NPI – National Provider Identifier

NIP FAQ https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html
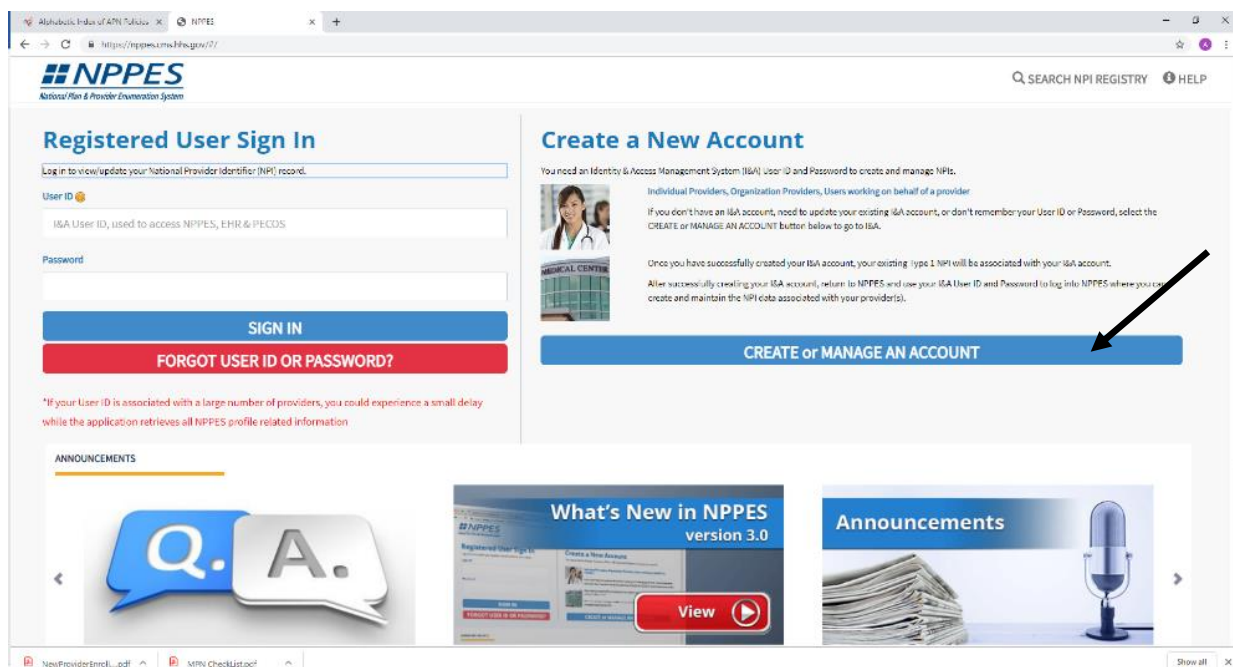
Application Tips

- The NPPES application is most compatible with the following browsers
    - Google Chrome version 62
    - Microsoft Internet Explorer version 11
- You access NPPES using your Identity & Access Management System (I&A) user ID and password
- Your access to providers in NPPES is governed by the access you have been granted in I&A
- You have the ability to save partially completed applications and return later to complete and submit
- You have the ability to create NPI applications for a new provider (one that does not exist in NPPES) even if you have not been granted access to the provider via I&A
- Print the confirmation page that appears at the end of the application for your records
- You have the ability to enter multiple practice locations
    - Only one is required and must be identified as the primary taxonomy
    - Not all taxonomies require licenses. Organizational providers are not required to enter a taxonomy license
    - If you enter your Medicaid number as an identifier in the other identification numbers section, list the stat that assigned the number
    - PO boxes and Commercial Mail Receiving Agencies (CMRAs) may not be entered as practice location addresses
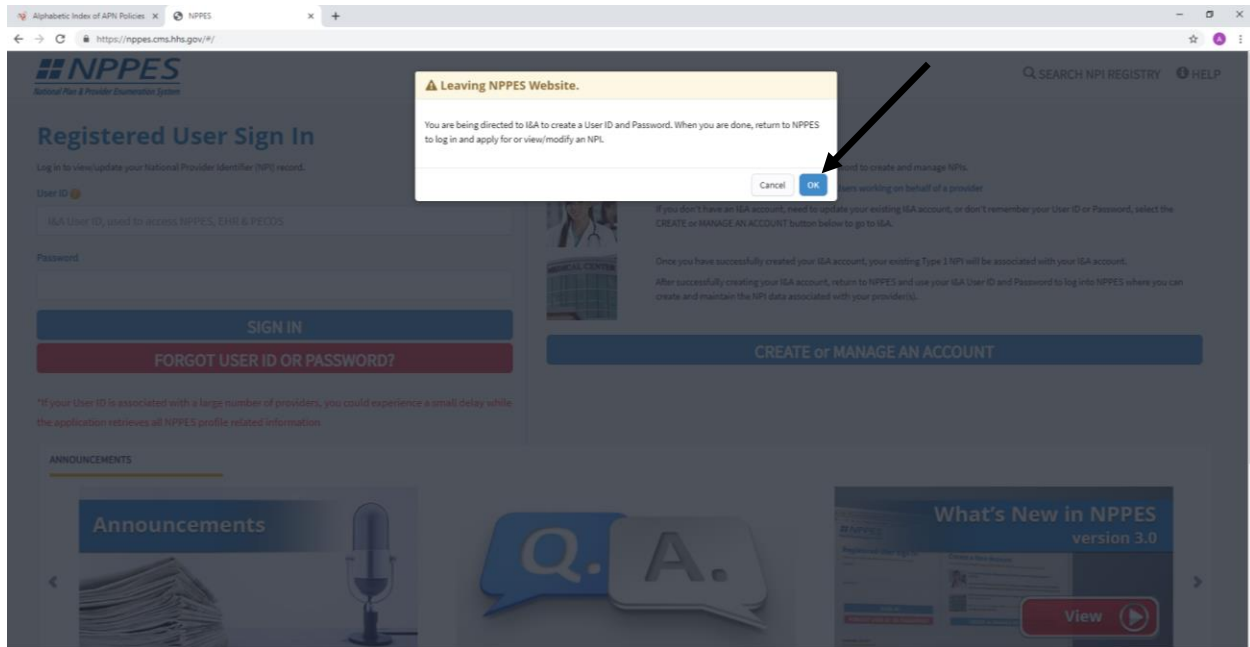
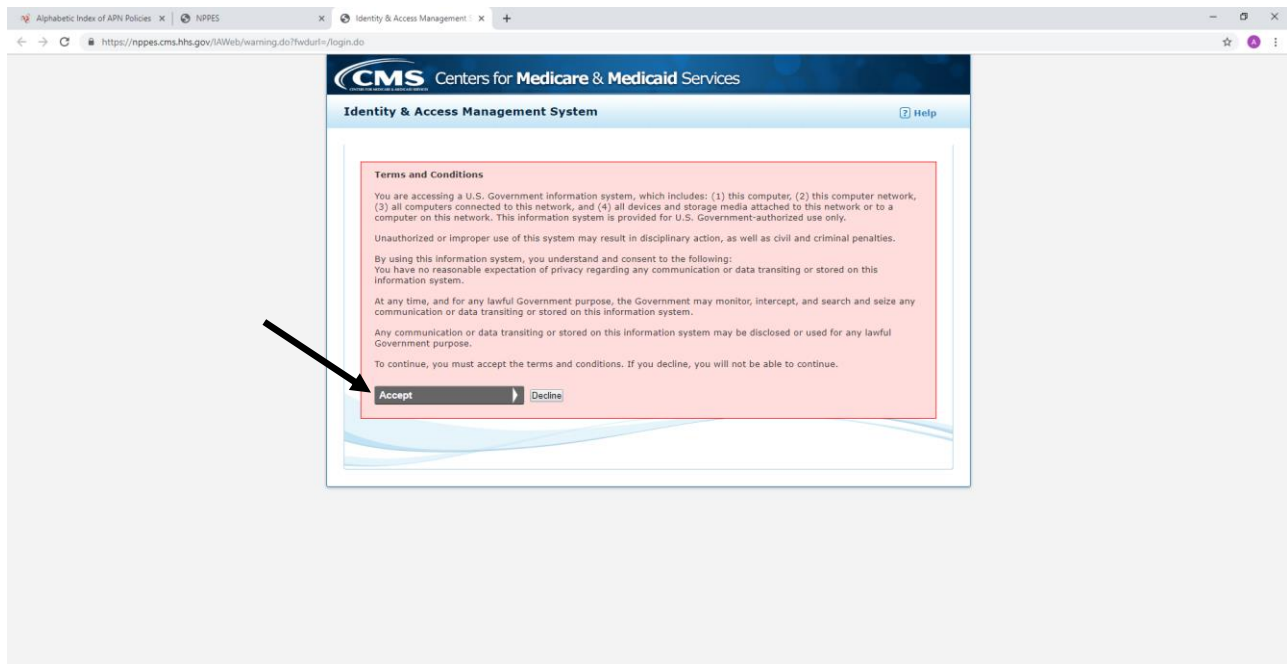Paper form - https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/CMS10114.pdf

Application help - https://nppes.cms.hhs.gov/webhelp/index.html

1) Go to the National Plan & Provider Enumeration System (NPPES) website, https://nppes.cms.hhs.gov/#/
2) Click on Create or Manage an Account

3) Click OK

4) Click Accept

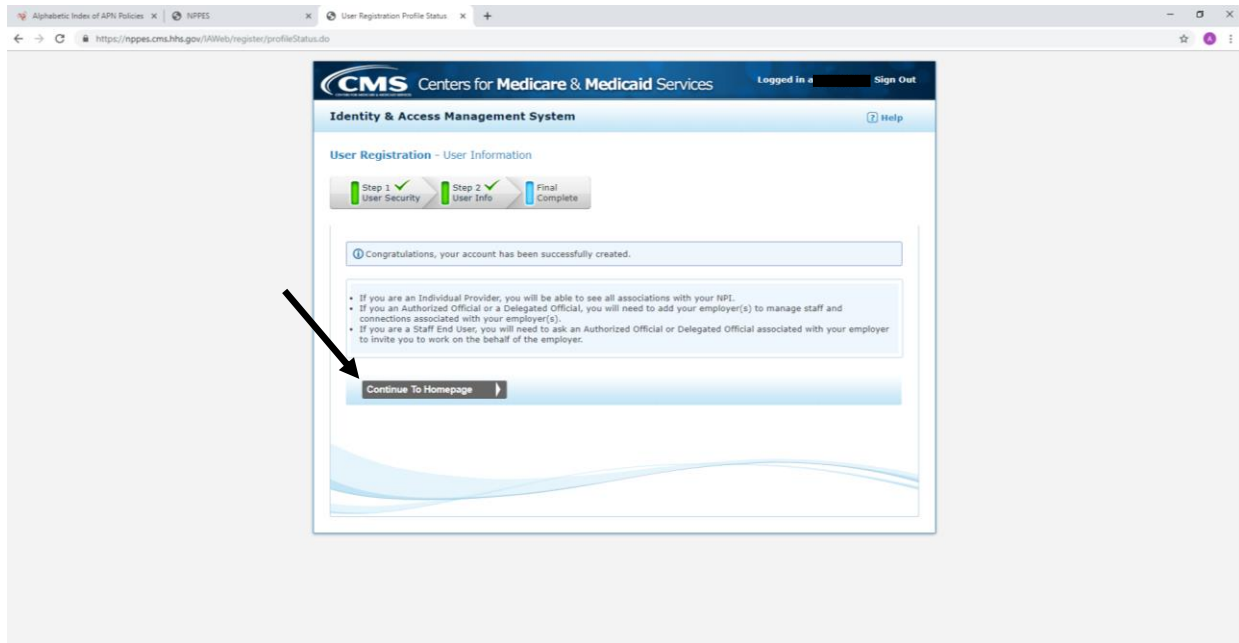5) Click Create Account Now

6) Fill out all of the information
7) Click submit

8) Create User ID and Password **write this down**
9) Pick security questions and answer each question
10) Click Continue

11) Fill out all * indicated fields
12) Click Continue

13) Click continue to Homepage

14) Click Register for an NPI
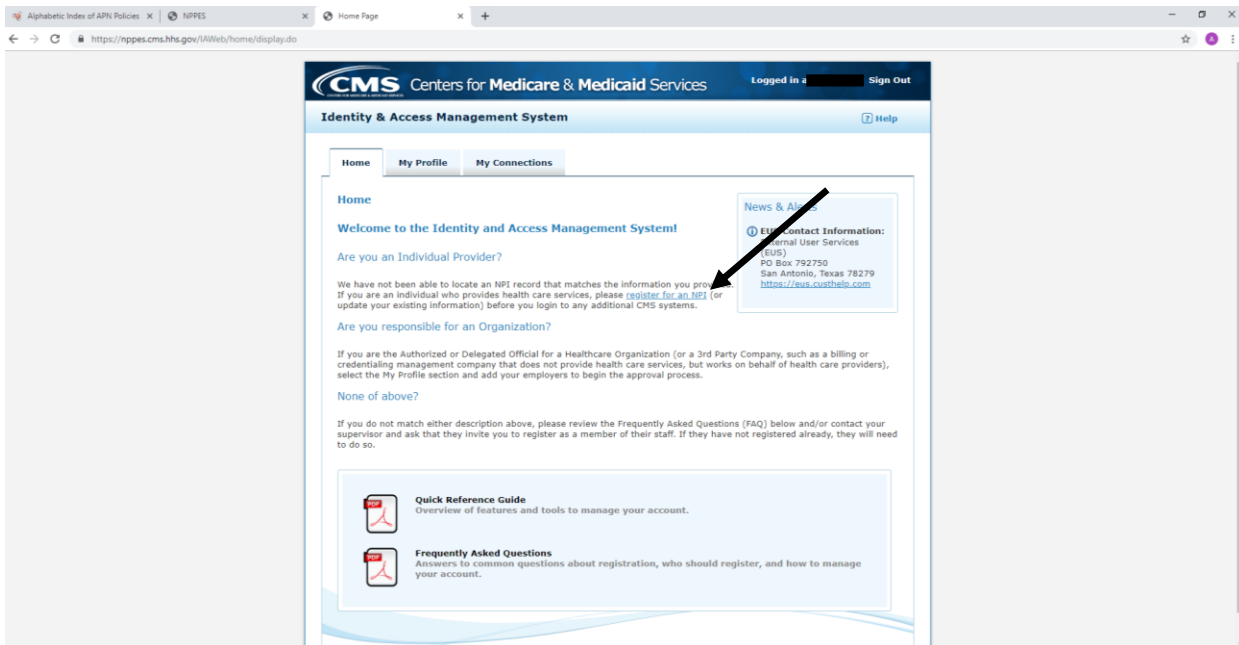
15) Enter User ID
16) Enter Password
17) Click Sign in

18) Click Apply for an NPI for myself

19) Fill out all * required field
20) Click Next

21) Click add Business Mailing Address

22) Check the box that states This is my home address
23) Enter address
24) Click Save

25) Click Add a Practice Location

26) Click box that states Same as mailing address
27) Click Save

28) Click Next

29) Skip the section stating Endpoint for Exchanging Health Information (optional)
30) Click Next

31) Skip the section stating Other Identifiers (optional)
32) Click Next

33) Choose Taxonomy
   a. See other page with list of codes
34) Skip License Number and state issued (unless you are a nurse)
35) Click Next

36) Click Add Contact Information

37) Click the box that states Primary Contact Information
38) Fill out required * information
39) Click Save

40) Click box under Primary Contact
41) Click Next

42) Error Check
43) Click Update if there is an error
44) Once errors have been fixed, Next to Submit Application