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.

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.
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.
NPI Application Instructions

**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.

![NPPES Application Form](image1)

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

16.

![NPPES Application Form](image2)

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.
NPI Application Instructions

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).