Organizational Type 2 Electronic NPI Application

To Begin the Application Process

Log into the National Plan and Provider Enumeration System (NPPES) at
https://nppes.cms.hhs.gov

- Using your mouse select National Provider Identifier (NPI)

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of standard unique identifiers for health care providers, as well as the adoption of standard unique identifiers for health plans. The purpose of these provisions is to improve the efficiency and effectiveness of the electronic transmission of health information. The Centers for Medicare & Medicaid Services (CMS) has developed the National Plan and Provider Enumeration System (NPPES) to assign these unique identifiers.

If you are a Health Care Provider, the National Provider Identifier (NPI) is your standard unique identifier.

If you are a covered Health Plan, the National Health Plan Identifier (NPIPlanID) is your standard unique identifier.

About NPPES:

CMS has contracted with Fox Systems, Inc. to serve as the NPI Enumerator.

The NPI Enumerator is responsible for dealing with health plans and providers on issues relating to unique identification.

The NPI Enumerator may be contacted as follows:

By phone: 1-800-465-3203 (NPI Toll-Free) 1-800-892-2325 (NPI TTY)

By e-mail at: customerservice@npienumerator.com

By mail at:

Fox Systems, Inc.
123 Main St.
3000 Lakeview
Minneapolis, MN 55403

NPI Enumerator
PO Box 8093
Fargo, ND 58108-8093

Centers for Medicare & Medicaid Services

Department of Health and Human Services
Initially you want to click “Apply Online for an NPI”

In the future to view or make updates to your NPI data:
- click one of the following:
  Login – to view or update NPI data
  Create Login to View or Update your NPI Data
- to create a User Id for an existing NPI

National Provider Identifier
For Health Care Providers
The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of a standard unique identifier for health care providers. The National Plan and Provider Enumeration System (NPPES) collects identifying information on health care providers and assigns each a unique National Provider Identifier (NPI).

Need an NPI? ————> Apply Online for an NPI
Estimated time to complete the NPI application form is 20 minutes.
Click here to see tips to expedite your NPI application before you begin your application.

Want to View or Update your NPI data? ————> Login

Want to Create a User Id for an existing NPI? ————> Create Login to View or Update your NPI Data

Additional Resources:
NPI Application / Update Form - [PDF File]
Application Help
Privacy Information
Frequently Asked Questions
NPI Final Rule
Contact Information
HIPAA Administrative Simplification Information

Note: To view PDF files, you must have Adobe Acrobat Reader. If you do not already have Acrobat Reader installed, please Download Acrobat Reader now.

Get Adobe Reader
To begin completing online application, 
Click the “Begin Application Form” button

NPI Application Instructions

Step 1: Before you begin, make sure you have the following information. 
You will not be able to save your work if you quit before you have completed the application form.

Information Required for Individual Providers
- Provider Name
- SSN (or ITIN if not eligible for SSN)
- Provider Date of Birth
- Country of Birth
- State of Birth (if Country of Birth is U.S.)
- Provider Gender
- Mailing Address
- Practice Location Address and Phone Number
- Taxonomy (Provider Type)
- State License Information
- Contact Person Name
- Contact Person Phone Number and Email

Information Required for Organizations
- Information (required for certain taxonomies only)
- Organization Name
- Employer Identification Number (EIN)
- Name of Authorized Official for the Organization
- Phone Number of Authorized Official for the Organization
- Organization Mailing Address
- Practice Location Address and Phone Number
- Taxonomy (Provider Type)
- State License Information
- Contact Person Name
- Contact Person Phone Number and Email

Online Help is available from each page of the Application / Update Form by clicking “Help” at the top right of the page.

If you need additional help or have any questions concerning your application, contact the NPI Enumerator.

NPI Enumerator Contact Information
By phone: 1-800-465-3205 (Toll-Free)
1-800-692-2526 (Toll)
By e-mail: customerservice@npienumerator.com

Step 2: Read the information below.

1. You must agree to the terms below when you submit your application:
   - I have read the contents of the application and the information contained herein is true, correct, and complete. If I become aware that this application is not true, correct, or complete, I agree to notify the NPI Enumerator immediately.
   - I authorize the NPI Enumerator to verify the information contained herein. I agree to keep the NPPES updated with any changes to its application form within 30 days of the effective date of the change.
   - I understand that the information provided in this application may be used by other agencies in accordance with privacy regulations.
   - I have read and understand the Penalties for Falsifying Information on the NPI / Update Form as stated in this application.

Penalties for Falsifying Information on the NPI / Update Form:
18 U.S.C. 1028 authorizes criminal penalties against an individual who in any matter within the jurisdiction of any department or agency States knowingly or willfully falsifies, conceals, or covers up by any trick, scheme or device a material fact, or makes any false, fictitious statement or representation, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent information.

Penalties for Criminal Information on the NPI / Update Form:
 Individuals found guilty of the crime of false writing or document may be imprisoned for up to five years. Offenders that are organizations are subject to fines of up to $500,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to $500,000. 18 U.S.C. 1341(2) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount authorized by the sentencing statute.

Step 3: Begin online application.

[Begin Application Form button]
Select NPI User ID and Password Screen

*Indicates Required Fields - refer to the NPI Type 2 Application Requirements sheet

**NPI User ID** – must be 6-12 characters and unique within the NPI System

*Standard Response* – Department/Specialty name

**NPI Password** - must be 6-12 characters, contain at least one number, one letter, no special characters (this password can be used repeatedly when completing NPI applications)

- create a unique secret password

**Select Secret Question**: this is the question that must be answered in the event that your password is forgotten. Choose a question from the drop down list

*Answer*: provide an answer to the question that you will remember

Select Entity Type Screen

- Select Type 2 for organization or group
Organization Profile Page Screen

* Indicates Required Fields – refer to the NPI Type 2 Application Requirements sheet

**Organization Name** – organization’s legal business name used to file tax returns with the IRS

**Employer Identification Number (EIN)** – 9 digit EIN assigned by the IRS (without dashes)

**Other Organization Name** – if your organization or group uses or previously used another name

**Authorized Official For The Organization**
An appointed official with the legal authority to make changes and/or updates to the provider’s status and to commit the provider to fully abide by the laws and regulation relation to the National Provider Identifier.

**First and Last Name** – enter first and last name of the authorized official for the organization

**Title/Position** – enter authorized official’s title/position

**Phone Number** - enter 10-digit phone number without dashes
Domestic Mailing Address Page Screen

* Indicates Required Fields – refer to the NPI Type 2 Application Requirements sheet

*Address Line 1 – required for NPPES to resolve any issues that may arise during the application review

Standard Response – Department’s lockbox address, phone and fax number to the Billing office

Mailing Address Standardization Page Screen

In order to ensure the optimum performance of the system; all domestic addresses are standardized. Ex: “Avenue” is changed to “Ave.”

If NPPES verifies the address, standardization results will be displayed

Standard Response
Choose “Accept Standardized Address” - this will replace your input with the standardized address.

If you choose “Use Input Address” this will delay the enumeration process.

NPI Application Form - Mailing Address

If your primary address is outside the U.S. or you have a military address, click here: Foreign Address

Domestic Mailing Address Information

* Address Line 1: (Street Number and Name)
  PO BOX 64765
  Baltimore, MD 21264 - 4765

Address Line 2: (e.g. Suite Number)

* City:
  BALTIMORE

* State:
  MD

* Zip + 4:
  21264

* Zip + 4:
  4765

Country:
  United States

Phone Number: Extension: Fax Number:

(Without Digits)
  4102638318

Note: Please use the Previous and Next buttons to navigate between the pages in the application.

NPI Application Form - Mailing Address Standardization

In order to ensure the optimum performance of the National Provider System, we standardize all addresses; for example, we change “Avenue” to “Ave.” This makes it easier to find your information again in the future and to ensure that we do not have duplicate entries where they should not occur.

Your standardized address is:

PO Box 64765
Baltimore, MD 21264 - 4765

Please do one of the following:

1) Accept the standardized address.
2) Reject the standardized address and keep your input as is.
   Note: Rejecting standardized address will delay enumeration.
3) Modify your input in the boxes below and submit for revalidation.

* Indicates Required Field

Address Line 1: (Street Number and Name)
PO BOX 64765

Address Line 2: (e.g. Suite Number)

City, State, Zip:
BALTIMORE, MD 21264 - 4765

[Accept Standardized Address] [Use Input Address] [Revalidate Address]
**Practice Location Page Screen**

*Indicates Required Fields – refer to the NPI Type I Application Requirements sheet

**Address Line 1** – provide information on the address of the primary practice location

**Standard Response** – primary practice location, phone and fax number to the Billing office

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**Practice Location Standardization Page Screen**

If NPPES verifies the address, standardization results will be displayed.

**Standard Response**

Choose “Accept Standardized Address” button - this will replace your input with the standardized address.

If you choose “Use Input Address” this will delay the enumeration process.
**Other Identification Numbers Page Screen**

Provide any provider identification or billing numbers currently in use or formerly used by the provider

- Click “Add Identifier” button

**Standard Response**

- Enter group’s Medicare PIN. Select Medicare from the “Type” drop down list, and then select the corresponding state from the “State” drop down list.
- Click the “Save” button to enter the identifier into the system.

After clicking the “Save” button you will be returned to the Other Identification Numbers Page (displayed to the right), where the identification number you added will be displayed in a table.
Individual providers and organizations that render health care services are required to indicate their taxonomy (codes designating the provider type, classification and specialization).

Taxonomy selection is done in two steps – first at a high level (provider type) and second is at the detail level (area of specialization).

**Standard Response**- A taxonomy code is required for all provider/specialty codes in which your provider bill under.

- Click the “Add Taxonomy” button
- Select “Group” from the Provider Type Code listing, click the “Next” button

**Note to group of individuals**: If you do not see your taxonomy, try selecting 'Group'. That will give you more options and allow you to choose from the list of individual taxonomies.

**Note1**: The Provider Type Code is the first two digits of the taxonomy number.

**Note2**: Please use the Previous and Next buttons to navigate between the pages in the application.
Select appropriate organization group practice type from the listing.

Select a Provider Type Code from the listing, click the “Next” button.

Note to group of individuals: If you do not see your taxonomy, try selecting ‘Group’. That will give you more options and allow you to choose from the list of individual taxonomies.

Note1: The Provider Type Code is the first two digits of the taxonomy number.

Note2: Please use the Previous and Next buttons to navigate between the pages in the application.
- Enter state license information if applicable
- Click the “Save” button

After you have made your taxonomy selection, a table will display the selected taxonomy.

Please list the taxonomy code(s) listed in the table to the right on the NPI Application Data Elements Template.

To remove a previously selected taxonomy, click the “Delete” button for that taxonomy to remove it from the system.

- Click the “Next” button to continue

Note: A limit of 15 taxonomies can be added to an application.
**Contact Person Page Screen**

The contact person is the person who will be contacted if any questions regarding the NPI application or changes in the NPS data. This is the person who will be notified of your NPI assignment via email at the email address that you provide on this page.

*Indicates Required Fields – refer to the NPI Type 2 Application Requirements sheet

*Contact information – name, phone number and email address of credentialing liaison or billing director.

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**NPI Application Form - Contact Person Information**

* Indicates Required Field

**Contact Person Name:**

If you would like to use the Provider as the contact person, click here [Same As Provider]

If you would like to designate an alternate contact person, please fill out the following:

Prefix:  * First:  
Middle:  
* Last:  
Suffix:  

Credential(s):  
Title:  

Please Complete The Following Additional Information For The Contact Person:

* Contact Person Phone Number:  Extension:  
(Without Dashes)  
410525710  

* Contact Person Email:  * Retype Contact Person Email:  
CUALISON@UPI.MD.EDU  CUALISON@UPI.MD.EDU  

[< Previous  ]  [  Next >  ]
Before your application or change request is accepted, you will be required to read the certification statement and check the box to indicate that you accept the terms of the application.

- Click the “Submit” button

The next page will be the processing page which contains your tracking number. **Be sure to print this page for your records as the tracking number will be required for all correspondence thereafter.**
NPI Application Help Screen

The expected response time from Web NPI applications will be between 24 hours and 5 days, assuming there were no issues with the information submitted.

If the contact person does not receive the provider’s NPI via email within 5 working days, please contact the NPI Enumerator at 1-800-465-3203.

Topics:
- Select User ID and Password Page
- Select Entity Type Page
- Individual Profile Page
- Organization Profile Page
- Mailing Address Page
- Address Standardization Page
- Practice Location Page
- Other Identifiers Page
- Add Other Identifiers Page
- Taxonomy / License Page
- Select Taxonomy Page 1
- Select Taxonomy Page 2
- Select Group Type Page
- Contact Person Page
- Certification Page
- Processing Page
- Login Page
- Reset Password Page
- Welcome Page / User Menu
- Change Password Page
- Change Processing Page
- Deactivate NPI Page
- Create Login For Existing NPI Page
- NPI Enumerator Contact Information

Certification Page

Before your application or change request is accepted, you will be required to read the certification statement and check the box to indicate that you accept the terms of the certification.
To View or Update Your NPI Data
(pending completion of application process)

Log into the National Plan and Provider Enumeration System (NPPES) website
https://nppes.cms.hhs.gov

- select the "National Provider Identifier (NPI)" from page 1
- select Login

This screen will display

Enter the NPI User ID and Password that you initially created for the provider that you are updating.

After successfully logging in, the View/Modify function allows the Self-Service User to navigate, browse or update NPI System data. Requests for reactivation or replacement, updates to SSN, ITIN and DOB fields are not permitted via the Self-Service interface.
To View or Update NPI Data
(After NPI has been received)

Log into the National Plan and Provider Enumeration System (NPPES) website
https://nppes.cms.hhs.gov
- select the "National Provider Identifier(NPI)" from page 1
- select Create Login to View or Update your NPI Data

This screen will display

Enter the NPI number received for the organization that you are updating and other pertinent information.