

NPI Step-By-Step Process

Step 1- Go to the NPI Welcome Page: Look under "Individual Providers"

Action: 1. "Click on Create a Login." You will be re-directed to a

CMS I&A page. Create a login through the Identity &

Access Management System. PRINT THE PAGE WITH

YOUR USERNAME AND PASSWORD FOR YOUR

RECORDS. You will need your user ID and Password to

update your information as it changes during your medical career. (This information is also included in the email that you will receive from NPPES when your NPI is issued.)

2. When completed you will be returned to the original NPPES page. Login to NPPES under "Manage or Apply for your personal NPI Record" with your I&A Username and password.

Step 2- NPI Application Instructions: Action 1. Click on "New NPI Application"

2. Read Terms

3. Click on "Submit New NPI Application"

ON LINE HELP IS AVAILABLE FROM EACH PAGE OF THE

APPLICATION BY CLICKING HELP AT THE TOP RIGHT OF

EACH OF THE PAGES!

Step 3- Provider Profile

Action 1. Complete Provider Profile.

2. Answer "No" to the question at the bottom of the

Page: "Is the provider a Sole Proprietor"

Step 4- Business Mailing Address

Action 1. Enter your residency/fellowship program address

"DO NOT USE YOUR PERSONAL ADDRESS"

Step 5- Business Practice Location

Action 1. Click on "Same As Business Mailing Address"

2. Enter program phone number* DO NOT USE YOUR

PERSONAL PHONE NUMBER

Step 6- Mailing Address
Standardization

Action 1. Click on "Accept Standardized Address"

Step 7-Other ID Numbers

Action 1. If you do not have those numbers, Click "Next to go to the next page.

Step 8- Taxonomy/ License Information

Comments:

This is the most complicated part of the application. Read the points listed below before proceeding with this section of the application.

*There are over 175 Taxonomy codes from which to choose.

*If there is any doubt in selecting the appropriate code, select the most general.

*You will update your Taxonomy code throughout your medical career.

IF YOU ARE NOT LICENSED AS A PHYSICIAN OR DENTIST IN THE UNITED STATES:

Action 1. "Click on add Taxonomy"

Action 2. Select Provider Code 39 for "Student Health Care"

Action 3. For Classification Name-Area of Specialization Select Highlight "39020000X-Student in an organized Health Care Education/Training Program."

Action 4. Your Taxonomy Code is 390200000X.

Action 5. Click on "Save".

IF YOU ARE LICENED IN ANY STATE IN THE US:

Action 1. Click on add Taxonomy.

Action 2. Select Provider Type 20 (Allopathic & Osteopathic Physician). Licensed Dentist select code Type 12.

Action 3. Select the Taxonomy Code corresponding to the residency or fellowship program you are currently enrolled.

Action 4. Enter the license numbers and the states where you are licensed. You will probably use the same taxonomy code for all of the license entries.

Action 5. Click on "Save".

Step 9- Contact person Information

You are in the best position to answer questions that may come up in reference to your application. Therefore use the provider (you) as the contact person.

Action 1. Click on Same as provider.

Action 2. Under Additional Information for the Contact Person, use your home phone number and e-mail address.

Step 10- Certification Statement

Action 1. Read the statement, check the box and click submit. You application will be processed and you will receive email notification of your NPI within 2-10 days. Print a copy of this e-mail and retain for your files. **SHARE YOUR NPI# The House Staff Department Diane Hartley .**