National Provider Identifier (NPI) Application

A Step-by-Step Guide for Ancillary Providers

Document Purpose

- This document provides guidance for ancillary providers on how to obtain a National Provider Identifier (NPI).
- Ancillary providers and respective organizations must have an NPI in order to receive payment for the delivery of services.

What is an NPI?

The NPI is a 10-digit permanent numeric identifier that is assigned to a health care provider by the Centers for Medicare & Medicaid Services (CMS). It must be used on electronic claim transactions for health care billing and reimbursement. In order to be reimbursed for services delivered, it is necessary for providers to apply for and obtain an NPI.

Who must have an NPI?

- All provider organizations and individuals or sole proprietorships that have a contract with an MCP and that submit claims to an MCP for reimbursement must have an NPI.
- Employees and subcontractors of provider organizations that deliver services are encouraged to obtain an NPI, but are not required to have one at this time if they are not billing directly to an MCP.
- If an organization already has an NPI, it does not need to submit another application for an NPI to participate in the program. The organization can use its existing NPI to bill for services. However, organizations should ensure that the Taxonomy codes listed in the organization's NPI profile are current and reflect the licenses and services that will be provided as part of its participation in the program.
- The NPI must be included on the organization's paper or electronic claim submitted to the MCP for reimbursement.

How Can an Organization Apply for an NPI?

- Applying for an NPI is free, easy, and typically takes 20 to 30 minutes to complete. Organizations can apply online or by mail through the CMS NPI Application/Update Form page.
- <u>DHCS</u> encourages organizations to use the NPI online application process as it is the fastest way to obtain an NPI and the easiest way to track the application process. Please refer to the *Step by Step NPI Application Process*. The information provided in this document is intended as guidance; organizations are responsible for reviewing all information provided on the CMS NPPES website.
- To apply online or by mail, organizations should visit the National Plan and Provider Enumeration System (NPPES) website, read the instructions carefully, complete the questionnaire and submit their application. The website contains Frequently Asked Questions and other helpful information. Page 3 provides a step-by-

step guide to assist organizations with responding to some of the questions. For example, the self-selection of "Taxonomy Codes" may be confusing for some organizations; Page 3 provides additional guidance on how organizations may respond.

- After an organization has completed its application and received confirmation of its submission, it will receive an NPI via e-mail from CustomerService@NPIEnumerator.com. If the organization has spam filtering on its e-mail interface, the reply from the NPI Enumerator with the NPI and confirmation message may be intercepted and diverted to a spam folder. Be sure to check this folder regularly after submitting your application.
- The **online** application is recommended for organizations, providing quicker processing and allowing for easier status tracking. However, if an organization prefers to submit a paper application, it can download the CMS NPI Application/Update Form. Please follow the instructions provided in the paper document, including where to mail. Organizations may also contact the CMS National Plan and Provider Enumeration System (NPPES) customer service hotline at 800.465.3203 to request a paper application form.

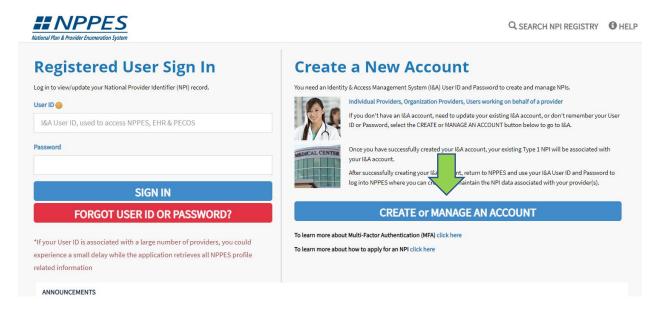
Receiving Your NPI

- The amount of time it takes to obtain an NPI is dependent upon the volume of applications being processed at a given time, whether the application was submitted electronically or on paper, and whether the application was complete and passed all edits.
- Per CMS, a provider who submits a properly completed electronic application could receive an NPI in fewer than 10 business days; paper application reviews take approximately 20 business days. Application errors may further delay assignment.
- Organizations submitting applications online, may track the progress of their application and will receive an email with its new NPI number when the application is processed and approved.

Step-by-Step NPI Application Process

The guidance provided in the following pages is designed to support organizations with submitting an online application through the CMS NPPES website. However, guidance for the specific data requirements on the application may be useful in the completion of both paper and online applications. If an organization already has an NPI, please ensure the Taxonomy codes in its NPI profile are current and reflect the licenses and services that you will provide. The information provided in this table is intended for informational purposes only; organizations are individually responsible for reviewing all information and instruction provided by CMS to procure an NPI.

Create new account at npps.cms.hhs.gov

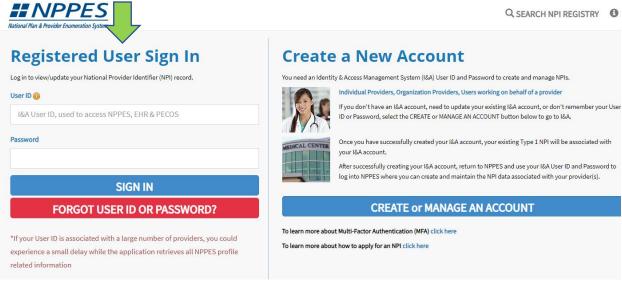


2. The link above will take you to the CMS website. Accept the terms and conditions, and then use the link below to create an account.



Once your account is created, return to the original NPPES page and sign in below.

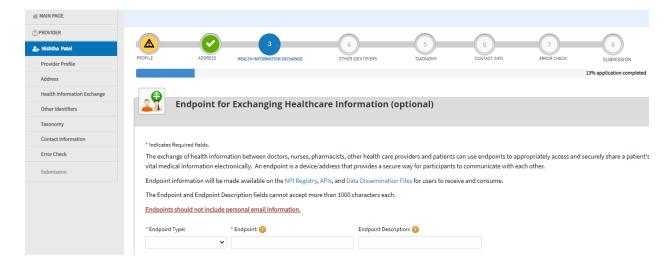




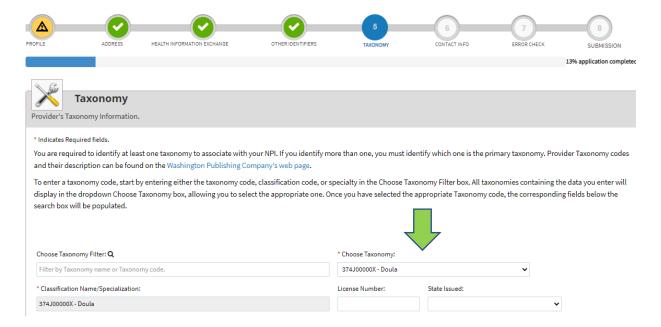
4. Once logged in, select the "apply for an NPI for myself" option



5. Fill out the information required in the application. *Step 3 "Health Information Exchange" is optional and not required for doulas. You can skip this step. Screenshot shown below.



6. Page 5 requires that you select a taxonomy code. Select the code for "doula" in the dropdown menu as shown below. License number can remain blank.



7. Submit your completed application. Online applications should be processed within 2 weeks.