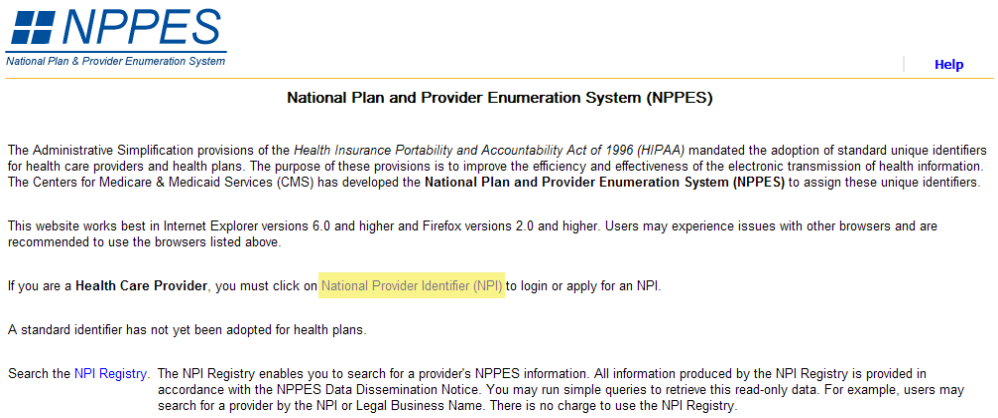
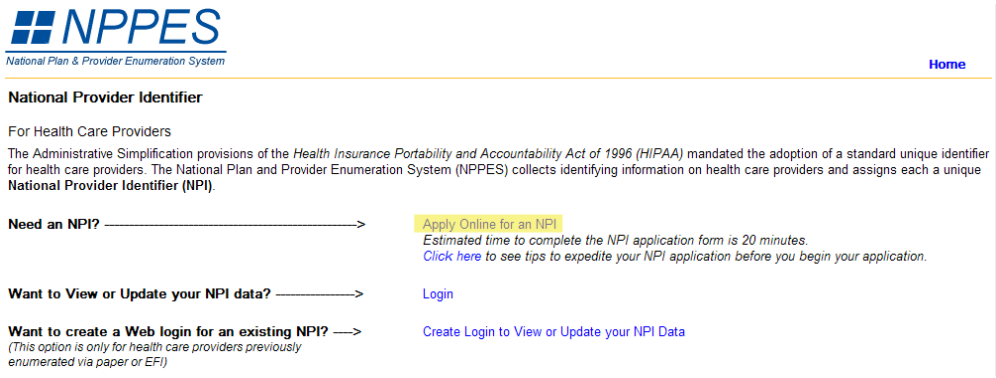
National Provider Identification (NPI) Registration Instructions

The Federal Government now requires all practicing physicians to have a National Provider Identification Number. When you are assigned an NPI number, this will be your number for life. Outside of extenuating circumstances, this number will never change, and you will need to keep your information up-to-date in the National Plan and Provider Enumeration System.

1. Go to the National Plan and Provider Enumeration System (NPPES) at https://nppes.cms.hhs.gov

2. 

   Click the **National Provider Identifier (NPI)** link

3. 

   Click **Apply Online for an NPI**

4.

NPPES
National Plan & Provider Enumeration System

Home | Help

NPI Application Instructions

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)
  - 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 E-mail
- **Information Required for Organizations**
  - 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)
  - Contact Person Name
  - Contact Person Phone Number and E-mail

* *(required for certain taxonomies only)*
** *(SSN or ITIN information should only be reported in the SSN or ITIN field)*
*** *Do not report an SSN or IRS ITIN in the EIN field*

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) 1-800-692-2326 (NPI TTY)	customerservice@npienumerator.com	NPI Enumerator PO Box 6059 Fargo, ND 58108-6059

Step 2: Read the information below.
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 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 NPPES updated with any changes to data listed on this 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 Privacy Act Statement.

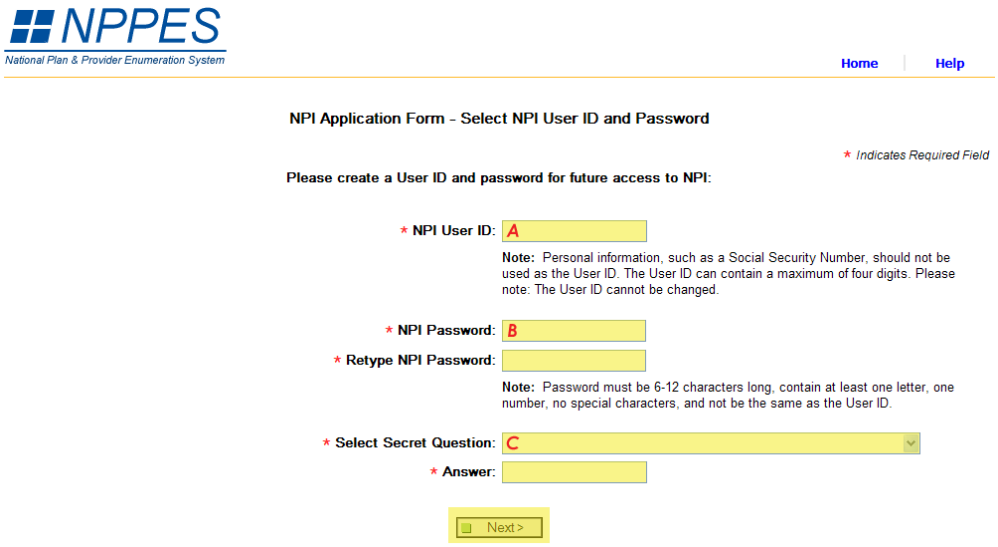
*I have read and understand the **Penalties for Falsifying Information** on the NPI Application / Update Form as stated in this application. I am aware that falsifying information will result in fines and/or imprisonment.*

Penalties for Falsifying Information on the NPI / 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, fictictious 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(d) 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

Click the **Begin Application Form** button at the bottom of the page

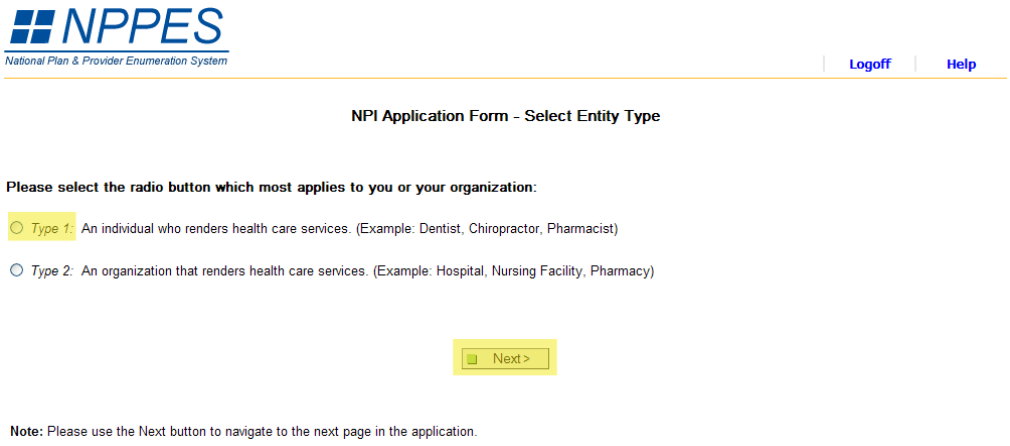
5.



Create an *NPI User ID* (A) and *Password* (B). Make sure to choose a *User ID* and *Password* that you will be able to remember. You will need this information to update your NPI registration during your residency. Choose a *Secret Question* (C) that will allow you to recover your *Password* if you forget it.

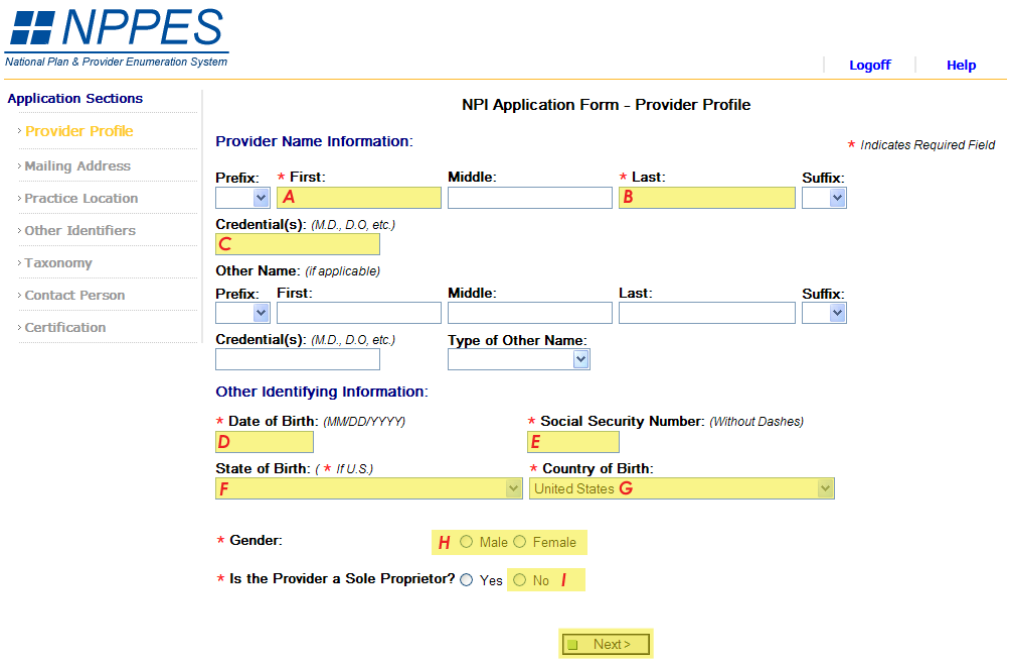
Click the **Next >** button.

6.



Choose ***Type 1*** and then click the **Next >** button.

7.



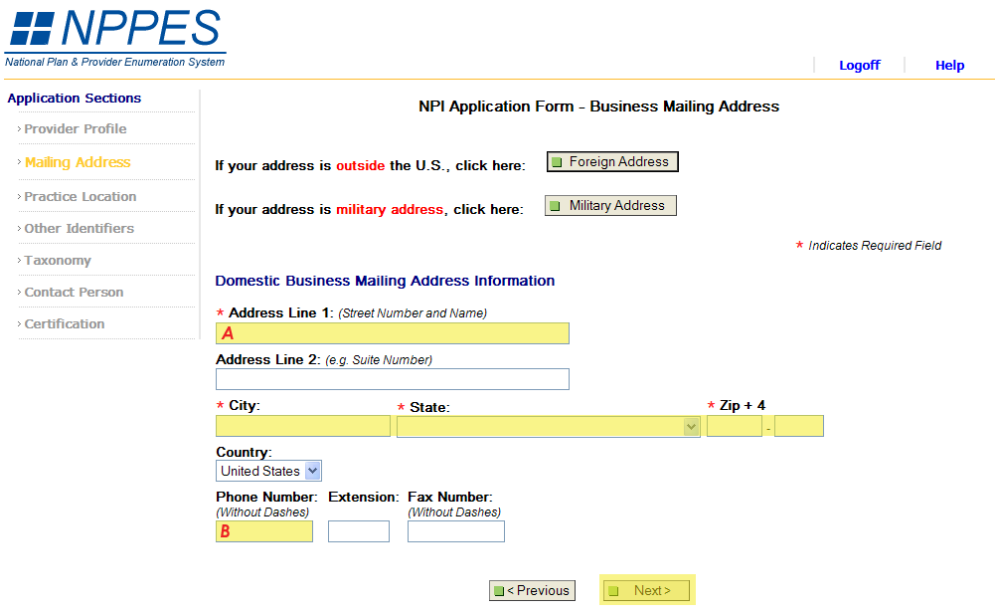
Fill out the *Provider Profile* information.

NOTE: This form is a LEGAL APPLICATION being submitted to the Federal Government. The name entered on this form **MUST** be your legal name as it is TODAY. If you will be getting married and changing your name before beginning your residency, you still must use your CURRENT legal name. After legally changing your name, you can come back to the NPPES system to change your name. Also, if you do not have a Social Security Number, you cannot complete this application until you have been assigned an SSN.

Fill out the *First Name* (A) and *Last Name* (B). Do not enter any *Credentials* (C), if you have not yet graduated from Medical School (this can be updated after graduation). Enter your *Date of Birth* (D), *Social Security Number* (E), *State of Birth* (F), *Country of Birth* (G), and *Gender* (H). Select **No** to the question about being a Sole Proprietor (I).

Click the **Next >** button.

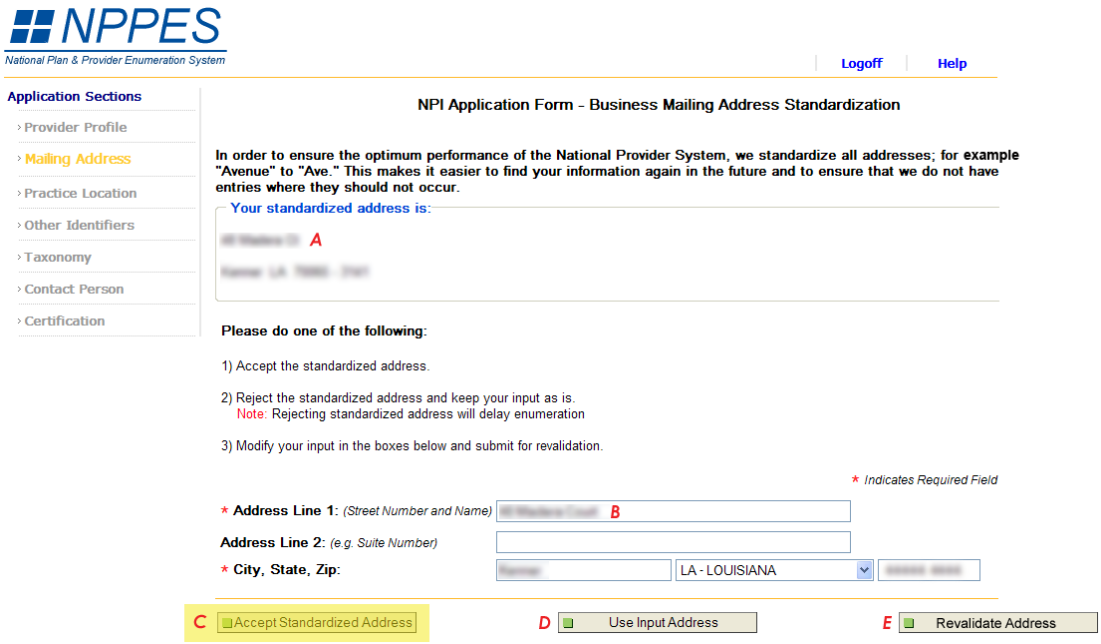
8.



Enter your current home mailing address (A). If you will be moving prior to beginning your residency, you should update this address after completing your move. Also, some residency programs may require you to use a specific mailing address, so you may need to update this information to satisfy their requirements.

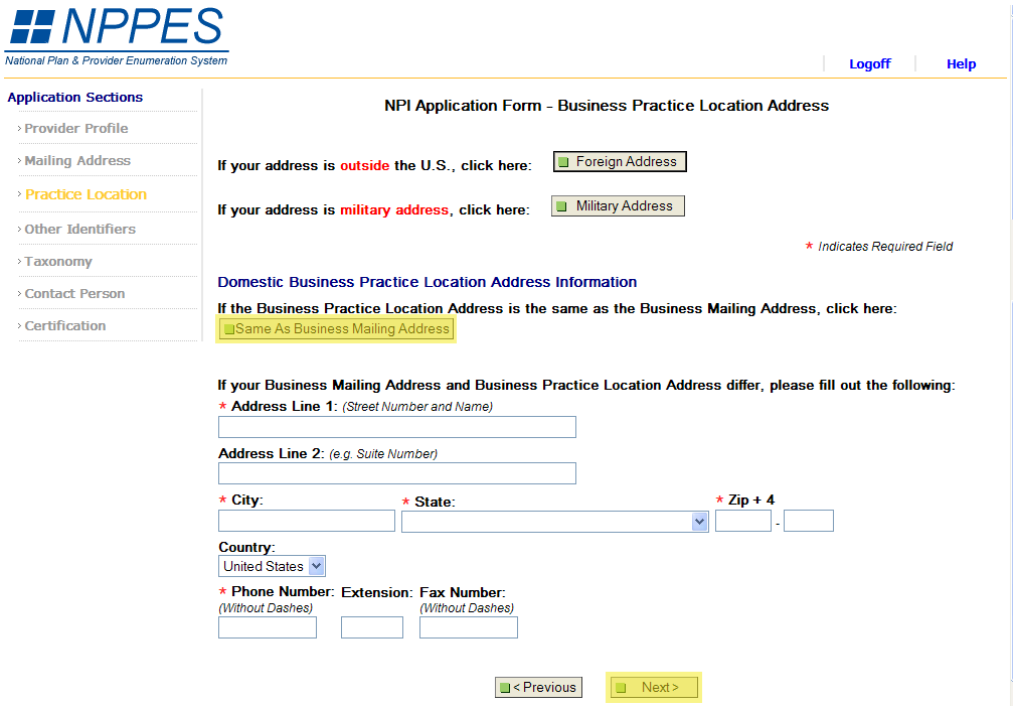
While not required, it is recommended that you enter a *Phone Number* (B). If there is a problem with your NPI application, they will attempt to contact you by phone to resolve the problem.

9.



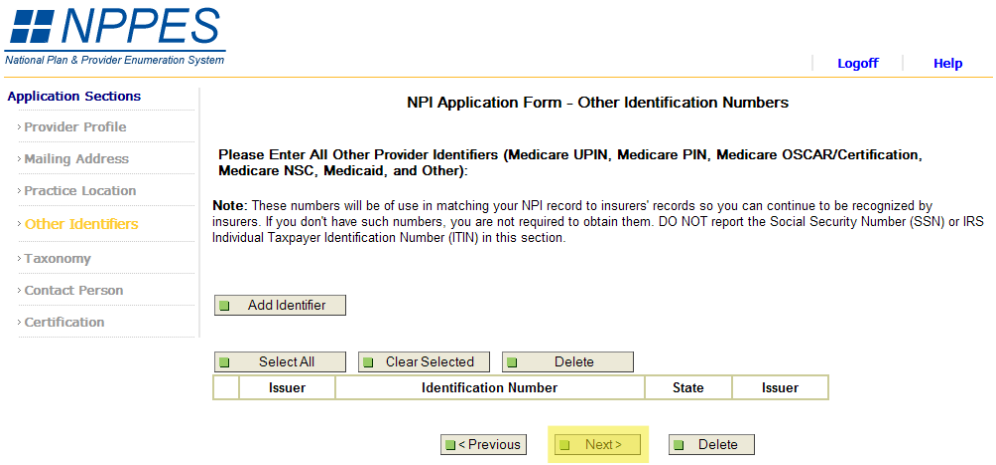
If the *Standardized Address* (A) is correct, click the **Accept Standardized Address** button (C). If the *Standardized Address* is NOT correct, make corrections to the address (B) and click the **Revalidate Address** (E) button. If the new *Standardized Address* still isn't correct, make any necessary changes to the address (A) and click the **Use Input Address** button (D).

10.



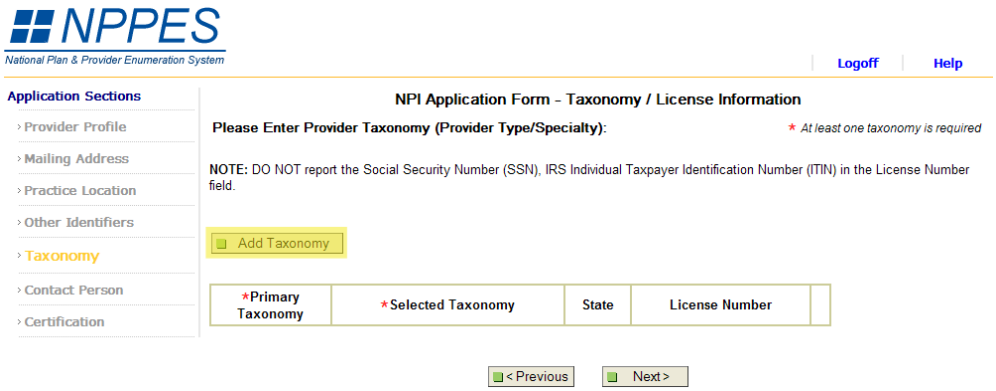
Click the **Same as Business Mailing Address** button, and then click the **Next >** button. Once you begin your residency, you will need to update this address to the location where you are practicing the most.

11.



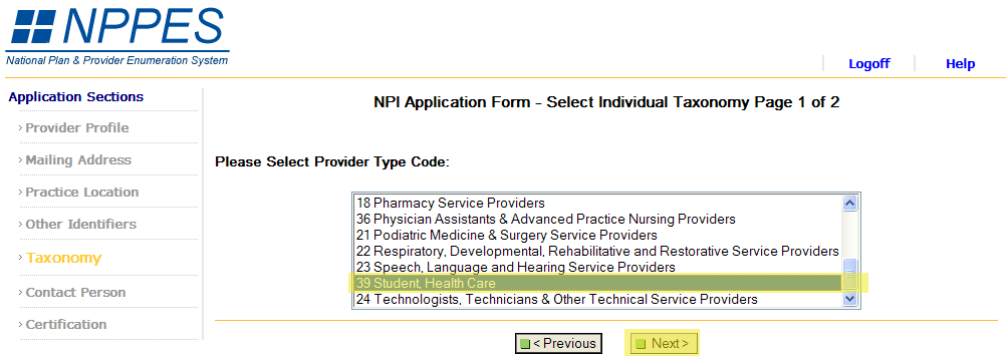
Click the **Next >** button. You do not currently have any other identification numbers. Once you begin your residency, you will begin to be assigned other identification numbers, such as a Medicaid Provider Number. You will need to update your NPI registration with those numbers as they are issued to you.

12.



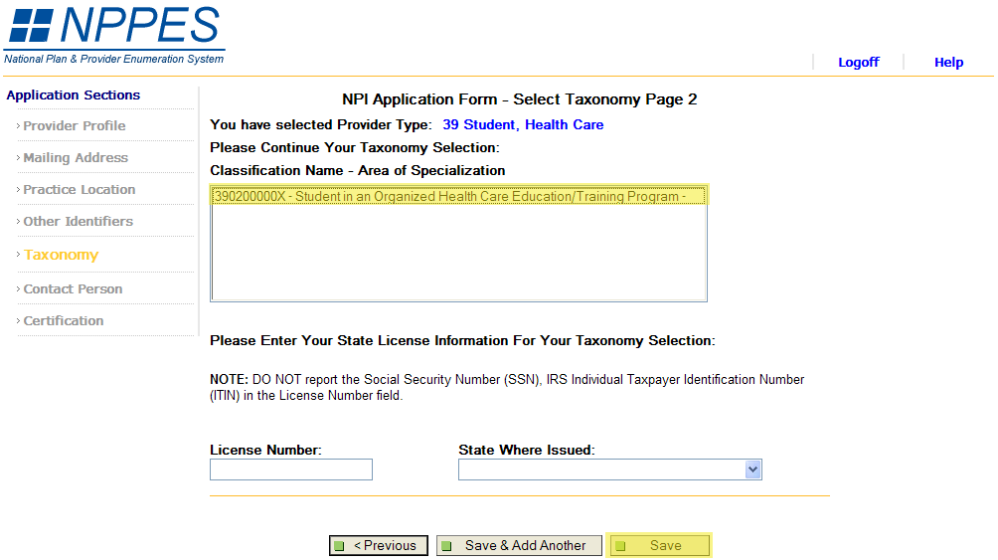
Click the **Add Taxonomy** button.

13.



Choose **39 Student, Health Care** from the list and then click the **Next >** button.

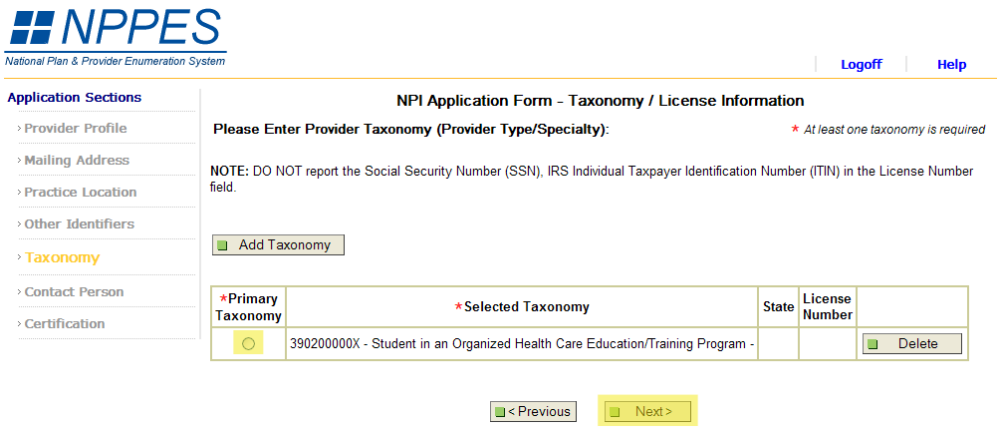
14.



Choose **390200000X – Student in an Organized Health Care Education / Training Program**. Leave the *License Number* and *State Where Issued* fields blank. Click the **Save** button.

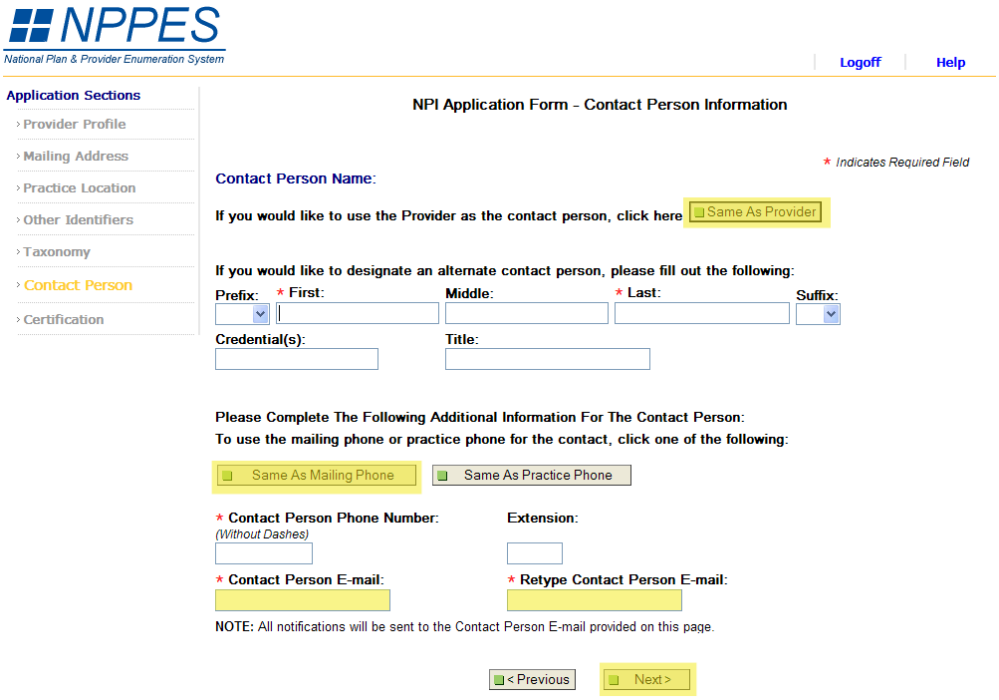
Note: LSU's current understanding of the NPPES regulations is that a resident should use the Student taxonomy code until a full, unrestricted medical license has been granted. Some non-LSU residency programs may ask that you choose a different taxonomy code. Use whatever instructions your residency program dictates.

15.



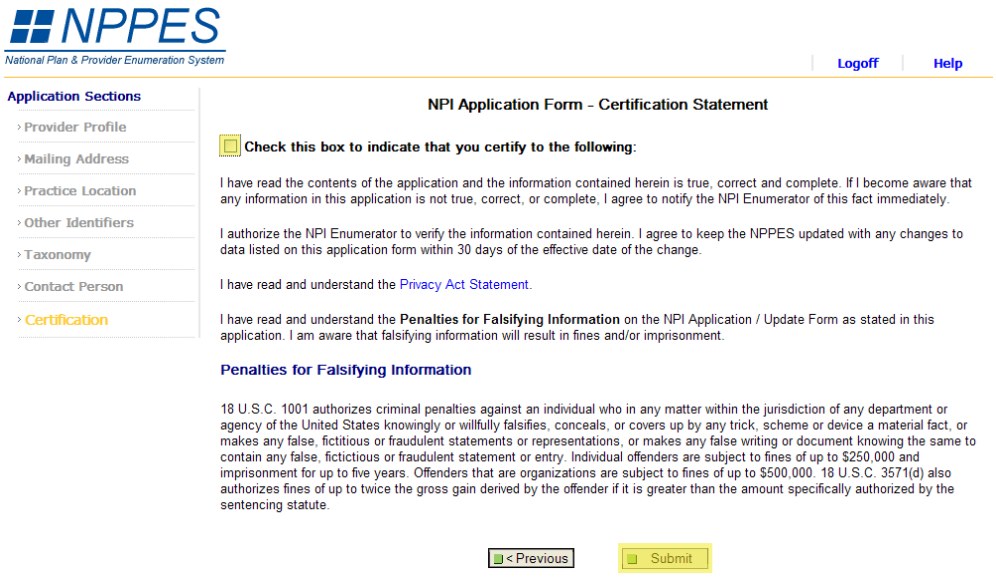
Select the radio button next to the student taxonomy and then click the **Next >** button.

16.



Click the **Same as Provider** button to use yourself as the contact for this NPI registration. Click the **Same as Mailing Phone** button to use your phone number as the contact phone number. Enter your email address in the *Contact Person E-Mail* fields, and then click the **Next >** button.

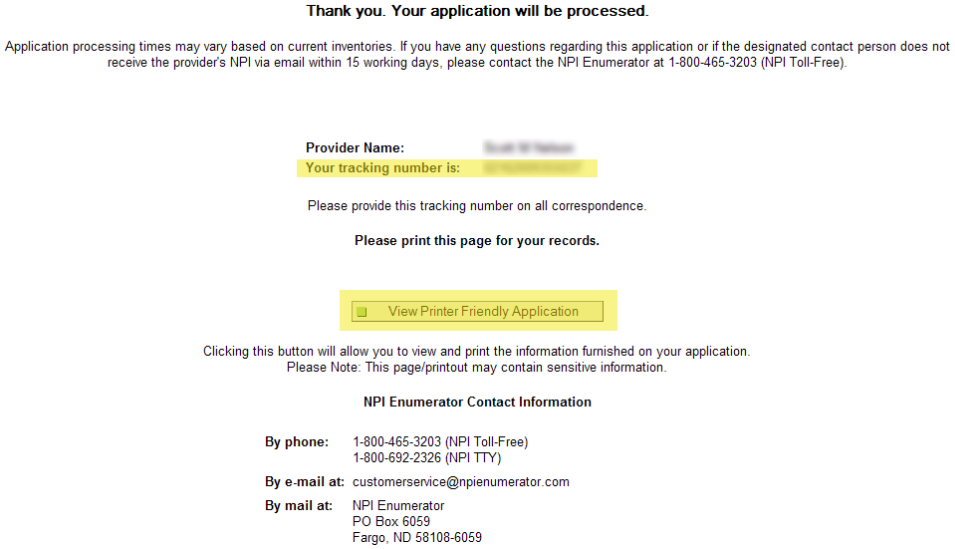
17.



Click the checkbox and then click the Submit button to complete and submit your NPI Application.

NOTE: Please read the certification statement carefully. There can be serious repercussions for willingly submitting false information.

18.



When your application is complete, you will be issued a tracking number. This number is NOT your NPI number. You will receive your NPI number via email in several days. If you do not receive your NPI number after 15 days, you can contact the NPI Enumerator with the contact info provided on the page. It is recommended that you print a copy of the confirmation page, as well as a copy of your completed application (by clicking the **View Printer Friendly Application** button).