Applying for an NPI Number
Independent Provider

Effective November 25, 2019 ODM implemented a policy under Administrative Code 5160-1-17 requiring all providers to obtain a National Provider Identifier (NPI) and keep it on file with ODM.
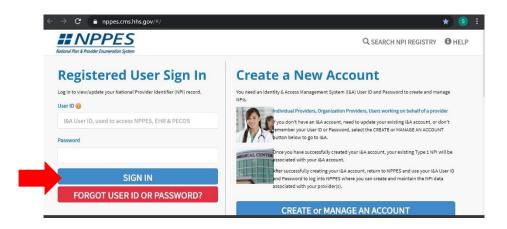
It is recommended that you complete this by December 31, 2020

1. **Access the NPPES website to create a username**
Go to https://nppes.cms.hhs.gov/#/

   (Separate instructions available for creating username / password)

2. **Once you have created your username and password, go back to the same website (https://nppes.cms.hhs.gov/#/) and type your username and password and sign in**

3. Complete the Multi-Factor Authentication (MFA) process

Click send verification, once you receive the code, type in the verification code and click verify code.

4. Click on Apply for an NPI for myself

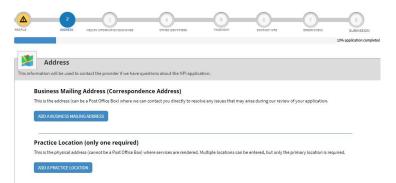## 5. Complete the profile page and click Next

Anything with an * is required

TIN Type is social security, TIN is your social security number

For language, search for English (and any other language you speak), once you select it click save and make sure the check box under primary is checked

6. Complete the address section, then click Next

Click on add a business mailing address, add your address (click this is my home address if applicable) and click save. You may need to select 'Accept Standardized Address'

Click on Add a Practice Location. Click on Same as mailing address, This is my home address and primary practice location. The Information will auto-fill from your business mailing address information. Click Save

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7. You can <u>SKIP</u> the Endpoint for Exchange Healthcare Information page. Scroll to the bottom of the page and click next.

8. You can <u>SKIP</u> Other Identifiers. Scroll to the bottom of the page and click next.

9. On the taxonomy page, you need to enter at least one taxonomy. You should enter the taxonomy code(s) for all services you are certified in.

   Search for each taxonomy, select it from the drop down menu and then click on Save (for each one). You do not need to fill in license number or State Issued.

   Once you have selected all applicable taxonomy codes, on the bottom of the page, make sure to check the primary box next to the taxonomy code of your primary service.

   Once complete, click on Next

   Use the Taxonomy Guide to find the appropriate code(s) for your services.

   For ease of search- type in the actual taxonomy code or the NUCC description (bold on the taxonomy guide)

Taxonomy

Provider's Taxonomy Information.

* Indicates Required fields.

You are required to identify at least one taxonomy to associate with your NPI. If you identify more than one, you must identify which one is the primary taxonomy. Provider Taxonomy codes and their description can be found on the Washington Publishing Company's web page.

To enter a taxonomy code, start by entering either the taxonomy code, classification code, or specialty in the Choose Taxonomy Filter box. All taxonomies containing the data you enter will display in the dropdown Choose Taxonomy box, allowing you to select the appropriate one. Once you have selected the appropriate Taxonomy code, the corresponding fields below the search box will be populated.

Choose Taxonomy Filter: 🔍

| Filter by Taxonomy name or Taxonomy code. |

* Choose Taxonomy:

| Choose Taxonomy ▼ |

* Classification Name/Specialization:

License Number: State Issued:

CLEAR   SAVE

Primary Taxonomy ▲	Taxonomy Code	Taxonomy Type	Group Type	License Number	State	Actions
☐	376J00000X	Homemaker				🗑

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‹ PREVIOUS   NEXT ›

SAVE & RETURN TO MAIN PAGE

10.   Complete the Contact information page and the click next
Click on Add Contact Information. Select the boxes next to Primary Contact Information and Contact Person is Myself and the information will auto-fill. Click Save.

11.   On the Error Check page, make sure that all the sections have green boxes that say Completed. Then click Next.

12. **On the final page, read over all the information. Check the box to certify that the form is being completed by a health care provider. Then click Submit.**

Once you receive your NPI Number you need to contact ODM to update your record.

Send an email to Medicaid_Provider_Update@medicaid.ohio.gov and include the following information:

- ☐ Your first and last name
- ☐ Your Medicaid Provider ID Number (NOT your DODD Contract #)
- ☐ Your NPI Number
- ☐ Reason for your request (need to update records)

  You can find your Medicaid Provider ID Number on your Provider Home Page in the PSM Portal.