

Obtaining an National Provider Identifier (NPI)

HELPING TO GROW THE PROFESSION OF ATHLETIC TRAINING

What is an National Provider Identifier (NPI)?

- ▶ A unique 10-digit identification number issued to health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS).
- ▶ Provides a way of being universally recognized as allied healthcare providers

Who can obtain an NPI?

- ▶ All individual HIPAA covered healthcare providers (physicians, pharmacists, physician assistants, nurse practitioners, nurse anesthetists, dentists, chiropractors, physical therapists, athletic trainers), or organizations (hospitals, home health care agencies, nursing homes, residential treatment centers, group practices, laboratories, pharmacies, medical equipment companies, outpatient rehabilitation facilities, athletic training rooms) must obtain an NPI for use in all HIPAA standard transactions.

What is an NPI used for?

- ▶ The NPI must be used in connection with the electronic transactions identified in HIPAA. In addition, the NPI may be used in several other ways:
- ▶ 1. health care providers to identify themselves in health care transactions identified in HIPAA or on related correspondence;
- ▶ 2. health care providers to identify other health care providers in health care transactions or on related correspondence;
- ▶ 3. health care providers on prescriptions (however, the NPI will not replace requirements for the Drug Enforcement Administration number or State license number);
- ▶ 4. health plans in their internal provider files to process transactions and communicate with health care providers;
- ▶ 5. health plans to coordinate benefits with other health plans;
- ▶ 6. health care clearinghouses in their internal files to create and process standard transactions and to communicate with health care providers and health plans;
- ▶ 7. Electronic Medical Records systems to identify treating health care providers in patient medical records;
- ▶ 8. the Department of Health and Human Services to cross reference health care providers in fraud and abuse files and other program integrity files;
- ▶ 9. for any other lawful activity requiring individual identification

What is the cost associated with obtaining an NPI?

- ▶ There is no cost associated with an NPI
- ▶ It takes roughly 20 minutes to apply for an NPI

Process of applying for an NPI

- ▶ Go to the following website:
 - ▶ <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
- ▶ Set up a login through CMS Identify and Access Management System
- ▶ Make sure to keep your information up to date as you progress through your career

When arriving at website click on Create a Login

National Provider Identifier

News & Announcements
Try the new NPI Registry at: <https://npregistry.cms.hhs.gov/>

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 and 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.

How to apply for an NPI

Individual Providers:
As an Individual Provider, you may only have a single NPI, which will be associated with your unique, individual information. Once you login to NPPES, you will be able to complete your NPI application.

1. Create a Login through the Identity & Access Management System (ISA)
2. Login to NPPES with your ISA Username and password
3. Complete the NPI application. Estimated time to complete the NPI application form is 20 minutes.

Healthcare Provider Organizations:
Healthcare Organizations are currently required to have a separate Username and password for each NPI associated with the organization.

1. Create an NPPES ONLY Username and password for the NPI you are applying for.
2. Complete the NPI application. Estimated time to complete the NPI application form is 20 minutes.

DIFFERENT LOOK, SAME INFORMATION: If you have accessed NPPES before, your existing account information has not changed.

Manage or Apply for your personal NPI Record
An NPI assigned to you, an Individual who renders health care services.

User ID:
Password:

Forgot User ID or Password?
Now Individual Provider in need of an NPI or have never accessed NPPES to view/update your NPI record? Create a Login.

Manage or Apply for NPI Records for an Organization
NPI associated with your Healthcare Organization

User ID:
Password:

Forgot Password?
Create Login for NPPES Only and Apply for an NPI for a Healthcare Organization.
If you need to access PECOS or HITECH on behalf of your Healthcare Organization, you must Create a Login in the Identity & Access System (ISA).

After clicking to set up new provider to set up an NPI, click agree on the next page

CMS Centers for Medicare & Medicaid Services

Identity & Access Management System Help

Terms and Conditions

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

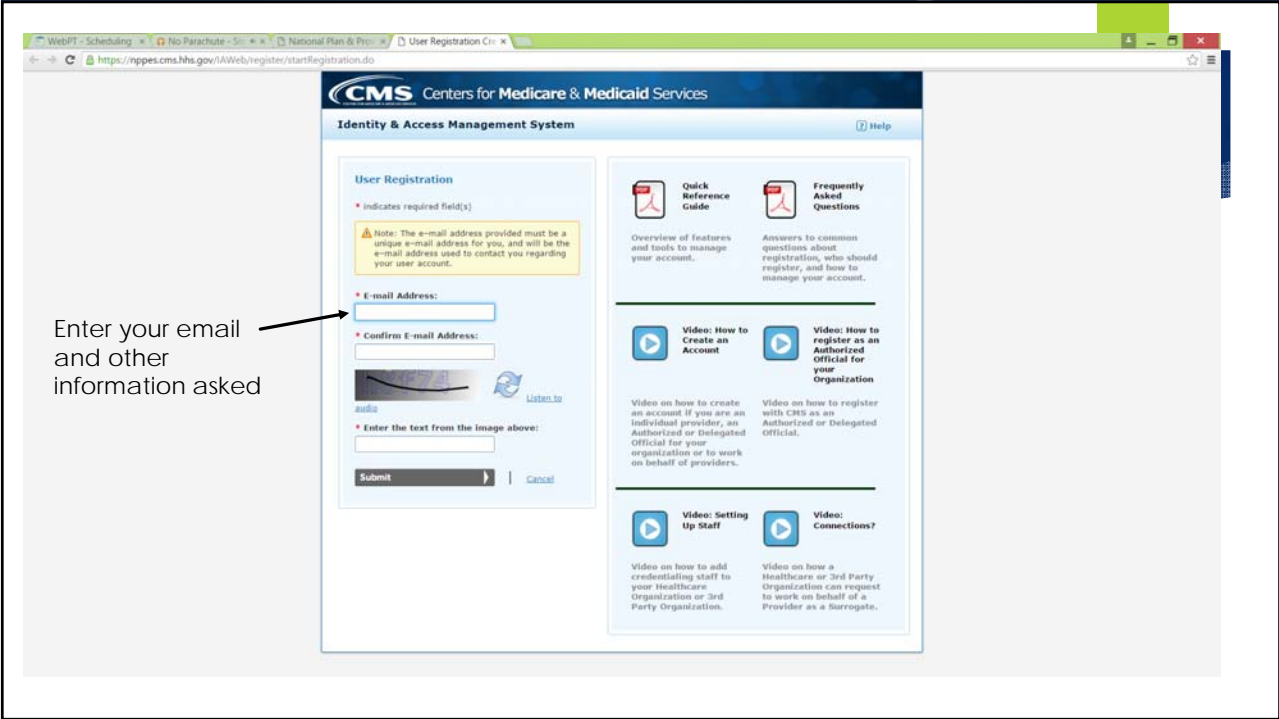
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:
You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.

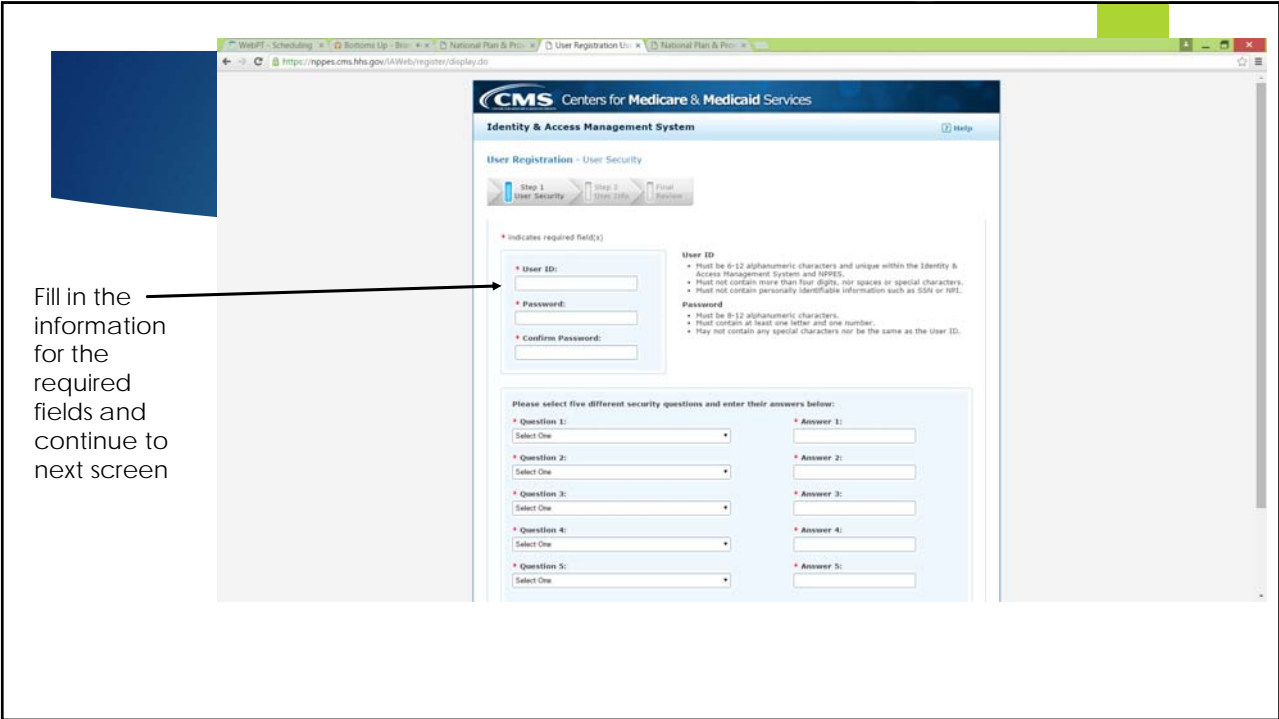
At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

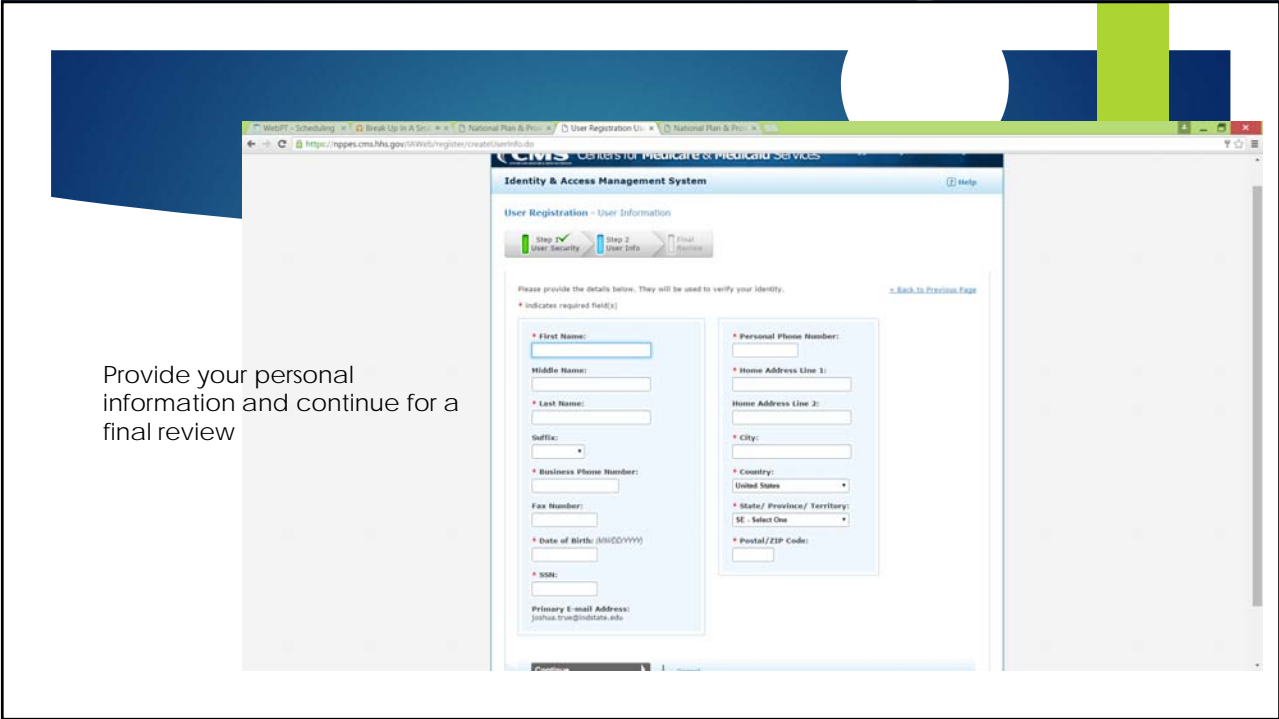
To continue, you must accept the terms and conditions. If you decline, you will not be able to continue.



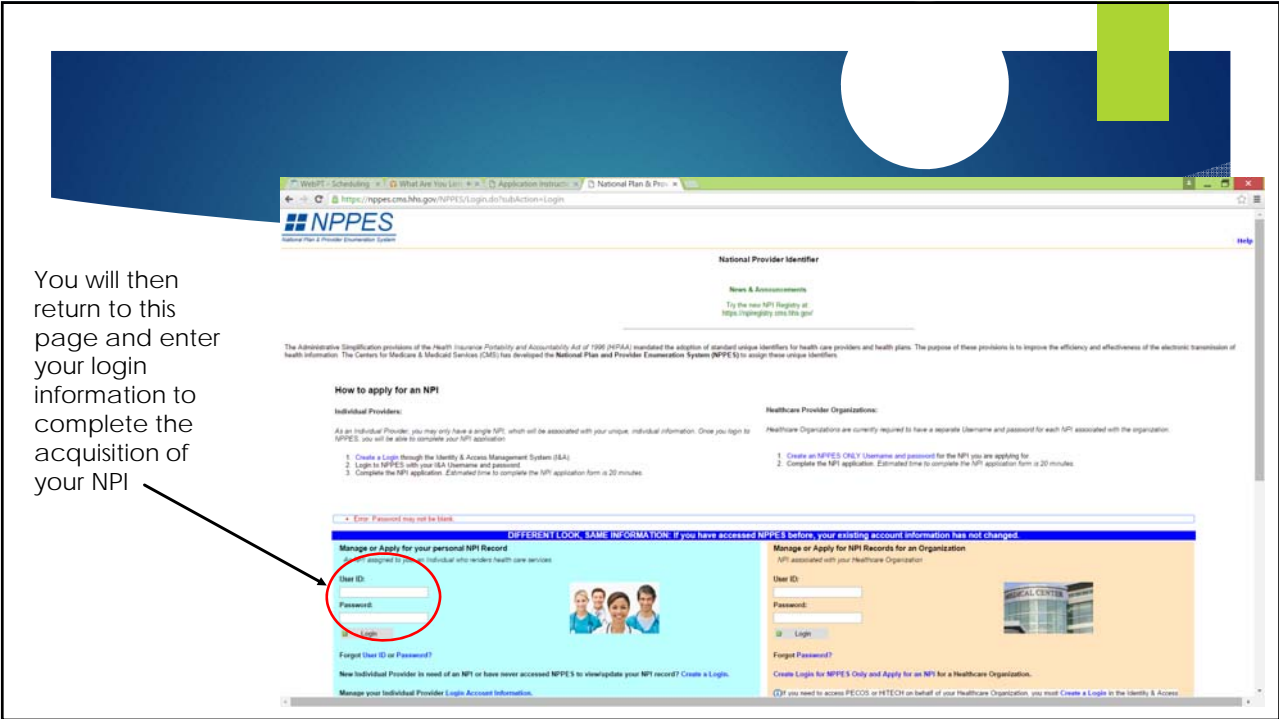
Enter your email and other information asked



Fill in the information for the required fields and continue to next screen



Provide your personal information and continue for a final review



You will then return to this page and enter your login information to complete the acquisition of your NPI

WebPT - Scheduling x Cheap Thrill - Nat... x Application Instruct... x
 https://npes.cms.hhs.gov/NPES/StaticForward.do?forward=static-instructions

NPI Application Instructions

Note: Use of **Back** and **Forward** browser buttons could result in loss of all the information entered. Users should use the Next and Previous buttons provided on the application to navigate between the pages of the application.

Step 1: Before you begin, make sure you have the following information.
 This information will be required to complete the NPI Application Form.
 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) ²
- Provider Date of Birth
- Country of Birth
- State of Birth (Country of Birth is U.S.)
- Provider Gender
- Mailing Address
- Practice Location Address and Phone Number
- Taxonomy (Provider Type) ⁴
- State License Information ¹
- Contact Person Name
- Contact Person Phone Number and E-mail

Information Required for Organizations

- Organization Name
- Employer Identification Number (EIN) ³
- Name of Authorized Official for the Organization
- Phone Number of Authorized Official for the Organization
- Mailing Address
- Practice Location Address and Phone Number
- Taxonomy (Provider Type) ⁴
- Contact Person Name
- Contact Person Phone Number and E-mail

**Athletic Trainer Taxonomy
2255A2300X**

Have the following information available to enter

1. Required by state law.
 2. (SSN or ITIN information should only be reported in the SSN or ITIN field)
 3. Do not report an SSN or EIN or ITIN in the EIN field.
 4. Provider Taxonomy codes can be obtained from <http://www.spc-edi.com/codes/taxonomy>
 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:	By e-mail at:	By mail at:
1-800-465-3203 (NPI Toll-Free)	customerservice@npienumerator.com	NPI Enumerator
1-800-462-2326 (NPI TTY)		PO Box 6059
		Fargo, ND 58108-6059


Step 2: Certification Statement Read and Certify.

I certify that this form is being completed by, or on behalf of, a health care provider as defined at 45 CFR § 160.103.

- I have read the contents of the application and the information contained herein is true, correct, and complete. If I become aware that any information in 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 NPES updated with any changes to data listed on this application form within 30 days of the effective date of the change.
- I have read and understand the [Privacy Act Statement](#).
- I have read and understand the [Penalties for Falsifying Information](#) on the NPI Application / Update Form as stated in this application. I am aware that falsifying information will result in fines and/or imprisonment.

Penalties for Falsifying Information on the NPI Application / Update Form:
 18 U.S.C. 1001 authorizes criminal penalties against an individual who in any matter within the jurisdiction of any department or agency of the United States knowingly or willfully falsifies, conceals, or covers up by any trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. Individual offenders are subject to fines of up to \$250,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to \$500,000. 18 U.S.C. 3571(e) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount specifically authorized by the sentencing statute.

Step 3: Begin online application. Begin Application Form



- ▶ When you have completed the process you will have your own NPI
- ▶ This will help you be recognized as an individual provider for services you provide to individual.
- ▶ Be sure to print out your sheet, and again remember to continue to update your demographics as you progress throughout your career

Statistics on NPI

- ▶ Nearly 100% of physicians, nurse practitioners, physician assistants, pharmacists, physical therapists, and occupational therapists have obtained an NPI – all are considered healthcare professionals
- ▶ Of all active athletic trainers, only 52% have obtained an NPI
- ▶ In order for the athletic training profession to continue to gain ground in the healthcare field, it is imperative we grow our NPI enrollment to the 100% mark
- ▶ When looking at the state of Indiana, 58% of IATA athletic trainers have their NPI

Additional Questions

- ▶ If you have further questions on how to obtain your NPI, please contact
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Indiana Business Development Coordinator
317-839-5433
RICKASHAW@aol.com