

National Provider Identification Number Instructions 2014

*Type 1 - To complete the online application for a Type 1 - Individual NPI, you must first obtain an Identity & Access (I&A) User ID. You may obtain this User ID by accessing <https://nppes.cms.hhs.gov> and completing steps 1-4 below:

1. Select the Create a Login link on the Individual Provider side of the National Plan and Provider Enumeration System (NPPES) Home page.

Note: You will be redirected to the I&A website.

2. Follow the steps to complete your I&A Registration.

3. Once you have successfully obtained an I&A User ID, you may return to the NPPES Home page and log into the NPPES website with your newly created I&A User ID.

4. Select the Submit a New NPI Application to begin the NPI application process.

5. Continue to Completing the Online Application below.

*Type 2 - To complete the online application for a Type 2 Organizational NPI, navigate to the secure website of <https://nppes.cms.hhs.gov>.

1. Select the Create Login for NPPES Only and Apply for an NPI link on the Healthcare Provider Organizations side of the NPPES Home page.

2. Continue to Completing the Online Application below.

COMPLETING THE ONLINE APPLICATION

1. Before you begin, please ensure you have all of the required information for completing the online NPI Application Form as you will not be able to save your work if you quit before the application is completed.

2. Please read the Terms and Conditions as you must agree to them before submitting your application.

3. You may begin the online application by selecting the Begin Application Form button.

Note: When completing the application, NPPES will time out after 15 consecutive minutes of inactivity. If this occurs, you may need to start over with the application process.

Note: While navigating through the application, please use the next and previous buttons at the bottom of the page. Do not use the back button at the top of the web browser.

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4. At the end of the application, check the box to certify that you have read the Privacy Act Statement, and select Submit.

5. You will be given a Tracking ID (TID) and an option to print your application for your records.

OPTION 2: APPLYING BY PAPER APPLICATION

While it is more time efficient to apply for an NPI online, you may also obtain a paper NPI Application/Update form by completing the steps below:

1. Select the NPI Application/Update Form (NPI) link located under Additional Resources on the NPPES Home Page.

Note: This is a PDF File format. To view PDF files, you must have Adobe Reader. If you do not already have Adobe Reader installed, you may download it by selecting the Download Adobe Reader link in blue to the right of the NPI Application/Update Form.

2. Contact the NPI Enumerator at the telephone number listed below.

3. Send another email with your request. Be sure to include your name/organization name, mailing address, and phone number.

4. Leave a voicemail by calling the NPI Enumerator at the telephone number listed below and select Application Instructions, Submitting by Mail when prompted to do so. In your voicemail, please include your name/organization name, mailing address, and phone number.

Note: Once the paper NPI Application/Update form is completed, it must be returned to the NPI Enumerator via mail. NPI Application/Update forms received via email or fax will not be processed.

The National Provider Identifier (NPI) Enumerator is responsible for processing new NPI applications and processing changes of information for previously enumerated providers. Per the Centers for Medicare and Medicaid Services (CMS), the NPI Enumerator is not permitted to provide guidance to you on regulatory policy issues. These issues include but are not limited to questions related to subparting, sole proprietorship, and determining who is required or not required to obtain an NPI. You may wish to access the following web site for information regarding the NPI regulation:

<http://www.cms.hhs.gov/NationalProvIdentStand/>

<http://www.cms.hhs.gov/MLNProducts/downloads/NPIBooklet.pdf>

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If further clarification is needed, you may want to contact your Health Plans, Professional Society/Association or consult with your legal counsel.

National Provider Identifier (NPI) applications, both initial and change requests, submitted online or via paper may take up to 20 days to enumerate, provided no verification by the NPI Enumerator is needed. If any of the information provided on the application needs verification, it may take longer to enumerate the application.

Once the initial application is enumerated or the change request is processed, the National Plan and Provider Enumeration System (NPPES) will transmit a notification.

If the initial application or change request was submitted online, the notification is sent by email to the Contact Person provided on the application. The email will be coming from customerservice@npienumerator.com. If you do not receive the email notification, please check the SPAM filter or bulk/junk mail folder in the Contact Persons email account as the email notification may have been filtered into this other folder. If you do not find the notification, contact the NPI Enumerator at the phone number or email address listed below for further assistance.

If the initial application or change request was submitted by paper, the notification is sent to the business mailing address provided on the application. If you do not receive the paper notification within 10-14 business days after enumeration, please contact the NPI Enumerator at the phone number or email address listed below for further assistance.

If you have any further questions regarding this message, please do not hesitate to send an email to customerservice@npienumerator.com or contact the NPI Enumerator at 1-800-465-3203 between the hours of 9 a.m. and 5 p.m. Eastern Time.

If you have any further questions regarding this requirement please contact Bethany Wingren at 401-459-6660.