NOTICE: Ohio Administrative Code (OAC) rule 5160-1-17 took effect on November 25, 2019 and requires all providers to obtain a National Provider Identifier (NPI) number. In accordance with paragraph (D) of the rule, any provider identified by the National Uniform Claim Committee (NUCC) with a provider taxonomy number must obtain an NPI and report it to ODM upon enrollment. If you currently do not have an NPI, the following information is a guide to help you understand and obtain your required NPI.

What is NPI: The NPI is a unique identification number for covered health care providers. The NPI is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard and must be used in lieu of payer specific legacy provider identifiers in the HIPAA standards transactions. For more information about the NPI, please visit the Centers for Medicare and Medicaid Services (CMS) website.

There is no fee associated with obtaining your NPI. Therefore, this will not be an additional cost to you as a provider.

How to obtain your NPI - Apply Online: The application process can take less than 5 minutes to submit and can be found at the National Plan and Provider Enumeration System website.

1. You will initially be directed to create a Username and Password in the Identity and Access website before you can apply.
2. Once you have created a Username and Password, use the link listed above to login to submit your application.

This screenshot displays where you will need to create your account and login to register for your NPI. You can find helpful hints and a FAQ located on the “Resources” at the bottom center of the website.
Applying for National Provider Identifier (NPI)

Step 1: Create an Account

You will need to create an account in the “Identity Access Management System” (I&A). Click on “Create or Manage An Account” which will take you to a new web-page.

Terms & Conditions: Once you are taken to the new webpage, you will review the terms and conditions and click “Accept” in order to move forward with your application.

Create Account: Once you have accepted the terms and conditions, you will be taken to the page where you will create your account.
**User Registration:** Below is a screenshot of the page where you will create your User ID and Password. Please read the instructions on how to create your User ID. You **cannot** use any “special characters” in your User ID. You must also meet the 9 requirements for your password to be approved. You will also need to supply 5 security questions. **Be sure to remember your username and password and security questions.** Once you have entered all the fields you can click “Continue” to move forward.
Note: If you forget your User ID or password, you will not be able to finish your registration for 24 hours. See below for notification if you forget.

Contact Information: The Next Step is to provide all your contact information. Below are the fields you must provide. Please note the red asterisk indicates those are required to move forward. Once you have filled in all the fields, click “Continue” to move forward in your registration.
Address Verification: Once you have clicked continue, it will have you verify your address by selecting the one you entered or the “Standardized Address.” You will need to select one and then click continue.
**User Authentication Method:** Once the address is fully verified, you will be asked for an authentication method when you login. You can request a verification code via text message, email or a phone call. Please select an option.

**User Authentication Method Verification:** You will be asked to test the verification method. In this example, we requested a code to be sent as a text message. Once you receive the code, you will be required to enter the code for verification.
User Authentication Confirmation: You will receive a notification that your authentication method was verified. It will ask if you wish to set up an alternate method, but that is not required, and you can complete your registration.

Registration is Complete: You should receive a confirmation that your account has been successfully completed, and you can continue to the home page.
Home Page: Once your registration is complete, you can proceed with your registration for an NPI number. You will have the option to select as an “Individual” or “Agency.” Be sure to click the correct one.
Step 2: Register for your NPI Number

Login: Now that you have created your account, your next step is to begin the process to register for an NPI number. You will be directed to login with your newly created account. Enter your User ID and Password and click the “Sign-In” button.

Authentication Verification: You will once again be required to authenticate your account by having a code sent to your authentication method. In this example, we are using a text message. Click “Send Verification Code” to continue.
NPI Selection Page: You will select the provider type on this page. Either as an “Individual Owner” or “Organization.” (Choose “Individual Owner” if you are an independent provider)

Provider Profile: In this section, you have two sections you need to fill out: “Provider Name Information” and “Other Identifying Information.” Be sure to fill all these sections out fully before you proceed.

Other Identifying Information: You will need to supply your Date of Birth, Tax Identification Type and Tax Identification Number, State and Country of Birth, Gender and Demographic information in this section. Be sure to fill this out in its entirety and click next.
**Address Information:** You will need to input both a Business and Practice Address to move forward. It is OK if they are the same address. Once you have inputted the address for both, you can click “Next” to continue.

**Healthcare Exchange Information (Optional):** This section is “Optional”. You may leave this section blank or read the instruction and submit the information. If you determine to leave it blank, click “Next” to continue.
**Other Identifiers Information (Optional):** This section is also “Optional”. It is to link your NPI number with other associated provider numbers. You may fill this section or leave it blank. If you determine to leave it blank, click “Next” to continue.
**Taxonomy Information:** You will need to select at least one Taxonomy (Provider Type). You can do a search in the filter to narrow down your list. Home Health Aide, Nurse etc. are all available in the dropdown box. If you are unsure which taxonomy to select, you can click the hyperlink shown below within the application or visit the NUCC website: [http://www.nucc.org/index.php/code-sets-mainmenu-41/provider-taxonomy-mainmenu-40](http://www.nucc.org/index.php/code-sets-mainmenu-41/provider-taxonomy-mainmenu-40)

In this example, “Home Health Aide” is selected. Once you have selected an option, you will click “Save.” Once this is saved, you can click “Next” to continue.
**Contact Information:** You will need to click on “Add Contact Information” and input your information. You will also need to select a type of contact (“Primary” or “Contact is the same as Myself”) to move forward. Once all required information is entered, click “Save” and then “Next” to move forward.
Error Check: You are almost finished. At this point of the registration, check that the required information categories are complete. In this example, you see all the categories are in “Green,” meaning there were no errors. Errors are highlighted in “Red”. Click those and review to resolve the error. Once they are all green, you can click “Next” to move forward.

Submission Certification: Carefully review the information listed on this page for accuracy. Once completed, click the “I Certify” button and then “Submit”.
Submission Confirmation: After you have clicked “Submit,” you will be taken to a new page where you will be given a confirmation that your submission was accepted and will be processed. You will also be given a tracking number. Keep this number in your records for future reference.

Print Option: Additionally, you will be given the option to print this confirmation page. It is recommended that you print this page for your records.
NPI Email: Below is an example of the email notifying you of the assigned NPI number. This can take between 24 hours to 10 business days.

From: customerservice@npienumerator.com
To: Provider name
Subject: National Provider Identifier
Date: Thursday, December 19, 2019 10:00:57 AM

From: customerservice@npienumerator.com <customerservice@npienumerator.com>
Sent: Thursday, December 19, 2019 9:25:07 AM
Subject: National Provider Identifier

Enumeration Date: December 19, 2019

A request for a National Provider Identifier for "Provider Name" was recently submitted to https://nppes.cms.hhs.gov, and you were listed as the contact person. This is to inform you that the request was successfully processed and the following NPI has been assigned: 1234567890

This provider is a sole proprietor.

Practice Location:

Provider Taxonomies:
Member Taxonomy: ############
State: OH
Details: Home Health Aide
This is the Primary Taxonomy.

If you have any questions about this notification you may contact the NPI Enumerator at:
NPI Enumerator
PO Box 6059
Fargo, ND 58108-6059
1-800-465-3203 (NPI Toll-Free)
1-800-692-2326 (NPI TTY)
customerservice@npienumerator.com

You may view or change this provider's NPPES information by logging onto the NPPES website at https://nppes.cms.hhs.gov.

Please note: If you are not the provider, you are required to inform the provider of the information in this e-mail and furnish a copy of this notification to the provider.