

The University of Texas System Medical Foundation

National Provider Identifier (NPI) Step-by-Step Guide

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

In order for faculty to bill for services ordered or referred by you, it is necessary for you to apply for and obtain an NPI. This number will be required after you enter private practice, as it will be used to bill for your services.

You must apply for your NPR number online at <https://nppes.cms.hhs.gov/NPPES/Welcome.do>. The application process can be completed in 15-20 minutes. Although the application is pretty straight forward, this step-by-step guide will assist you with answering some of the questions. The area called "Taxonomy Codes" is confusing and the notes below should be helpful.

If you have questions about the NPI on-line application; click on Help in the upper right hand of each page or contact the NPI Enumerator, FOX Systems, at customerservice@npienumerator.com (1-800-465-3203).

If you have questions or suggestions for improving this guide, please email the GME Office at ms.gme@uth.tmc.edu.

Explanation of Terms

Acronym/Full Name	Comment
NPI National Provider Identifier	Unique 10-digit identification number.
NPPES National Plan and Provider Enumeration System https://nppes.cms.hhs.gov/NPPES/Welcome.do	A system developed by CMS to improve the efficiency of electronic transmission of health care information.
HIPAA Health Care Portability and Accountability Act of 1996	Mandated the adoption of unique identifiers for health care providers and health plans.
CMS Centers for Medicare and Medicaid Services	Developed the NPPES to assign the unique identifiers.
FOX FOX Systems Inc.	CMS has contracted with FOX Systems to serve as the NPI Enumerator.
Taxonomy Codes 10 character alphanumeric descriptor used to identify the current specialty of a health care provider	These codes will change during the course of a physician's career. A non-licensed physician or dentist selects a taxonomy code of 390200000X.

We strongly suggest you print out the following step-by-step process when you are ready to apply for your 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>Go to: https://nppes.cms.hhs.gov/NPPES/Welcome.do</p>	<p>Comments You are the Health Care Provider</p> <p>Action 1. Select the <i>National Provider Identifier (NPI)</i> link 2. Click on <i>Apply Online for an NPI</i></p>
2	<p>NPI Application Instructions</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>Comments</p> <p>Action 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>Select NPI User ID and Password</p>	<p>Action Create a User ID and Password * Indicates Required Field</p> <p>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.) It would be helpful to print out this page for your records, before clicking on "Next" page.</p>
4	<p>Select Entity Type</p>	<p>Comments You are an individual who renders health care services.</p> <p>Action Entity Type: Select Type 1</p>
5	<p>Provider Profile</p>	<p>Action Complete Provider Profile.</p> <p>Answer "No" to the question: Is the individual a Sole Proprietor?</p>
6	<p>Business Mailing Address</p>	<p>Action Enter your Residency/Fellowship program address and phone number.</p>

Step#	Item	Comments/Action
		A new window will appear for "Mailing Address Standardization. Choose "1" to accept the standardized address.
7	Business Practice Location Address	<p>Comments Also use your Residency/Fellowship program address and phone number for Practice Location.</p> <p>Action</p> <ul style="list-style-type: none"> - Click on <i>Same as Mailing Address</i> - Enter program phone number - Click <i>Next</i>.
8	Other Identification Numbers	<p>Comments</p> <ul style="list-style-type: none"> - Some housestaff may have obtained Medicare, Medicaid or UPIN Provider Numbers. If so, enter the information on this page. - If you don't have these numbers, click Next to go on to the next page.
9	<p>Taxonomy/License Information</p> <p>Comments <i>This is the most complicated part of the application. Read the points listed below before proceeding with this section of the application.</i></p> <ul style="list-style-type: none"> • 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 career if you pursue additional subspecialties. • List of Taxonomy Codes are available at http://www.wpc-edi.com/codes/taxonomy 	<p>Action</p> <p>ONLY ONE TAXONOMY CODE IS REQUIRED FOR THIS APPLICATION If you ARE NOT LICENSED (i.e., you hold a Physician in Training Permit) as a physician or dentist in the United States:</p> <ol style="list-style-type: none"> 1. Click on <i>Add Taxonomy</i> 2. Select Provider Type Code 39 for <i>Student, Health Care</i>, click Next 3. For Classification Name-Area of Specialization you must select by highlighting 39020000X-<i>Student in an Organized Health Care Education/Training Program</i>. 4. Your Taxonomy Code is 390200000X. 5. Click on <i>Save</i>, will go to Next Page. 6. Click on bullet for "Primary Taxonomy", and then click <i>Next</i>. <p>If you ARE LICENSED in any state in the United States:</p> <ol style="list-style-type: none"> 1. Click on <i>Add Taxonomy</i> 2. Select Provider Type Code 20 (allopathic & Osteopathic Physicians). Licensed Dentists - select code Type 12. 3. Select the Taxonomy Code corresponding to the residency or

Step#	Item	Comments/Action
		<p>fellowship program in which you are currently enrolled.</p> <ol style="list-style-type: none"> 4. Enter your license numbers and states where you are licensed. You will probably use the same Taxonomy code for all of the license entries. 5. Click on Save, will go to Next Page. 6. Click on bullet for "Primary Taxonomy", and then click <i>Next</i>.
10	Contact Person Information	<p>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.</p> <p>Action <ol style="list-style-type: none"> 1. Click on <i>Same as Provider</i>. 2. Under <i>Additional Information for the Contact Person</i>, use your home phone number and email address. </p>
11	Certification Statement	<p>Action Read the Statement, check the box and click Submit. Your application will be processed and you will receive email notification that 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>
12	Submit NPI Number to the GME Office	<p>Action Once you receive your NPI number, please provide a copy of the email to the GME Office (JL 310) at your earliest convenience.</p>