

NPI SURVIVAL GUIDE

- NPI internet address: <https://nppes.cms.hhs.gov>
- **Never use the "back" button**
- Select "Health Care Provider" option for NPI
- Select "Apply Online for an NPI"
 - Scroll down and click on "Begin Application Form"
- Choose your NPI user-id and password
- Select "TYPE 1" entity type
- On the Provider Profile Page
 - On the personal info page type "date of birth" field in *MM/DD/YYYY* format
 - If you are not born in the US, "State of Birth" is not required
 - Is the Provider a Sole Proprietor? Select "Yes" button
- On the address page (Mailing Address) type your home address
- Next - Accept the standard address
- On the next address page (Practice Location) type ADMHS address and the phone
- Next - Accept the standard address
- Other Identification Numbers page - If you have UPIN, Medicare number, etc click on "Add Identifier" and add the information - if not just click on the "Next" button
- Add Taxonomy
 - Choose from the pull-down menu the one that is appropriate for you
 - On the second screen select "Provider Type Code" from **Individual Provider Type Code** on the left hand side
- Next - write your License Number
- For "Contact Person Name" select "Same as provider"
 - retype your work phone number
 - type your work e-mail address
- Next - Check the box for the certification and Submit
- Done