

How to Apply for a National Provider Identifier (NPI)

What is an NPI?

An NPI is a unique 10-digit identifier that the Centers for Medicare & Medicaid Services (CMS) issues to health care providers. Having an NPI allows health care practitioners to submit claims to payers for reimbursement.

How to apply

- Go to the National Plan & Provider Enumeration System (NPPES) website at <https://nppes.cms.hhs.gov/#/>.
- Click **Create or Manage an Account** to access the Identity & Access Management System (I&A).
- Log on to NPPES with your new I&A username and password.
- Complete the NPI application.
 - **Provider type: 12** is the dental professional provider identifier.
 - **Taxonomy: 124Q00000X** is the specific taxonomy code for dental hygiene.
 - **Social Security number (SSN):** Provide your individual SSN.
 - **Personal address:** Post office boxes are not accepted.
 - **User ID:** Each applicant will need to create a user ID that is linked to the unique identifier.
 - **Three basic security questions:** A series of dropdown boxes will prompt the question that will allow access to the individual account. NPPES recommends you print each consecutive page of the online application so you can maintain your security questions.
 - **Password:** Each individual will create a unique password.

Other items of note

- An Employer Identification Number (EIN) is assigned by the Internal Revenue Service (IRS) only for NPI applications from providers that are organizations, including groups and subparts.
- An SSN is assigned by the Social Security Administration only for NPI applications from providers who are individuals. An SSN is required on all web NPI applications and is optional on paper NPI applications.
- An Individual Taxpayer Identification Number (ITIN) is assigned by the IRS to individuals who do not qualify for an SSN. The ITIN is assigned only for NPI applications from providers who are individuals.
- An EIN must not be entered in the ITIN field on the application of a health care provider who is an individual.
- When you enter your Medicaid number I section 3.d., list the state that assigned the number.
- Post office boxes cannot be entered as practice location addresses.
- There is a paper application that you can mail to NPPES.

To apply for an NPI: <https://nppes.cms.hhs.gov/#/>

Provider type dentistry: **12**

Taxonomy code for dental hygienist: **124Q00000X**. The American Dental Hygienists' Association (ADHA) has more information on reimbursement in the Advocacy section of their member website.

NPI registration is a critical step to secure a self-directed provider status, which gives dental hygienists additional innovative opportunities to serve the public.

Source: Chandler, T. National Provider Identification — A Dental Hygienist's Path to Reimbursement. *Access Journal*. August 2016, pp. 17–19.

Coverage by AmeriHealth First.

ACPA_18202159



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