National Provider Identifier (NPI) Application Process

To complete the online NPI application, you must first obtain an Identity & Access (I&A) User ID. You start the process by going to https://nppes.cms.hhs.gov/ and then following the steps below:

1. Select the Create or Manage an Account link on the right side of the National Plan and Provider Enumeration System (NPPES) Home page.
   Note: You will be redirected to the I&A website.

Create a New Account

You need an Identity & Access Management System (I&A) User ID and Password to create and manage NPIs.

Individual Providers, Organization Providers, Users working on behalf of a provider

If you don't have an I&A account, need to update your existing I&A account, or don't remember your User ID or Password, select the CREATE or MANAGE AN ACCOUNT button below to go to I&A.

Once you have successfully created your I&A account, your existing Type 1 NPI will be associated with your I&A account.

After successfully creating your I&A account, return to NPPES and use your I&A User ID and Password to log into NPPES where you can create and maintain the NPI data associated with your provider(s).

Click Here

CREATE or MANAGE AN ACCOUNT

2. Follow the steps to complete your I&A Registration.
   Use your personal information on the I&A website. ***Do not enter an employer if requested***.

3. Once you have successfully obtained an I&A User ID, return to the NPPES Home page (where you started above) and log into the NPPES website with your newly created I&A User ID.

Registered User Sign In

Log in to view/update your National Provider Identifier (NPI) record.

User ID ⓘ

I&A User ID, used to access NPPES, EHR & PECOS

Password

SIGN IN

FORGOT USER ID OR PASSWORD?

Enter your User ID and Password then click here

4. Select the Apply for an NPI for Myself to begin the NPI application process.

INDIVIDUAL PROVIDER

Apply for an NPI for myself ⓘ

Click here to begin the NPI application

Help is available throughout the application by clicking on the button in the upper right-hand corner. Required elements are indicated by a red asterisk. Pay attention to the green padlocks displayed next to some elements.

That indicates the information entered into that field remains private. ***If you don't see a green padlock next to an item, the information you enter there will be public information.***

5. **Provider Profile Page**
   Some of your information will be prepopulated from your I&A account.

   - You must use your full legal name matching your Social Security record.
   - Answer no to the sole proprietor question unless you bill under your SSN.

6. **Address Page**
   The address and phone number you enter for the business mailing and practice location addresses will be public information freely available on the internet. It's recommended that you use a business address.

7. **Endpoint for Exchanging Healthcare Information Page**
   Do not enter anything on this page. Simply scroll to the bottom and click on Next.

8. **Other Identifiers Page**
   Don't enter any other identifiers on this page even if you have one (such as a Medicaid provider number) for privacy reasons.

9. **Taxonomy Page**
   You must choose at least one taxonomy (specialty) for your NPI record. Enter your search terms into the Choose Taxonomy Filter search box to narrow your search then choose among the results in the Choose Taxonomy dropdown list. See the attached Provider Taxonomy Code Tip Sheet for additional guidance.

Choose Taxonomy Filter: 🔍	* Choose Taxonomy:
social	Choose Taxonomy ⌄

   If you enter more than one taxonomy, you must designate one as primary. Taxonomies may describe your role or your licensure field (if applicable). Examples of taxonomies used for behavioral healthcare include:

   - Psychiatrist
   - Clinical Psychologist
   - Social Worker
   - Counselor
   - Registered Nurse

   - Case Manager
   - Nurse's Aide (the best option for QMAP)
   - Student (for interns)

10. **Contact Information Page**
    The email address you enter in this section remains private even though the green padlock isn't present. The phone number entered here should be private, but you can enter a business phone number to be safe.

11. **Error Check Page**
    Verify that your information is correct and click on Review if you need to check a section.

12. **Submission Certification Page**
    You must check the box certifying the accuracy of your information before clicking the Submit button.

13. If your services will be billed by WellPower, please send your new NPI number to credentialing@wellpower.org once it has been issued. The NPI numbers are often issued within an hour of submitting your application but can take up to two weeks. If you have questions regarding your application, you can call the NPI Enumerator Help Desk at (800) 465-3203.

Provider Taxonomy Code Tip Sheet

The primary taxonomy code on your NPI record must match your license, and your license should be entered along with that taxonomy. Here are the taxonomy codes for the licenses we can currently enroll with Medicaid. You may enter more than one taxonomy. If you're replacing an outdated taxonomy, you must first delete it.

Log into your NPI account. If you don't have your login, see Forgot Your User ID or Password? on the previous page. Once you're logged in, scroll down the page until you see your NPI in the table. Click on the pencil icon to edit your application.

To update a taxonomy, navigate to the TAXONOMY page. Using the table below, enter the taxonomy code in the CHOOSE TAXONOMY FILTER box and then click on the taxonomy in the CHOOSE TAXONOMY dropdown list. You will then be able to enter any state license number associated with that taxonomy. Click on SAVE to add your taxonomy to the list at the bottom of the page. You may enter multiple taxonomies, but one must be selected as your primary taxonomy. Once you are done with your taxonomy update, click on NEXT to navigate to the next page of your NPI application.

TIP: To view a more comprehensive list of taxonomies, you may type part of the description into the CHOOSE TAXONOMY FILTER box. A list of all taxonomies which include the search term will then appear in the CHOOSE TAXONOMY dropdown list, and you can click on the best option.

Once you have completed your NPI updates, click on ERROR CHECK. If any errors are reported, you will have an opportunity to review the information and make corrections as needed. Once your application is error free, click on NEXT to navigate to the SUBMISSION page. Click on the certification box before clicking on SUBMIT.

License Type	Taxonomy Code	Description
APN/CNS – Adult Health	364SA2200X	CNS, Adult Health
APN/CNS – Psychiatric – Adult	364SP0809X	CNS, Psych/MH, Adult
APN/CNS – Psychiatric – C&A	364SP0807X	CNS, Psych/MH, C&A
APN/NP – Adult Health	363LA2200X	NP, Adult Health
APN/NP – Psychiatric (all)	363LP0808X	NP, Psych/Mental Health
CAC	101YA0400X	Counselor, Addiction
Licensed Psychologist – Adult	103TC0700X	Psychologist, Clinical
Licensed Psychologist – C&A	103TC2200X	Psychologist, Clinical Child & Adolescent
LAC	101YA0400X	Counselor, Addiction
LCSW	1041C0700X	Social Worker, Clinical
LMFT	106H00000X	Marriage & Family Therapist
LPC	101YP2500X	Counselor, Professional
Physician – Adult	2084P0800X	Psych & Neuro, Psychiatry
Physician – C&A	2084P0804X	Psych & Neuro, C&A Psychs
Physician Assistant	363A00000X	Physician Assistant
RN (no specialty)	163W00000X	Registered Nurse

RN – Psych	163WP0808X	RN, Psych/MH
RN – Psych – Adult	163WP0809X	RN, Psych/MH, Adult
RN – Psych – C&A	163WP0807X	RN, Psych/MH, C&A
Res Counselor I	101Y00000X	Behavioral Health + Social Service Providers - Counselor
Pharm Student	101Y00000X	Behavioral Health + Social Service Providers - Counselor
CMA	376K00000X	Nurse's Aide
Case Manager	171M00000X	Other - Case Manager
Mental Health Therapist/Unlicensed Masters	104100000X	Behavioral Health + Social Service Providers - Social Worker
Peer Specialist	175T00000X	Other – Peer Specialist
Counselors (including Vocational Counselors)	101Y00000X	Counselor
Fellows	390200000X	Student, Health Care - Student in an Organized Health Care Education/Training Program
Masters Level Intern and APN Intern	390200000X	Student, Health Care - Student in an Organized Health Care Education/Training Program