North Dakota Department of Human Services

How To: Select a Taxonomy in the Online Application

Make sure all the fields on the License page are closed.
1. Select the Provider Type that corresponds with your taxonomy (do not know which type to choose, see the links below)
2. Click "Add License"
   a. Add in the license information
   b. Click the small save to the right of the License field.
3. Click "Add Specialty"
   a. Choose the Specialty that corresponds with your taxonomy (do not know which type to choose, see the links below)
   b. The certification # is "00000"
   c. Begin date is the date you are requesting your enrollment to be effective
   d. End date is 12/31/9999
   e. Board is "Other"
   f. Click the small save to the right of the Specialty field
4. Click the save on the bottom of the page
5. Click "Add Taxonomy"
   a. The taxonomy you need should be available in the drop down box
   b. Begin date is the date you are requesting your enrollment to be effective
   c. End date is 12/31/9999
   d. Click the small save to the right of the Taxonomy field
6. Click the save on the bottom of the page.

Link to Provider Type/Specialty/Taxonomy List for Individual Applications:
https://www.nd.gov/dhs/info/mmis/docs/mmis-individual-provider-code-taxonomy.pdf

Link to Provider Type/Specialty/Taxonomy List for Group Applications:
http://www.nd.gov/dhs/info/mmis/docs/mmis-group-provider-code-taxonomy.pdf