

National Provider Identification (NPI) Number

➤ Who needs an NPI#?

- All Clinical/Licensed Staff are required to have an NPI#
- This includes LCSW, LMSW, LPC, LAPC, LMFT, LAMFT, RN, LPN, APRN, MD.

➤ What happens if I do not sign up for an NPI#?

- Clinical/Licensed Staff who do not have an NPI# will NOT have access to the View Point Health (VPH) electronic health record system in order to complete daily tasks, progress notes, etc.

➤ What if I already have an NPI#?

- If you already have an NPI#, **do not request another one**. Please email the NPI# along with your full name to: gillian.mitchell@vphealth.org.

➤ What if I need to update my information (e.g. my NPI# is linked to my license from another state)?

- To update your information for an existing NPI#, go to <https://nppes.cms.hhs.gov> to sign in to and edit your NPPES account. Update any necessary information including your **Practice Location** to add the VPH address and **Taxonomy** to add your GA License (see Steps 4 and 5).

➤ How do I apply for an NPI#?

- Follow the instructions below to apply for NPI#. At the end of the application, please add my name and email address as the alternate contact person so your NPI# can be sent directly to my email. This will help expedite the process of giving you access to the VPH electronic health record system.

If you need further assistance, please email or call me

Gillian Mitchell (Quality Assurance Dept)

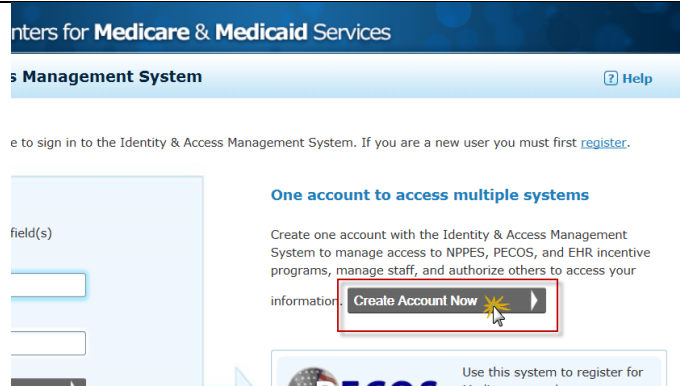
678-209-2397

gillian.mitchell@vphealth.org

Steps for Requesting an NPI Number

STEP 1: Create an Identity & Access Account

- Go to the website: <https://nppes.cms.hhs.gov/IAWeb/login.do>
- After clicking on **Accept**, select **Create Account Now**



- You may use your personal email to set up the account

- **Create a User ID and Password.** You will also be asked to select and answer 5 security questions.
 - **Note:** User IDs cannot be changed. Once you have successfully chosen a User ID and security question/answer combinations and submitted the record, the User ID and security question/answer combinations will remain tied to your record.
 - **Click on Continue** to move to the next screen.


* indicates required field(s)

* **User ID:**

* **Password:**

* **Confirm Password:**

- User ID**
- Must be 6-12 alphanumeric characters and unique within the Identity & Access Management System and NPPES.
 - Must not contain more than four digits, nor spaces or special characters.
 - Must not contain personally identifiable information such as SSN or NPI.
- Password**
- Must be 8-12 alphanumeric characters.
 - Must contain at least one letter and one number.
 - May not contain any special characters nor be the same as the User ID.



Important

Be sure to **make note** of User ID and Password as you will need them to create your NPI and to access your account in the future.

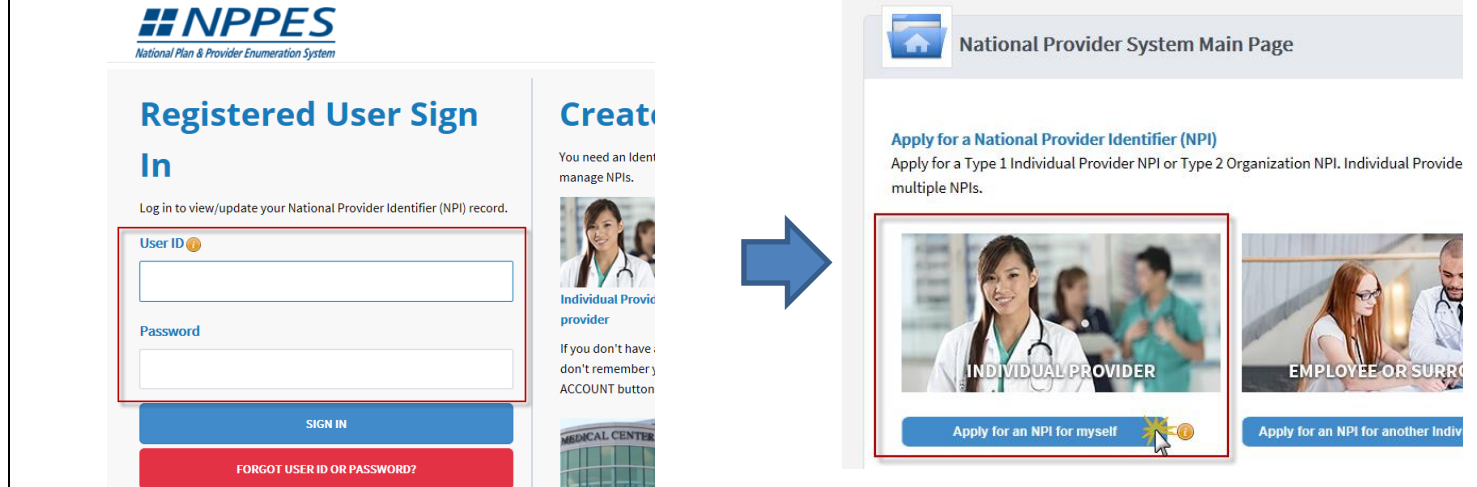
Please select five different security questions and enter their answers below:

* Question 1: Select One <input type="text"/>	* Answer 1: <input type="text"/>
* Question 2: Select One <input type="text"/>	* Answer 2: <input type="text"/>
* Question 3: Select One <input type="text"/>	* Answer 3: <input type="text"/>
* Question 4: Select One <input type="text"/>	* Answer 4: <input type="text"/>
* Question 5: Select One <input type="text"/>	* Answer 5: <input type="text"/>

- Enter the required data on the User Information page and select the **Continue** button.
- Click on **Register for an NPI**

STEP 2: Apply for an NPI as an Individual Provider

- Use the **Registered User Sign In** to sign in to the system
- Select **Apply for an NPI for myself** (if you already have an existing profile, click on pencil to edit)



The image shows two screenshots of the NPPES website. The left screenshot is the 'Registered User Sign In' page, featuring a 'User ID' field, a 'Password' field, and a 'SIGN IN' button. A red box highlights the 'User ID' and 'Password' fields. The right screenshot is the 'National Provider System Main Page', which includes a section for 'Apply for a National Provider Identifier (NPI)'. This section offers two options: 'Apply for an NPI for myself' (highlighted with a red box and a pencil icon) and 'Apply for an NPI for another Individual'. A blue arrow points from the 'SIGN IN' button in the first screenshot to the 'Apply for an NPI for myself' button in the second screenshot.

Important: * All Fields marked with a red asterisk are required



Provider Profile

Step 3: Review and complete the Provider Profile and then click NEXT

- Note: For Is the Provider a Sole Proprietor, **Select NO**



Address

This information will be used to contact the provider if we have questions about the NPI application.

Step 4: Complete Address Information

Business Address → Use Your Home Address and click Save

ADD A BUSINESS MAILING ADDRESS

- Check "This is my home address."
- Select "Accept Standardized Address" if prompted

Practice Location → Enter the VPH address and click Save

ADD A PRACTICE LOCATION

- Check "Primary Practice Location"
175 Gwinnett Drive
Lawrenceville GA 30046-8444
Phone: 678-209-2394

Once you have entered both addresses, click NEXT to move on.



Other Identifiers (optional)

Associating other provider identifiers with your NPI is optional.

Step 5: Other Identifiers section is optional.

- If you are approved to bill Medicaid, Medicare or other insurance "Add Identifier" to add this information.
- If not, scroll to bottom of page and click **Next** to move on.



Taxonomy

Provider's Taxonomy and License Information.

Step 6: Select the appropriate Taxonomy

Enter your License and State Issued

License Number:

12345ABC

State Issued:

GA - GEORGIA

Check your Primary Taxonomy then click Next

Primary Taxonomy ▲

Taxonomy Code



106H0000X

Choose Taxonomy

- 101Y00000X - Counselor
- 101YA0400X - Counselor - Addiction (Substance Use Disorder)
- 101YM0800X - Counselor - Mental Health
- 101YP1600X - Counselor - Pastoral
- 101YP2500X - Counselor - Professional
- 101YS0200X - Counselor - School
- 163W00000X - Registered Nurse
- 163WA0400X - Registered Nurse - Addiction (Substance Use Disorder)
- 163WA2000X - Registered Nurse - Administrator
- 163WC0200X - Registered Nurse - Critical Care Medicine
- 163WC0400X - Registered Nurse - Case Management
- 163WC1400X - Registered Nurse - College Health
- 1041C0700X - Social Worker - Clinical
- 1041S0200X - Social Worker - School
- 106E00000X - Assistant Behavior Analyst
- 106H00000X - Marriage & Family Therapist
- 2084P0800X - Psychiatry & Neurology - Psychiatry
- 2084P0802X - Psychiatry & Neurology - Addiction Psychiatry
- 2084P0804X - Psychiatry & Neurology - Child & Adolescent Psychiatry



Contact Information

All NPI notifications will be sent to the Contact Person Email provided on this page.

Step 7:

In order to ensure a timely processing of your NPI number, add the following VPH designee as the contact person. You can change this information after we receive your NPI confirmation.

Gillian Mitchell

Phone: 678-209-2397

gillian.mitchell@vphealth.org

Click **NEXT** to continue



ERROR CHECK

Step 8: Once all errors have been resolved, click **NEXT** to continue



Submission Certification

Step 9: Select checkbox to verify that all information is accurate and click **SUBMIT**

18 U.S.C. 1001 authorizes criminal penalties against an individual who in any matter within the jurisdiction of any department or agency of the United States knowingly or willfully falsifies, conceals, or covers up by any trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. Individual offenders are subject to fines of up to \$250,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to \$500,000. 18 U.S.C. 3571(d) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount specifically authorized by the sentencing statute.

I certify that this form is being completed by, or on behalf of, a health care provider as defined at [45 CFR § 160.103](#).

← PREVIOUS

SUBMIT

SAVE & RETURN TO MAIN PAGE

COMPLETE: You will receive a tracking number to confirm that your application is complete. You should receive a copy of the NPI number via email within 15 working days. The VPH contact will also receive a copy of the NPI number once approved.