


National Provider Identifier (NPI) Application Process

To complete the online NPI application, you must first obtain an Identity & Access (I&A) User ID. You start the process by going to <https://nppes.cms.hhs.gov/> and then following the steps below:

1. Select the Create or Manage an Account link on the right side of the National Plan and Provider Enumeration System (NPPES) Home page.

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



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.

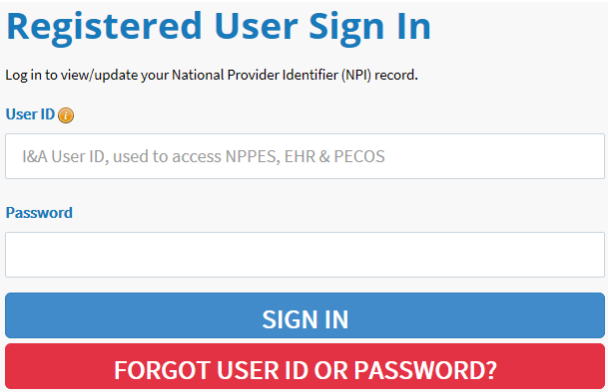
After successfully creating your I&A account, return to NPPES and use your I&A User ID and Password to log into NPPES where you can create and maintain the NPI data associated with your provider(s).

CREATE or MANAGE AN ACCOUNT

Click here



2. Follow the steps to complete your I&A Registration. Use your personal information on the I&A website. Do not enter an employer if requested.
3. Once you have successfully obtained an I&A User ID, return to the NPPES Home page (where you started above) and log into the NPPES website with your newly created I&A User ID.



Registered User Sign In

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

User ID ⓘ

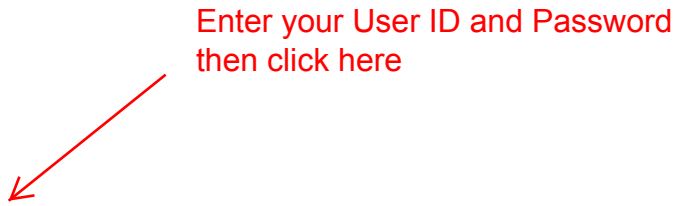
I&A User ID, used to access NPPES, EHR & PECOS

Password

SIGN IN

FORGOT USER ID OR PASSWORD?

Enter your User ID and Password then click here



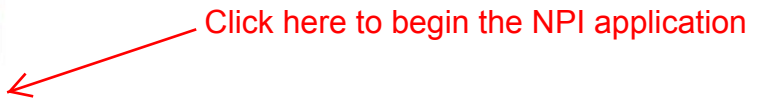
4. Select Apply for an NPI for Myself to begin the NPI application process.



INDIVIDUAL PROVIDER

Apply for an NPI for myself ⓘ

Click here to begin the NPI application



Help is available throughout the application by clicking on the button in the upper right-hand corner. Required elements are indicated by a red asterisk. Pay attention to the green padlocks displayed next to some elements.

That indicates the information entered into that field remains private. ***If you don't see a green padlock next to an item, the information you enter there will be public information.***

5. **Provider Profile Page**

Some of your information will be prepopulated from your I&A account.

- You must use your full legal name matching your Social Security record.
- Answer no to the sole proprietor question unless you bill under your SSN.

6. **Address Page**

The address and phone number you enter for the business mailing and practice location addresses will be public information freely available on the internet. It's recommended that you use a business address.

7. **Other Identifiers Page**

Don't enter any other identifiers on this page even if you have one (such as a Medicaid provider number) for privacy reasons.

8. **Taxonomy Page**

You must choose at least one taxonomy (specialty) for your NPI record. Enter your search terms into the Choose Taxonomy Filter search box to narrow your search then choose among the results in the Choose Taxonomy dropdown list.

Choose Taxonomy Filter: * Choose Taxonomy:

If you enter more than one taxonomy, you must designate one as primary. Taxonomies may describe your role or your licensure field (if applicable). Examples of taxonomies used for behavioral healthcare include:

- Psychiatrist
- Clinical Psychologist
- Social Worker
- Counselor
- Registered Nurse
- Case Manager
- Nurse's Aide (the best option for QMAP)
- Student (for interns)

9. **Contact Information Page**

The email address you enter in this section remains private even though the green padlock isn't present. The phone number entered here should be private, but you can enter a business phone number to be safe.

10. **Error Check Page**

Verify that your information is correct and click on Review if you need to check a section.

11. **Submission Certification Page**

You must check the box certifying the accuracy of your information before clicking the Submit button.

12. If your services will be billed by the Mental Health Center of Denver, please send your new NPI number to credentialing@mhcd.org once it has been issued. The NPI numbers are often issued within an hour of submitting your application but can take up to two weeks. If you have questions regarding your application, you can call the NPI Enumerator Help Desk at (800) 465-3203.