Real example: how I filled the CareOregon provider information form

Eric Richers, LPC, CADC III · [practice name], Eugene, Oregon · solo telehealth counseling practice

Recreated from my own filing, redacted. Bracketed values are placeholders. Get the current blank form from CareOregon (provider enrollment pages) at https://www.careoregon.org/providers.

What to notice

A one-page directory and claims-setup form, dated 05/06/2024. It is the first place I had to write a taxonomy code by hand: 101YM0800X, the counselor (mental health) code, which is the same code that sits on the NPI record. Payers match the two, so look yours up on NPPES before you type it.

The form asks what EHR you use. The answer matters to them for claims and to you for nothing, but it goes on file, so put the real one.

Provider

Provider name / credentials	Eric Richers, LPC-A, CADC III (at the time)
Practice / legal entity	[practice name]
Practice type	Remote practice (telehealth)
Taxonomy code	101YM0800X (Counselor, Mental Health)
Primary specialty	Behavioral Health
Secondary specialty	Mental Health Disorders
NPI / Tax ID / Medicaid ID	[NPI] / [EIN] / [Medicaid ID]
Service address	[practice address], Eugene, OR
Billing address	same
EHR	SimplePractice (online)
Accepting new patients?	Yes
Languages	Spanish, German
Contact	[email], [phone]
Date	05/06/2024