

National Provider Identifier (NPI) Step by Step Guide (For Individuals ONLY – Do not use this guide when applying on behalf of a School District)

The National Provider Identifier (NPI) is the new numeric identifier that is being assigned to health care providers by the Centers for Medicare & Medicaid Services (CMS). It is the 10-digit permanent number assigned to you for your entire medical career.

Apply on line at <https://nppes.cms.hhs.gov>. The application process can be completed in 15-20 minutes.

Although the application is pretty straight forward, this step by step guide will assist you with answering some of the questions. The area called "Taxonomy Codes" is confusing and the notes below should be helpful.

If you have questions about the NPI on line application; click on Help in the upper right hand of each page or contact the NPI Enumerator, FOX Systems, at customerservice@npienumerator.com (1-800-465-3203)

If you have questions or suggestions for improving this guide, please email the Debra Garrison at debra.garrison@arkansas.gov.

Acronyms, Website Links and Terms

Acronym/Full Name	Comments
NPI National Provider Identifier	Unique 10-digit identification number
NPPES National Plan and Provider Enumeration System https://nppes.cms.hhs.gov	A system developed by CMS to improve the efficiency of electronic transmission of health care information.
HIPAA Health Care Portability and Accountability Act of 1996	Mandated the adoption of unique identifiers for health care providers and health plans.
CMS Centers for Medicare and Medicaid Services	Responsible for development of the NPPES to assign the unique identifiers.
FOX FOX Systems Inc	CMS has contracted with FOX Systems to serve as the NPI Enumerator.
Taxonomy Codes 10 character alphanumeric descriptor used to identify the current specialty of a health care provider	These codes could change during the course of a healthcare provider's career.

If you accidentally use the back button on your internet browser rather than using the previous button in the NPI software, the program will close automatically and you will need to start over on the application.

Optional: Print each completed page of the application prior to moving to the next page so that you have a complete record of all of the information that you submitted in your original application.

Step-by-Step Process

Step#	Item	Comments/Action
1	Go to: https://nppes.cms.hhs.gov	Comments You are the Health Care Provider
2	NPI Application Instructions	Comments See Information Required for Individual Providers (left hand column only)
3	Select NPI User ID and Password	Action Create a User ID and Password * Indicates Required Field
4	Select Entity Type	Comments You are an individual who renders health care services.

		<p>Action Select Type 1</p>
5	Provider Profile	<p>Action Complete Provider Profile. * Indicates Required Field Answer "No" to the question at the bottom of the page: Is the Provider a Sole Proprietor?</p>
6	Mailing Address	<p>Comments</p> <ul style="list-style-type: none"> - Enter your home address, click Next. - You will see a "Mailing Address Standardization" message. Choose "1" to accept the standardized address.
7	Practice Location	<p>Comments</p> <ul style="list-style-type: none"> - If you're employed by a school district or ESC, use the address of that school district or ESC for Practice Location <p>Action Include a telephone number for your practice location (the application will not allow you to move to the next screen if you don't) and, again, accept the standardized address.</p>
8	Other Identification Numbers	<p>Comments</p> <ul style="list-style-type: none"> - If you have obtained Medicare, Medicaid or other legacy provider numbers, enter the information on this page. - If you don't have those numbers, click Next to go on to the next page.
9	<p>Taxonomy/License Information</p> <p>Comments <i>This is the most complicated part of the application. Read the points listed below before proceeding with this section of the application.</i></p> <ul style="list-style-type: none"> • There are over 175 Taxonomy codes from which to choose. 	<p>Action</p> <p>ONLY ONE TAXONOMY CODE IS REQUIRED FOR THIS APPLICATION</p> <ul style="list-style-type: none"> • Example #1: If you are a physical therapist: <ol style="list-style-type: none"> 1. Click on <i>Add Taxonomy</i> 2. Select Provider Type Code 22 for <i>Respiratory, Rehabilitative and Restorative Service Providers</i>, click Next 3. For Classification Name-Area of Specialization Select: Highlight

	<ul style="list-style-type: none"> If there is any doubt in selecting the appropriate code, select the most general. List of Taxonomy Codes are available at http://www.wpc-edi.com/codes/taxonomy. <i>Certain taxonomies will trigger a license number validation (e.g., nurses) so have your license number information handy in the event that validation is required.</i> 	<p>225100000X-Physical Therapist.</p> <ol style="list-style-type: none"> Click on Save, Click on Next. <ul style="list-style-type: none"> Example #2: If you are an occupational therapist: <ol style="list-style-type: none"> Click on <i>Add Taxonomy</i> Select Provider Type Code 22 for <i>Respiratory, Rehabilitative and Restorative Service Providers</i>, click Next For Classification Name-Area of Specialization Select: Highlight 225X00000X-Occupational Therapist. Click on Save, Click on Next. Example #3: If you are a speech-language pathologist: <ol style="list-style-type: none"> Click on <i>Add Taxonomy</i> Select Provider Type Code 23 for <i>Speech, Language and Hearing Providers</i>, click Next For Classification Name-Area of Specialization Select: Highlight 235Z00000X-Speech-Language Pathologist. Click on Save, Click on Next.
10	Contact Person Information	<p>Comments</p> <ul style="list-style-type: none"> You are in the best position to answer questions that may come up in reference to your application. Therefore, use the Provider (you) as the Contact Person. <p>Action</p> <ol style="list-style-type: none"> Click on <i>Same as Provider</i>. Under <i>Additional Information for the Contact Person</i>, use your home phone number and email address.
11	Certification Statement	<p>Action</p> <p>Read the Statement, check the box and click Submit. Your application will be processed and you will receive email notification of your NPI within 2-10 days. Print a copy of the email notification and retain for your files as the information will be needed throughout your career.</p>

