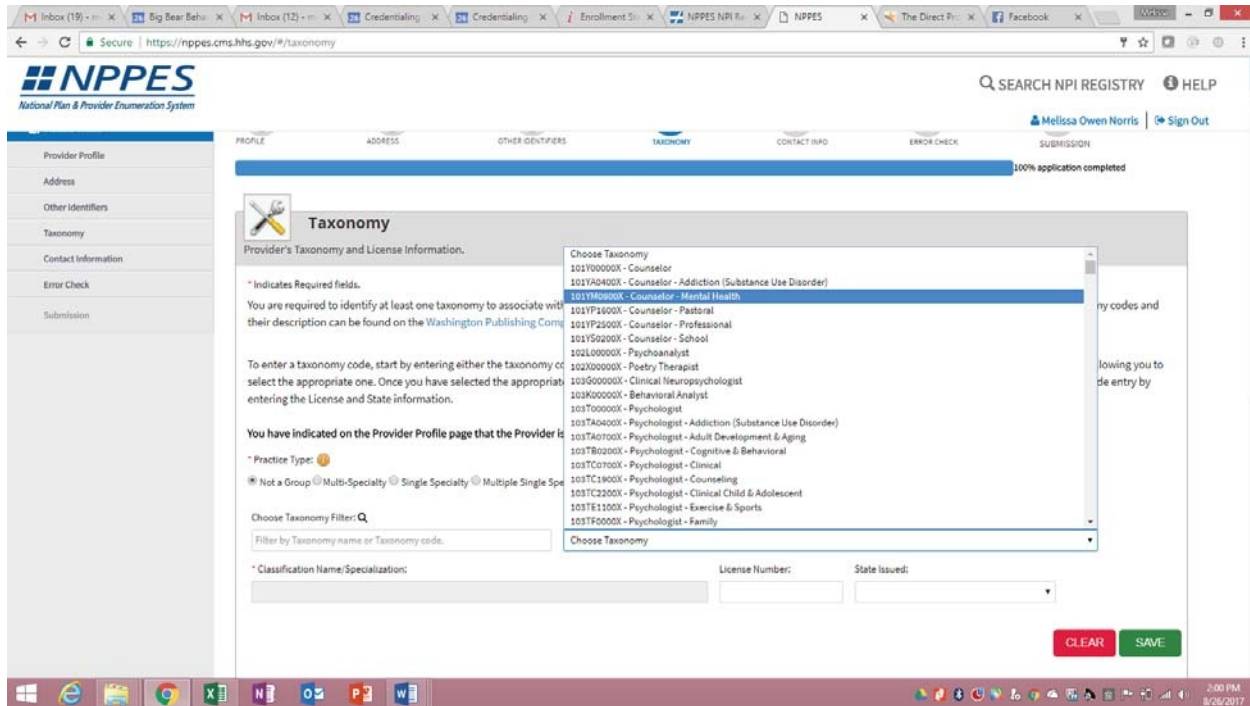
- **BUSINESS CORRESPONDENCE ADDRESS (Page 2)** MAY be your home address if you'd like, or can be the agency address

- You may enter multiple **PRACTICE LOCATION**, in the event you work for multiple agencies or have a private practice. "Primary" should be the agency for which you do the most work
 - **Big Bear Service Location** is: 2700 Westhall Lane, Suite 207, Maitland, FL 32751

- **OTHER IDENTIFIERS (Page 3)** is for YOUR Medicaid number, if you have one. If you are not enrolled in Medicaid, skip this section

- **ENDPOINT** is an optional section. Big Bear is not currently participating in this, you may skip this section or research to see if you wish to participate

- **TAXONOMY PAGE 4 (see below)**



- **Taxonomy** is the standard code that indicates your professional work. **Choose the ONE Code that best fits your education and experience. When you veer from standard “counselor” and “social worker” you MUST meet the educational/certification requirements of that title, including licensure.** Specific Definitions can be found online or Big Bear has a copy of the entire Taxonomy Code Book in PDF form.
 - PSRs use “Counselor” 101Y00000X
 - TCMs use “social worker” 104100000X
 - Counselor Mental Health: 101YM0800X
 - Social Worker – Clinical: 1041C0700X
 - Marriage & Family Therapist: 106H00000X
- **Multiple Taxonomy Codes:** If you work as a counselor AND a CBHA Assessor, as PSR AND a TCM, etc, you may indicate multiple taxonomies, and indicate one as Primary.
- **Incorrect Taxonomy Code:** if you have a previously provided inaccurate Taxonomy on here, please delete
- **License Number:** Enter your complete alphanumeric Registered Intern, License, or TCM Certification Number here

7. **CONTACT INFO (Page 5)** info is **YOUR** info. This is who they will communicate with if any changes are made, so you should be aware of this.
8. **ERROR CHECK (Page 6):** If any errors are indicated, please review & correct
9. **SUBMISSION CERTIFICATION (Page 7)** click the certification box verifying accuracy and save.
This will provide you a confirmation of submission.

Within a short period of time, you will receive an email confirming your NPI has been submitted or changed. When this is complete, please LOOK UP your NPI, print to PDF, and provide this to HR for your credentialing file.

Should you have any other questions, please contact Melissa Norris MelissaN@BigBearCounseling.org

Thanks!