

National Provider Identifier (NPI): Completing the Online Application

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Overview

National Provider Identifier (NPI) numbers are **required** for all persons at the Mental Health Center of Denver who work in the clinical record. The NPI number is used by payers to uniquely identify each individual provider regardless of where a service is rendered. Your NPI application can be completed online, and your NPI account may be updated as required throughout your career.

The following information is required to complete the application:

- Your full name as it appears in your Social Security Administration record
- Your Social Security Number (SSN)
- Your date of birth (DOB)
- Your country of birth
- Your state of birth (if born in the U.S.)
- Your mailing address
- Your practice location and phone number
- Your taxonomy code (your role or specialty in healthcare; chosen from a list — see below)
- Your state license number (if licensed)
- Any provider numbers you have (Medicare PTAN, Medicaid Provider Number, etc.)

PROTECT YOUR PRIVACY!

You'll visit two websites to apply for your NPI number. When you click on the link below to visit the NPPES website, you'll first be redirected to the CMS Identity & Access (I&A) website after clicking on the link to CREATE A LOGIN. When creating your login, you'll be prompted to enter your name, SSN, DOB, personal phone number, and home address. This information remains private, and you must use your personal information.

When you return to the NPPES page to log in and apply for your NPI, do not enter your personal information on the BUSINESS MAILING ADDRESS or BUSINESS PRACTICE LOCATION pages. The addresses and phone numbers there *become public record*, viewable by anyone looking at your NPI record. (Email addresses remain private.) Instead of entering your personal address or phone number, use your site — or your school if you're a student.

Procedure

1. Open your web browser and type <https://nppes.cms.hhs.gov/NPPES/> in the address bar. Press **Enter**.
 2. Click on **Create a Login** under *Individual Providers*.
If you see a notice that you are leaving the webpage, click on **Ok**.
 3. Read the CMS Terms and Conditions statement and click on **Accept**.
 4. Enter your email address where requested and the text from their displayed image, then click on **Submit**.
 5. Create a User ID and a Password for your account, then select five security questions and enter the answers for each. Click on **Continue**.
Record your User ID and Password. You will need these whenever you need to update your NPI information in the future.
 6. Enter your personal information then click on **Continue**.
Your name should match what the Social Security Administration has on file for you. Required fields are indicated with a red asterisk.
 7. Click on **Continue to Homepage**.
 8. Click on **Sign Out** (in the upper right-hand corner of the page).
 9. Return to the [website](#) shown in Step 1.
 10. Enter your new User ID and Password in the section on the left side of the page under MANAGE OR APPLY FOR YOUR PERSONAL NPI RECORD, then click on **Login**.
Do not apply for a Healthcare Provider Organization NPI number. If you have a private practice, you can return to this site later to apply for an NPI number for your practice, but the required first step is a personal NPI for yourself.
 11. Click on **New NPI Application**.
 12. Click on **Submit New NPI Application**.
 13. Enter the requested information in your provider profile.
This includes your name (including any former name used professionally), your credentials if applicable (MD, LCSW, LPC, RN, LPN, etc.), your birth date, your Social Security Number, your state of birth (if US), your country of birth, and your gender. Select **No** for IS THE PROVIDER A SOLE PROPRIETER? Click on **Next**.
- NOTE:** This is a secure site. Any data you enter is encrypted to protect your privacy.
14. Enter your mailing address and telephone number on the MAILING ADDRESS page. Click on **Next**.
It is recommended that you do not enter a personal mailing address or phone number. The address and phone number entered here will be public information.
 15. Click on **Accept Standardized Address** if correct. You may also correct the address if required.
 16. Enter the practice location address and telephone number on the PRACTICE LOCATION page. Click on **Next**.
It is recommended that you do not enter a personal address or phone number. The address and phone number entered here will be public information.
 17. Click on **Accept Standardized Address**.
 18. Click on **Add Identifier** if you have any provider numbers (see above).
This section is optional, and it's recommended you don't enter any numbers. Click on **Next**.

NOTE: Provider numbers are not required to apply for an NPI.

19. Click on **Add Taxonomy**. You must select at least one to indicate your primary specialty. You may enter more than one if applicable.
20. Click on the PROVIDER TYPE CODE that applies to you on the Select Individual Taxonomy Page 1.

EXAMPLES:

- Allopathic & Osteopathic Physicians (MD, DO)
- Behavioral Health & Social Service Providers (PsyD/PhD, LCSW, LPC)
- Physician Assistants & Advanced Practice Nursing Providers (NP, CNS)
- Nursing Service Providers (RN, LPN)
- Other Service Providers (Case Managers, Interpreter, Driver)
- Student, Health Care (Interns)

Click on **Next**.

21. Click on the AREA OF SPECIALIZATION which best applies to you.
Remember, you may add more codes if they apply. For taxonomies that require licensing by the state, you must enter your License Number and the issuing state. Click on **Save**.
22. Verify that the information shown is correct and click on **Next**.
23. Click on **Same As Provider** if you want to be listed as your contact person.
If you want someone else to serve as your contact person, enter the required information and then click on **Next**.
24. Click in the box on the CERTIFICATION STATEMENT, then click on **Submit**.
25. Print a copy for your records of the page showing your tracking number.
26. Forward the email notification of your new NPI number to credentialing@mhcd.org to notify the Billing Department of your new NPI number.

You will receive *two emails* regarding your application. The first email provides you with a tracking number. You do not need to forward that email. When you receive the second email with your NPI number, forward it to the Billing Department.

The Mental Health Center of Denver's Billing Department must have your new NPI number entered into the system to enable billing for your services.

If you ever need to change any information in your profile, start with Step 10. Proceed as shown above, but in Step 12, choose **View/Modify NPI Data**. If you do make any changes, you must *continue all the way to the certification page and click in the box* to ensure that the changes take effect.