

# 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.
- DHCS 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](mailto: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.

1. Create new account at [npps.cms.hhs.gov](https://npps.cms.hhs.gov)

**NPPES**  
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

### Registered User Sign In

Log in to view/update your National Provider Identifier (NPI) record.

User ID

  
  

Password

  
  

**SIGN IN**

**FORGOT USER ID OR PASSWORD?**

\*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information

### Create a New Account

You need an Identity & Access Management System (I&A) User ID and Password to create and manage NPIs.

Individual Providers, Organization Providers, Users working on behalf of a provider

If you don't have an I&A account, need to update your existing I&A account, or don't remember your User ID or Password, select the CREATE or MANAGE AN ACCOUNT button below to go to I&A.

Once you have successfully created your I&A account, your existing Type 1 NPI will be associated with your I&A account.

After successfully creating your I&A account, return to NPPES and use your I&A User ID and Password to log into NPPES where you can create and maintain the NPI data associated with your provider(s).

**CREATE or MANAGE AN ACCOUNT**

[To learn more about Multi-Factor Authentication \(MFA\) click here](#)  
[To learn more about how to apply for an NPI click here](#)

ANNOUNCEMENTS

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.

**CMS** Centers for Medicare & Medicaid Services  
CENTERS FOR MEDICARE & MEDICAID SERVICES

### Identity & Access Management System

Help

Authorized users are able to sign in to the Identity & Access Management System. If you are a new user you must first [register](#).

#### Sign In

\* indicates required field(s)

\* **User ID:**

  

\* **Password:**

  

**Sign In**

[Forgot Password](#)

#### One account to access multiple systems

Create one account with the Identity & Access Management System to manage access to NPPES, PECOS, and EHR incentive programs, manage staff, and authorize others to access your information. **Create Account Now**

#### PECOS

Use this system to register for Medicare or update your current enrollment information.

Register to receive EHR

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

## Registered User Sign In

Log in to view/update your National Provider Identifier (NPI) record.

User ID

I&A User ID, used to access NPPES, EHR & PECOS

Password

SIGN IN

FORGOT USER ID OR PASSWORD?

\*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information

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After successfully creating your I&A account, return to NPPES and use your I&A User ID and Password to log into NPPES where you can create and maintain the NPI data associated with your provider(s).

CREATE or MANAGE AN ACCOUNT

To learn more about Multi-Factor Authentication (MFA) [click here](#)

To learn more about how to apply for an NPI [click here](#)

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



### National Provider System Main Page

#### Apply for a National Provider Identifier (NPI)

Apply for a Type 1 Individual Provider NPI or Type 2 Organization NPI. Individual Providers can only have one NPI, however, Organization Providers can have multiple.



Apply for an NPI for myself



Apply for an NPI for another Individual



Apply for an NPI for an Organization



- 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.

13% application completed

### Endpoint for Exchanging Healthcare Information (optional)

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the [NPI Registry](#), [APIs](#), and [Data Dissemination Files](#) for users to receive and consume.

The Endpoint and Endpoint Description fields cannot accept more than 1000 characters each.

**Endpoints should not include personal email information.**

\* Endpoint Type:  \* Endpoint:  Endpoint Description:

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.

13% application completed

### Taxonomy

Provider's Taxonomy Information.

\* Indicates Required fields.

You are required to identify at least one taxonomy to associate with your NPI. If you identify more than one, you must identify which one is the primary taxonomy. Provider Taxonomy codes and their description can be found on the [Washington Publishing Company's web page](#).

To enter a taxonomy code, start by entering either the taxonomy code, classification code, or specialty in the Choose Taxonomy Filter box. All taxonomies containing the data you enter will display in the dropdown Choose Taxonomy box, allowing you to select the appropriate one. Once you have selected the appropriate Taxonomy code, the corresponding fields below the search box will be populated.

Choose Taxonomy Filter:  Filter by Taxonomy name or Taxonomy code.

\* Choose Taxonomy:  374J00000X - Doula

\* Classification Name/Specialization:  374J00000X - Doula

License Number:  State Issued:

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