

## National Provider Identifier (NPI) number

The National provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered health care providers. Licensed and unlicensed residents are expected to obtain a NPI number. To complete an on-line application, you need to have a social security number. If you have a social security number and do not have a NPI, go to <https://nppes.cms.hhs.gov>, complete the application and submit.

As soon as you receive your NPI number, please submit to your Program Administrator to be entered into E\*Value.

If you do not have a social security number, you must complete a paper NPI Application/Update form and mail it to the NPI Enumerator. The form is attached. In order to fill out the paper NPI Application/Update form, complete the steps below:

- In Section 1A Reason for Submittal of this Form, select the 'Initial Application' box.
- In Section 1B Entity Type, select 'Type 1'.
- Complete Section 2A Identifying Information,
- Section 3 Business Addresses and Other Information
  - o Section 3D – Taxonomy Code – if you do not have your medical license, use: Student, Health Care (390200000X) as your Healthcare Provider Taxonomy Code
- Section 4A Individual Practitioner's Signature, and
- Section 5 Contact Person

Note: If you do not furnish your SSN, you must furnish two (2) proofs of identification with the NPI Application/Update form. Acceptable forms of identification include: Passport, U.S. Issued Driver's License, Birth Certificate, or U.S. State Issued Identification. In order to process the application, the two (2) proofs of identification must be translated into English.

Also, you must provide a Letter of Explanation stating:

- Why you need the NPI.
- Your Residency Start Date.
- Your Residency End Date (if known)

Note: Failure to provide all necessary information may delay processing of the application.

Once the paper NPI Application/Update form is completed, it must be returned to the NPI Enumerator via mail at the address provided on the third page of the application. NPI Application/Update forms received via email and/or fax will not be processed.

If you have questions send an email to [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com) or contact the NPI Enumerator at 1-800-465-3203 between the hours of 9 a.m. and 5 p.m. Eastern Time.