

## **NPI Number Required for All Residents**

The National Provider Identifier (NPI) is a new numeric identifier that is being assigned to physicians and other health care providers by the Centers for Medicare and Medicaid Services (CMS). It is a 10-digit number assigned to physicians for their entire career.

Any physician who bills Medicare or Medicaid for services will need a NPI. By law residents and students apply for one. Because residents write prescriptions and order home health services it is anticipated pharmacies and durable equipment companies will want a physician NPI on the order to assure that they will get reimbursed for their services. **Therefore all U of L residents and fellows will be required to attain a NPI.**

Some students/residents may have applied for and received NPI numbers already. Any resident who does not have an NPI number should apply for one as soon as possible. There is no fee to apply, and the on-line application process should take only 15-20 minutes.

Attached is a step-by-step guide for students and residents to use to complete the application. Please note that students or unlicensed physicians (PG 1 residents) can and should apply for the NPI number. Unlicensed physicians will need to use the taxonomy code indicating that they are students. (This code is updated throughout a physician's career as they obtain licensure or change specialties). Since students can obtain an NPI number, we will require any incoming residents to have an NPI number before they enter the program.

Once the NPI notification letter is received, residents should send a copy of it to their program coordinator.

## Instructions for Applying for NPI Number

**If you accidentally use the back button on your internet browser rather than using the previous button in the NPI software, the program will close automatically and you will need to start over on the application.**

### Step-by-Step Process

Step#	Item	Comments/Action
1	<p><b>Go to:</b>  <a href="https://nppes.cms.hhs.gov">https://nppes.cms.hhs.gov</a></p>	<p><b>Comments</b>            You are the Health Care Provider</p> <p><b>Action</b>            1. Select the <i>National Provider Identifier (NPI)</i> link            2. Click on <i>Apply Online for an NPI</i></p>
2	<p><b>NPI Application Instructions</b></p> <p>Online Help is available from each page of the application by clicking "Help" at the top right of each of the pages.</p>	<p><b>Comments</b>            See Information Required for Individual Providers (left hand column only)</p> <p><b>Action</b>            1. Read Step 2 - The information concerning the terms of the application and the penalties for falsifying information.            2. Click on <i>Begin Application Form</i></p>
3	<p><b>Select NPI User ID and Password</b></p>	<p><b>Action</b>            Create a User ID and Password  <b>*Indicates Required Field</b></p> <p><b>Comment</b>            Make note of your user ID and password since you will need these two items 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.)</p>
4	<p><b>Select Entity Type</b></p>	<p><b>Comments</b>            You are an individual who renders health care services.</p> <p><b>Action</b>            Select Type 1</p>

5	<b>Provider Profile</b>	<b>Action</b> Complete Provider Profile. * <b>Indicates Required Field</b>  Answer "No" to the question at the bottom of the page: Is the Provider a Sole Proprietor?
6	<b>Mailing Address</b>	<b>Comments</b> - Enter your home address, click <b>Next</b> . - You will see a "Mailing Address Standardization" message. Choose "1" to accept the standardized address.
7	<b>Practice Location</b>	<b>Comments</b> Also use your home address for Practice Location  <b>Action</b> - Click on <i>Same as Mailing Address</i> - Again, accept the standardized address.
8	<b>Other Identification Numbers</b>	<b>Comments</b> - Some housestaff may have already obtained Medicare, Medicaid or UPIN Provider Numbers. If so, enter the information on this page. - If you don't have those numbers, click <b>Next</b> to go on to the next page.
9	<b>Taxonomy/License Information</b>  <b>Comments</b> <i>This is the most complicated part of the application. Read the points listed below before proceeding with this section of the application.</i>  <ul style="list-style-type: none"> <li>• There are over 175 Taxonomy codes from which to choose.</li> <li>• If there is any doubt in selecting the appropriate code, select the most general.</li> <li>• You will update your</li> </ul>	<b>Action</b>  <b>ONLY ONE TAXONOMY CODE IS REQUIRED FOR THIS APPLICATION</b>  <ul style="list-style-type: none"> <li>• If you are <u>not licensed</u> as a <b>physician or dentist in the United States</b> (This includes students and PG 1 residents) <ol style="list-style-type: none"> <li>1. Click on <i>Add Taxonomy</i></li> <li>2. Select Provider Type Code 39 for <i>Student, Health Care</i>, click <b>Next</b></li> <li>3. For Classification Name-Area of Specialization Select: <b>Highlight</b> 39020000X-<i>Student in an Organized Health Care Education/Training Program</i>.</li> <li>4. Your Taxonomy Code is 390200000X</li> <li>5. Click on <b>Save</b>, Click on <b>Next</b>.</li> </ol> </li> </ul>

	<p>Taxonomy code throughout your career if you obtain licensure or pursue additional subspecialties.</p> <ul style="list-style-type: none"> <li>List of Taxonomy Codes are available at <a href="http://www.wpc-edi.com/codes/taxonomy">http://www.wpc-edi.com/codes/taxonomy</a>.</li> </ul>	<ul style="list-style-type: none"> <li><b>If you are licensed in any state in the US</b> <ol style="list-style-type: none"> <li>Click on <i>Add Taxonomy</i></li> <li>Select Provider Type Code 20 (Allopathic &amp; Osteopathic Physicians). Licensed Dentists - select code Type 12.</li> <li>Select the Taxonomy Code corresponding to the residency or fellowship program in which you are currently enrolled.</li> <li>Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries.</li> <li>Click on <b>Save</b>, Click on <b>Next</b>.</li> </ol> </li> </ul>
10	<b>Contact Person Information</b>	<p><b>Comments</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>Click on <i>Same as Provider</i>.</li> <li>Under <i>Additional Information for the Contact Person</i>, use your home phone number and email address.</li> </ol>
11	<b>Certification Statement</b>	<p><b>Action</b></p> <p>Read the Statement, <b>check the box</b> and click <b>Submit</b>. Your application will be processed and you will receive email notification of your NPI will be issued within 2-10 days. Print a copy of this email and retain for your files as the information will be needed throughout your medical career.</p>