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. <u>Unlicensed physicians will need to use the taxonomy code indicating that they are students</u>. (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 then using the previous button in the NPI software, the program will close automatically and you will need to start over on the application.

Step#	Item	Comments/Action
1	Go to:	Comments
	https://nppes.cms.hhs.gov	You are the Health Care Provider
		Action
		1. Select the National Provider Identifier
		<i>(NPI)</i> link
		2. Click on Apply Online for an NPI
2	NPI Application	Comments
	Instructions	See Information Required for Individual
		Providers (left hand column only)
	Online Help is available from	
	each page of the application	Action
	by clicking "Help" at the top	1 . Read Step 2 - The information
	right of each of the pages.	concerning the terms of the
		application and the penalties for
		falsifying information.
2	Salaat NDL Upar ID and	2. Click on Begin Application Form
3	Select NPT User TD and Dassword	Action Create a User ID and Password
	Fassword	*Indicates Pequired Field
		mulcates Required Held
		Comment
		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.)
4	Select Entity Type	Comments
		You are an individual who renders health
		care services.
		Action
		Select Type 1

Step-by-Step Process

5	Provider Profile	Action
		Complete Provider Profile.
		*Indicates Required Field
		Answer "No" to the question at the
		bottom of the page: Is the Provider a
		Sole Proprietor?
6	Mailing Address	Comments
		 Enter your home address, click
		Next.
		- You will see a "Mailing Address
		Standardization" message. Choose
		"1" to accept the standardized
		address.
7	Practice Location	Comments
		Also use your home address for Practice
		Location
		Action
		- Click on Same as Mailing Address
		- Again, accept the standardized
		address.
8	Other Identification	Comments
	Numbers	- 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,
0	Tayonomy /liconco	Action
9	Information	Action
	mormation	
	Commonto	
	This is the most complicated	REQUIRED FOR THIS APPLICATION
	nart of the application Read	. If you are not licensed as a
	the points listed below before	If you are <u>not licensed</u> as a
	proceeding with this section of	States (This includes students
	the application	<u>States</u> (This includes students and PC 1 residents)
		1 Click on Add Taxonomy
	• There are over 175	2 Select Provider Type Code 20 for
	Taxonomy codes from	Student Health Care click Nevt
	which to choose	3 For Classification Name-Area of
		Specialization Select: Highlight
	 If there is any doubt in 	39020000X-Student in an
	selecting the appropriate	Organized Health Care
	code select the most	Education/Training Program
	deneral	4. Your Taxonomy Code is
	general.	390200000X
		5. Click on Save , Click on Next .
	You will undate your	

 If you are <u>licensed in any state</u> in the US Usy obtain licensure or pursue additional subspecialties. List of Taxonomy Codes are available at <u>http://www.wpc-edi.com/codes/taxonomy</u>. Select the Taxonomy Code corresponding to the residency or fellowship program in which you are currently enrolled. Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. Contact Person Information Contact Person Information Certification Statement Certification Statement Certification Statement Certification Statement Certification Statement Certification Statement Certification of your NPI will be issued within 2-10 days. Print a copy of this email and retain for your files as the 			
11 Contact Person Information Contact Person Information Comments • Contact Person Information Comments • Contact Person Information Contact Person Information Comments • Contact Person Information Contact Person Information 11 Certification Statement Action Read the Statement, check the box and click <i>Submit</i> . 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		Taxonomy code	If you are <u>licensed in any state</u> in
 You obtain licensure or pursue additional subspecialties. List of Taxonomy Codes are available at http://www.wpc-eddi.com/codes/taxonomy. Select Provider Type Code 20 (Allopathic & Osteopathic Physicians). Licensed Dentists - select code Type 12. Select the Taxonomy Code corresponding to the residency or fellowship program in which you are currently enrolled. Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. Contact Person Information Contact Person Information Contact Person Information Contact Person. Certification Statement Certification Statement Action Click on Same as Provider. Under Additional Information for the Contact Person, use your home phone number and email address. Action Click submit. 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 		throughout your career if	the US
pursue additional subspecialties. 2. Select Provider Type Code 20 (Allopathic & Osteopathic Physicians). Licensed Dentists - select code Type 12. • List of Taxonomy Codes are available at http://www.wpc- edi.com/codes/taxonomy. 3. Select the Taxonomy Code corresponding to the residency or fellowship program in which you are currently enrolled. • Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. 10 Contact Person Information 10 Contact Person Information 11 Certification Statement 11 Certification Statement 11 Certification Statement 12 Certification Statement 13 Certification Statement 14 Certification Statement		you obtain licensure or	1. Click on Add Taxonomy
subspecialties. (Allopathic & Osteopathic Physicians). Licensed Dentists - select code Type 12. • List of Taxonomy Code are available at http://www.wpc- edi.com/codes/taxonomy. 3. Select the Taxonomy Code corresponding to the residency or fellowship program in which you are currently enrolled. 4. Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. 10 Contact Person Information 10 Contact Person Information 11 Certification Statement 11 Certification Statement 12 Action Read the Statement, check the box and click Submit. 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		pursue additional	2. Select Provider Type Code 20
 List of Taxonomy Codes are available at <u>http://www.wpc-</u> edi.com/codes/taxonomy. Select the Taxonomy Code corresponding to the residency or fellowship program in which you are currently enrolled. Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. Click on Save, Click on Next. 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. Click on Same as Provider. Under Additional Information for the <i>Contact Person</i>, use your home phone number and email address. Certification Statement Action Read the Statement, check the box and click Submit. 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 		subspecialties.	(Allopathic & Osteopathic
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are available at http://www.wpc- edi.com/codes/taxonomy. 3. Select the Taxonomy Code corresponding to the residency or fellowship program in which you are currently enrolled. 4. Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. 10 Contact Person Information 10 Contact Person Information 10 Contact Person Information 10 Contact Person Information 11 Certification Statement 11 Certification Statement 11 Certification Statement Action Information Action Read the Statement, check the box and click <i>Submit</i> . You 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		 List of Taxonomy Codes 	select code Type 12.
http://www.wgc- edi.com/codes/taxonomy. corresponding to the residency or fellowship program in which you are currently enrolled. 4. Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. 10 Contact Person Information 10 Contact Person Information 11 Contact Person. 11 Certification Statement 11 Certification Statement 11 Certification Statement Action Read the Statement, check the box and click <i>Submit</i> . You 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		are available at	3. Select the Taxonomy Code
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10 Contact Person Information A. Enter the license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. 10 Contact Person Information 5. Click on Save, Click on Next. 10 Contact Person Information Comments • 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. 11 Certification Statement Action Read the Statement, check the box and click Submit. 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		edi com/codes/taxonomy	fellowship program in which you
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