

Webinar #: 3

How to Apply for a National Provider Identifier (NPI)

May 20, 2024



Agenda

Topic	Time
Welcome & Introductions	<i>5 minutes</i>
What is a National Provider Identifier (NPI)?	<i>5 minutes</i>
How to Apply for an NPI/Update your NPI	<i>20 minutes</i>
Tips to Avoid Challenges	<i>5 minutes</i>
Questions, Sources, & Next Steps	<i>25 minutes</i>

What is a National Provider Identifier (NPI)?



Understanding NPI

What is a National Provider Identifier?

- A National Provider Identifier is a HIPAA-standardized, 10-digit number assigned to every healthcare provider in the US.
- The NPI was created to help send health information electronically more quickly and effectively. Covered health care providers, all health plans, and health care clearinghouses must use NPIs in their administrative and financial transactions.
- Individuals or organizations apply for NPIs through the CMS National Plan and Provider Enumeration System (NPPES).

Understanding NPI

Why is the NPI number important?

- Most of the enrollment forms you submit to Managed Care Organizations (MCOs) and MassHealth require that the provider list their NPI number.
- An NPI number will be required to enroll with MCOs as a Health Related Social Needs (HRSN) Provider.
- Any provider who enrolls with an MCO MUST have their own NPI number before they begin the enrollment process.
- Providers need to have NPI numbers that relate to each service category they provide. For example, HRSN Providers who offer housing and nutrition services need two separate NPIs, one for housing and one for nutrition.

Understanding When to Get an NPI

Each MCO may have different rules on when to get a new NPI number, so check with each MCO.

However, generally:

- If an organization already has an NPI number, but it is not for housing or nutrition, the organization needs a new NPI Number.
- If an organization already has an NPI for the service it is looking to provide (e.g., nutrition), it does not need a new NPI.
- If an organization already has an NPI number for Specialized Community Support Program (CSP) and is looking to provide different HRSN Housing Services, it does not need a new NPI number for these additional HRSN Housing Services.

****Always check with the MCO**

Entity Types

There are two NPI Entity Types.

You must select the Entity Type that you are applying for to start the application process.

For HRSN Providers, you will select **Entity Type 2**.

Type 1

- Individual Health Care Providers may get NPIs as Entity Type 1.
- As a sole proprietor, you must apply for the NPI using your own SSN, not with an Employer Identification Number (EIN) even if you have one.

Type 2

- Organization Health Care Providers such as a group practice, or other entities, are eligible for NPIs as Entity Type 2.
- Organization Health Care Providers may have a single employee or thousands of employees.

Introduction to NPI Taxonomy Codes

- A taxonomy code is a unique code set maintained by the National Uniform Claim Committee (NUCC) that classifies healthcare providers and organizations based on the services they offer.
 - There are 800+ taxonomy codes that organizations may choose from.
- Organizations **must include a taxonomy code as a part of their application for an NPI number.**
- There is currently no taxonomy code that encompasses all of the services rendered by HRSN Providers, but MassHealth has provided suggestions in the Appendix for consideration.

Introduction to NPI Taxonomy Codes

- Organizations should **select the taxonomy code that best aligns with the work they do and the services they provide** when completing their NPI application.
 - Organizations will have to **select one primary taxonomy code for each NPI number** even if it is providing multiple services under that NPI number. Organizations can choose which taxonomy code to make primary.
 - Organizations can also add additional taxonomy codes as secondary.
- If there is any doubt in selecting the most appropriate code, select the most general.
- If an organization offers a housing service and a nutrition service, then both of those services should be reflected by distinct primary taxonomy codes that are associated with two different NPI numbers.
- Please ensure **the taxonomy codes in the organization's NPI profile are current and reflect the licenses and HRSN services that it will provide.**

Examples of Taxonomy Codes

Example Taxonomy Code: 171W00000X (Contractor): Suggested for HRSN Healthy Homes, HRSN Home Modifications

A person who contracts to supply certain materials or do certain work for a stipulated sum; esp., one whose business is contracting work in any of the building trades. For purposes of the taxonomy, a person who contracts to complete home repairs or modifications to accommodate a health condition (e.g., wheelchair ramp, kitchen counter lowering).

Example Taxonomy Code: 332U00000X (Home Delivered Meals): Suggested for HRSN Medically Tailored Meals, HRSN Nutritionally Appropriate Home Delivered Meals

Home-delivered meals are those services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.

Example Taxonomy Code: 251B00000X (Case Management): HRSN Housing Search, HRSN Housing Navigation, HRSN Nutrition Application Assistance, HRSN Nutrition Benefit Maintenance Assistance

An organization that is responsible for providing case management services. The agency provides services which assist an individual in gaining access to needed medical, social, educational, and/or other services. Case management services may be used to locate, coordinate, and monitor necessary appropriate services. It may be used to encourage the use of cost-effective medical care by referrals to appropriate providers and to discourage over utilization of costly services. Case management may also serve to provide necessary coordination of non-medical services such as vocational rehabilitation, education, employment, when the services provided enable the individual to function at the highest level.

How to Apply for An NPI



Ways to Apply for an NPI

There are three ways to apply for an NPI:

- 1) Apply through the **National Plan and Provider Enumeration System (NPPES)** with a web-based application.
(<https://nppes.cms.hhs.gov/#/>).**
- 2) Complete, sign, and mail a **paper application CMS-10114, NPI Application/Update Form** to the NPI Enumerator address listed on the form. Access a form via one of these three methods:
 - Request a hard copy application through the NPI Enumerator by calling 800-465-3203 or TTY 800-692-2326
 - Send an email to customerservice@npienumerator.com
 - Download the application here: <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/CMS10114.pdf>
- 3) Permit a **third-party business** to apply for the NPI on your behalf.

****Applying online is the fastest way to receive your NPI**

Step 1: Gather your Documentation

1) Gather the following information for a Type 2 NPI Application:

- ✓ Organization Name
- ✓ Employer Identification Number (EIN)
- ✓ Name of Authorized Official for the Organization
- ✓ Phone Number of Authorized Official for the Organization
- ✓ Organization Mailing Address
- ✓ Practice Location Address
- ✓ Taxonomy (Provider Type)
- ✓ Organization Phone Number
- ✓ Contact Person(s) Name, Phone Number and E-mail

Step 2 : Create a Login Account

Create a login account using the National Plan & Provider Enumeration System:

<https://nppes.cms.hhs.gov/#/>

NPPES
National Plan & Provider Enumeration System

Registered User Sign In

Log in to view/update your National Provider Identifier (NPI) record.

User ID ⓘ

Password

SIGN IN

FORGOT USER ID OR PASSWORD?

***Note: All forthcoming screenshots have been taken from the following link: <https://lactationbilling.com/npi/>.*

Step 3: Select Entity Type 2 for Organization NPI



National Provider System Main Page

Apply for a National Provider Identifier (NPI)

Apply for a Type 1 Individual Provider NPI or Type 2 Organization NPI. Individual Providers can only have one NPI, however, Organization Providers can have multiple NPIs.



Apply for an NPI for myself



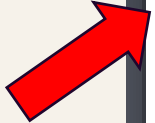
Apply for an NPI for another Individual



Apply for an NPI for an Organization



Step 4: Select Your Relationship with the Provider



Select your relationship with the Provider

I am an Employee of the Provider ⓘ

I am a Surrogate working on behalf of the Provider ⓘ

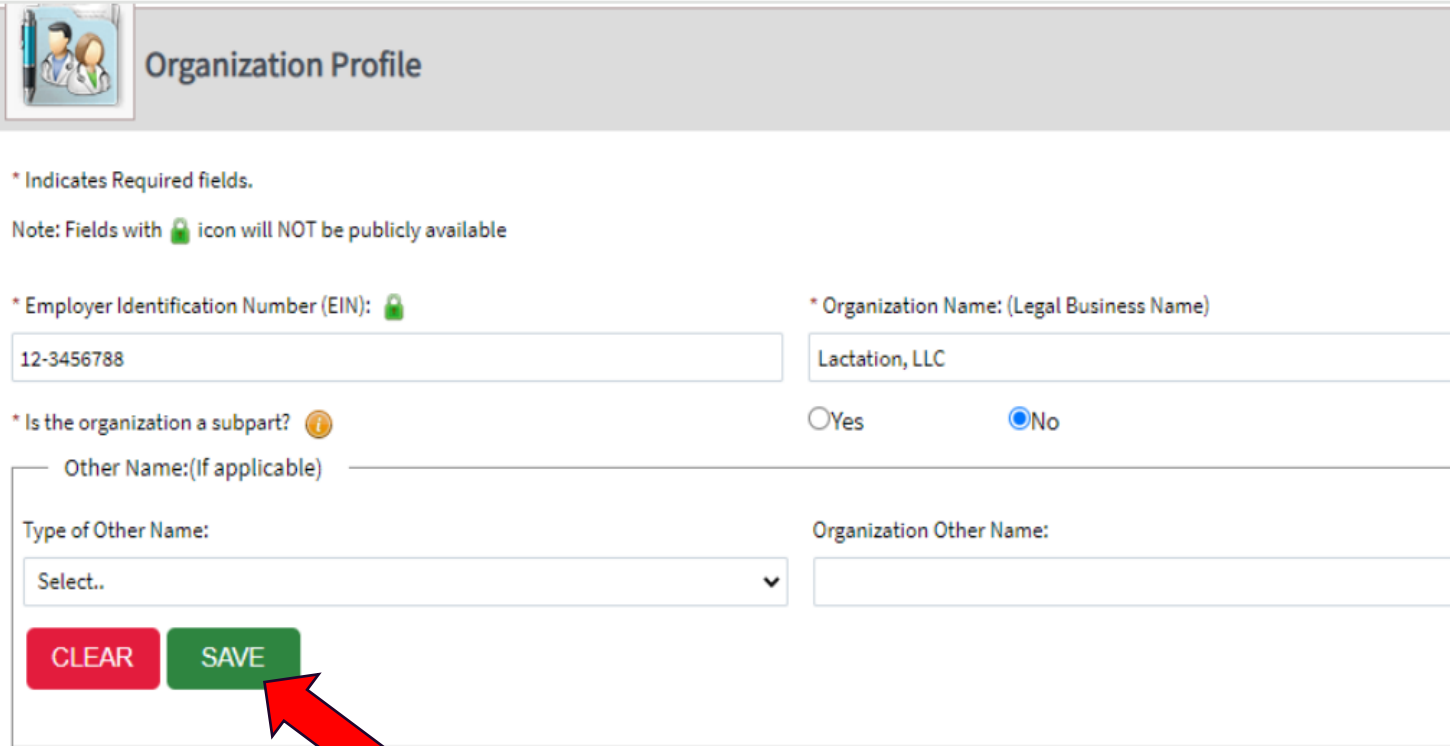
*** Note:** A Sole Proprietorship is not eligible for an Organizational NPI

If you are applying for an NPI for a sole proprietor please select cancel and complete an Individual Provider application. ⓘ


Cancel OK


Select "I am an Employee of the Provider" and click **OK**

Step 5: Complete Organization Profile




Organization Profile

* Indicates Required fields.
Note: Fields with  icon will NOT be publicly available

* Employer Identification Number (EIN): 

* Organization Name: (Legal Business Name)

* Is the organization a subpart?  Yes No

Other Name:(if applicable)

Type of Other Name:

Organization Other Name:

A red arrow points to the SAVE button.

Enter your organization's Employer Identification Number (EIN)

Enter your organization's name or legal business name

Click **NO** for the "Is the organization a subpart?"

You do not need to fill out "Other Name" if it does not apply to your organization and click **SAVE**

Step 6: Fill Out the Authorized Official for the Organization

Authorized Official For The Organization

Prefix: * First: Middle: * Last: Suffix:

Credential(s):(MD, DO, etc.): * Title/Position:

* Phone Number: Extension:

- Enter the Authorized Official in your organization.
- Fill out their information including:
 - ✓ Full Name
 - ✓ Credentials
 - ✓ Title/Position
 - ✓ Phone number

Step 7: Input Your Organization's Business Mailing Address and Practice Location

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

Business Mailing Address (Correspondence Address)
This is the address (can be a Post Office Box) where we can contact you directly to resolve any issues that may arise during our review of your application.

[ADD A BUSINESS MAILING ADDRESS](#) ←


Practice Location (only one required)
This is the physical address (cannot be a Post Office Box) where services are rendered. Multiple locations can be entered, but only the primary location is required.

[ADD A PRACTICE LOCATION](#)

← PREVIOUS SAVE & EXIT → NEXT

- Click on **ADD A BUSINESS MAILING ADDRESS**
- Enter the address where you can be contacted in the event there are issues with your application
- You will be asked to verify your organization's address

Step 7.1: Verify your Organization's Business Mailing Address



Business Mailing Address (Correspondence Address)

This is the address where we can contact you directly to resolve any issues that may arise during our review of your application

* Indicates Required fields.

Select Type of Address:

US Domestic Military Outside US / Foreign

This is my home address

* Mailing Address Line 1: (Street Number and Name or Post Office Box)


Mailing Address Line 2: (e.g., Apartment/Suite Number)


* City: * State: * Zip Code: Zip Ext:


Telephone Number: Extension: Fax Number:

Organization Name (Optional):

<input type="checkbox"/> Apply to all	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	OPEN	OPEN	OPEN	OPEN	OPEN	CLOSE	CLOSE
	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM
	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM

Is this office accessible to individuals with mobility disabilities? Yes No 

Does this office have exam rooms accessible to individuals with mobility disabilities? Yes No 

Does this office have medical equipment accessible to individuals with mobility disabilities? Yes No 

- Under “Type of Address,” select “US Domestic”
- The business address is where you provide services to your client
- Click **SAVE** once you’ve added your address

Step 7.2: Verify your Organization's Business Mailing Address

Please do one of the following:

1. Accept the standardized address.
2. Reject the standardized address and keep your input as is.
3. Modify your input in the boxes below and submit for revalidation.



Your input address:

* Address Line 1: (Street Number and Name)
100 Universal City Plaza

Address Line 2: (e.g., Apartment/Suite Number)
[Empty field]

* City: Universal City * State: CA - CALIFORNIA * Zip Code: 91608 Zip Ext: [Empty field]

Organization Name (Optional):
[Empty field]

* Tell us why you don't want to use the standardized address (shown to your right)
Select [Dropdown arrow]

[USE INPUT ADDRESS](#) [REVALIDATE ADDRESS](#)



Your standardized address:

100 Universal City Plz
Universal City, CA 91608-1002

[ACCEPT STANDARDIZED ADDRESS](#)



You will be asked to verify your organization's address. You can do one of the following:

1. Accept Standardized Address – Accepts what is listed in the box on the right / Information may be different than was inputted.
2. Use Input Address – Leaves the information that was inputted. Comments are required.
3. Revalidate Address – Allows the user to modify information and NPPES will provide an address to accept.

Click on one of the blue boxes to go to the next page.

Step 8: Input Your Organization's Practice Location Address

Business Practice Location
This address(es) is where services are rendered. If the provider has more than one practice location, one must be identified as the primary practice location.

* Indicates Required fields.

Select Type of Address: US Domestic Military Outside US / Foreign

Same as mailing address
 This is my home address
 Primary practice location

* Address Line 1: (Street Number and Name)
[Text Field]

Address Line 2: (e.g., Apartment/Suite Number)
[Text Field]

* City:
[Text Field]

* State: [Dropdown] * Zip Code: [Text Field] Zip Ext: [Text Field]

Organization Name(Optional):
[Text Field]

Office Hours: [Lock Icon]

* Telephone Number: [Text Field] Extension: [Text Field] Fax Number: [Text Field]

Choose Language Filter: [Search Icon] Choose Language Spoken: [Lock Icon]
Filter by Language: [Text Field] Select Language: [Dropdown] [CLEAR] [SAVE]

Languages Spoken [Dropdown] Actions

[Navigation Icons] 1 / 1 5 items per page

[CANCEL] [SAVE]

<input type="checkbox"/> Apply to all	Monday [OPEN]	Tuesday [OPEN]	Wednesday [OPEN]	Thursday [OPEN]	Friday [OPEN]	Saturday [CLOSE]	Sunday [CLOSE]
[Dropdown]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]
[Dropdown]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]	[HH:MM]

Is this office accessible to individuals with mobility disabilities? Yes No [Lock Icon]

Does this office have exam rooms accessible to individuals with mobility disabilities? Yes No [Lock Icon]

Does this office have medical equipment accessible to individuals with mobility disabilities? Yes No [Lock Icon]

[CANCEL] [SAVE]

- Click on **ADD A PRACTICE LOCATION**
- You will be asked to verify your organization's practice location
- Click **SAVE** once you've checked off "Primary Practice Location"

Step 8.1: Verify Your Organization's Practice Location

Please do one of the following:

1. Accept the standardized address.
2. Reject the standardized address and keep your input as is.
3. Modify your input in the boxes below and submit for revalidation.

Your input address:

* Address Line 1: (Street Number and Name)
100 Universal City Plaza

Address Line 2: (e.g., Apartment/Suite Number)
[Empty]

* City: Universal City * State: CA - CALIFORNIA * Zip Code: 91608 Zip Ext: [Empty]

Organization Name (Optional):
[Empty]

* Tell us why you don't want to use the standardized address (shown to your right)
Select [Dropdown]

[USE INPUT ADDRESS](#) [REVALIDATE ADDRESS](#)

Your standardized address:

100 Universal City Plz
Universal City, CA 91608-1002

[ACCEPT STANDARDIZED ADDRESS](#)

You will be asked to verify your organization's address. You can do the following:

1. Accept Standardized Address – Accepts what is listed in the box on the right / Information may be different than was inputted
2. Use Input Address – Leaves the information that was inputted. Comments are required
3. Revalidate Address – Allows the user to modify information and NPPES will provide an address to accept



Click on one of the blue boxes to go to the next page.

Step 8.2: Select the Box with Your Organization's Primary Practice Location

Practice Location (only one required)

This is the physical address (cannot be a Post Office Box) where services are rendered. Multiple locations can be entered, but only the primary location is required.

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Primary Locatio...	Address	City	State/Province/Regio...	Country	Office Hours	Languages Spoken	Actions
<input type="checkbox"/>	300 45th St S Ste 318	Fargo	ND	US			 
<input checked="" type="checkbox"/>	350 5th Ave	New York	NY	US			 
<input type="checkbox"/>	233 S Wacker Dr	Chicago	IL	US			 
<input type="checkbox"/>	100 Universal City Plz	Universal City	CA	US			 

Exchanging Healthcare Information or Other Identifier

- You do not need to fill out the Endpoint for Exchanging Healthcare Information or Other Identifier sections
- Skip these sections by clicking NEXT on the bottom of both pages.

Endpoint for Exchanging Healthcare Information (optional)

* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's information. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the [NPI Registry](#), [APIs](#), and [Data Dissemination Files](#) for users to receive and consume.

The Endpoint and Endpoint Description fields cannot accept more than 1000 characters each.

Endpoints should not include personal email information.

* Endpoint Type: * Endpoint:

Endpoint Use:

SKIP THIS STEP BY CLICKING NEXT

Other Identifiers (optional)

Associating other provider identifiers with your NPI is optional.

* Indicates Required fields.

Enter All Other Provider Identifiers

Note: These numbers will be of use in matching your NPI record to insurers' records so you can continue to be recognized by insurers. If you don't have such numbers, you are not required to enter them. **DO NOT** report the Medicare Numbers, Social Security Number (SSN), IRS Individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN) in this section.

* Issuer:

* Identification Number: (DO NOT ENTER SSN, ITIN OR EIN) State Issued: (if applicable)

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Step 9: Find and Enter your Taxonomy Code

Taxonomy
Provider's Taxonomy Information.

* Indicates Required fields.
You are required to identify at least one taxonomy to associate with your NPI. If you identify more than one, you must identify which one is the primary taxonomy. [Washington Publishing Company's web page.](#)
To enter a taxonomy code, start by entering either the taxonomy code, classification code, or specialty in the Choose Taxonomy Filter box. All taxonomies containing the desired classification code will be displayed, allowing you to select the appropriate one. Once you have selected the appropriate Taxonomy code, the corresponding fields below the search box will be populated.

Please Note: As of September 10th, 2018, NPES no longer collects license numbers for organizational providers. Previously entered license information will display, but no further action is required.

* Practice Type: ⓘ
 Not a Group 193200000X-Multi-Specialty 193400000X-Single Specialty 193400000X-Multiple Single Specialty

Choose Taxonomy Filter: Q
Filter by Taxonomy name or Taxonomy code.

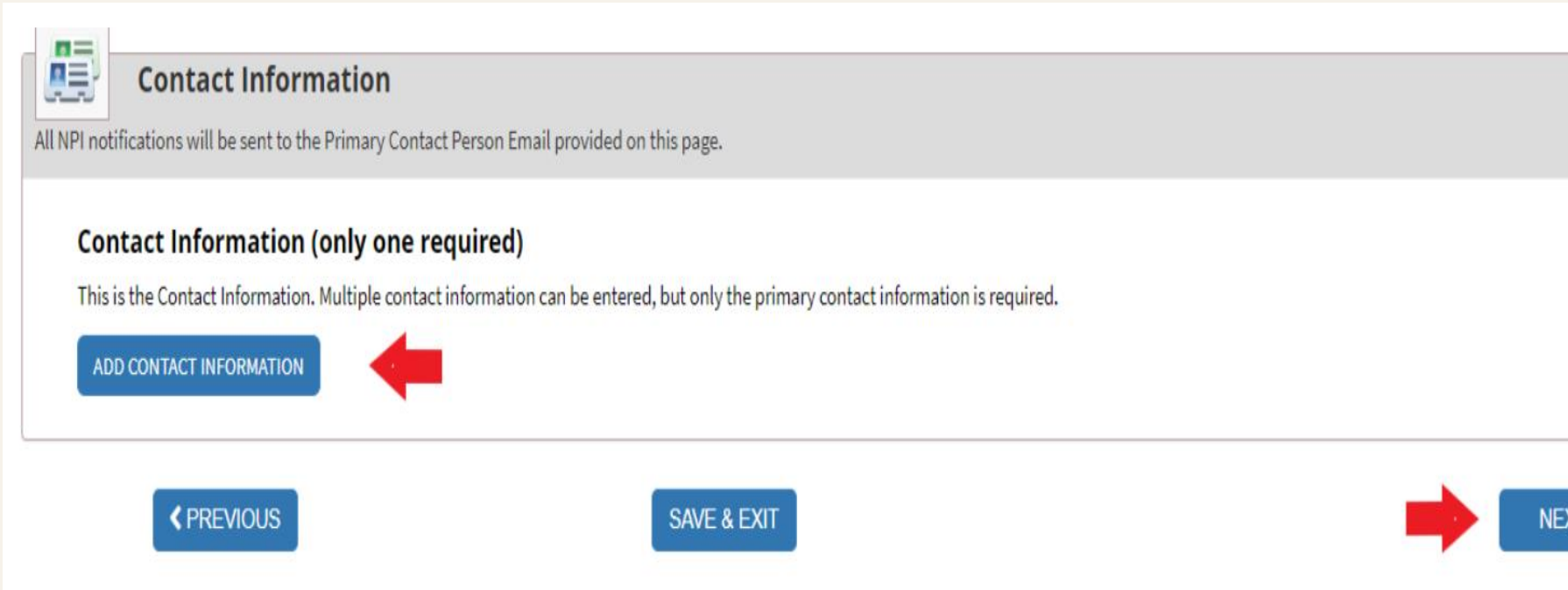
* Choose Taxonomy:
163WL0100X - Registered Nurse - Lactation Consultant

* Classification Name/Specialization:
163WL0100X - Registered Nurse - Lactation Consultant

Select "Next."

- A taxonomy code is a unique 10-character code that designates your classification and specialization
- You will enter this code in the Choose Taxonomy Filter box
- **See Appendix for suggested HRSN Taxonomy Codes**

Step 10: Enter Primary Contact(s) Information



Contact Information

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

Contact Information (only one required)

This is the Contact Information. Multiple contact information can be entered, but only the primary contact information is required.

ADD CONTACT INFORMATION

PREVIOUS

SAVE & EXIT

NEXT

- Click the **ADD CONTACT INFORMATION** button
- Enter the information of the primary person who will receive NPI notifications and follow up on any issues related to your application
- It is recommended you list your CFO or high-level senior leader, but it depends on the organization
- You can enter more than one person
- Do not enter personal information (address, email, etc.) in this section
- Once you've entered the primary contact(s) information, click **NEXT**

Step 11: Review the Error Check Page

Error Check

Note: Please click the NEXT button to submit your application.

Step 1: Provider Profile

✓ COMPLETED: Profile
No Errors Found

Step 2: Address

✓ COMPLETED: Address
No Errors Found

Step 3: Health Information Exchange

✓ COMPLETED: Health Information Exchange
No Errors Found

Step 4: Other Identifiers

✓ COMPLETED: Other Identifiers
No Errors Found

Step 5: Taxonomy

✓ COMPLETED: Taxonomy
No Errors Found **REVIEW**

Step 6: Contact Information

✓ COMPLETED: Contact Information
No Errors Found **REVIEW**

- Review each section of the Error Check page by clicking the **REVIEW** button on the right of the screen
- Once you review each section and corrections are made, there will be a checkmark in each section
- Click the **NEXT** button to submit your application

Step 12: Submission Certification

Submission Certification

After reading the terms and conditions listed below, check the box at the bottom of this page then click "Submit" to submit your application.

* Indicates Required fields.

- I have read the contents of the application and the information contained herein is true, correct and complete. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the NPI Enumerator of this fact immediately.
- I authorize the NPI Enumerator to verify the information contained herein. I agree to keep the NPPES updated with any changes to data listed on this application form within 30 days of the effective date of the certification.
- I have read and understand the [Privacy Act Statement](#).
- I have read and understand the **Penalties for Falsifying Information** on the NPI Application / Update Form as stated in this application. I am aware that falsifying information will result in fines and/or imprisonment.

Penalties for Falsifying Information:

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

- Read the terms and conditions in this section
- Click on the "I certify..." box at the bottom of the screen
- Once the check box is checked, click the **SUBMIT** button at the bottom of your screen

An organization NPI should be emailed to you. It will usually come within a few days of submission.

Submission Confirmation & Next Steps

A request for a National Provider Identifier (NPI) or a change to the existing NPI for the following provider 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 submitted and the following Tracking ID has been assigned to the request:
02052021614839

If the submitted NPI application or change request requires no verifications, the enumeration or changes may be effective within the next 24 hours. If verifications are required, processing may take up to 30 days.

Organization Name: JH Org 02052021
Authorized Official: jessie Org
Primary Contact Person: Jessie Three-fourteen
Primary Practice Location Address: [7281 4th St Remington, VA 22734-2124](#) United States
EIN: 525020521
Date Submitted: Feb-05-2021

If you have any questions regarding this application or if the designated contact person doesn't receive the provider's NPI via email within 15 working days, please refer to the FAQ Menu at <https://nppes.cms.cmstest/webhelp/nppeshelp>.

NPI Enumerator Contact Information Monday through Friday, 9am to 5pm (Eastern Time)*

By phone:
1-800-465-3203 (NPI Toll-Free)
1-800-692-2326(NPI TTY for the deaf, hard of hearing, or those with speech difficulties)

*Holiday hours may vary

By e-mail: at customerservice@npienumerator.com

By mail at:
NPI Enumerator
[7125 AMBASSADOR RD STE 100](#)
[WINDSOR MILL MD 21244-2751](#)

If you are not the provider, you are required to inform the provider of the information in this letter and furnish a copy of this notification to the provider.

- The primary contact(s) will receive an email confirmation with a Tracking ID number
- Once your organization's NPI application is processed, the primary contact(s) will receive an email notification. We recommend you save it in your files
- If you have questions, call NPI Enumerator at 1-800-465-3203 or email at customerservice@npienumerator.com

Revising an Existing NPI Application



Revising an Existing NPI Application

If you've already submitted your NPI application, you can make updates/changes to it. Go to

<https://nppes.cms.hhs.gov/#/>

1. Log in using your user ID and password.
2. Click on the **MAGNIFYING GLASS** icon to see the NPI application.
3. Click on the **PENCIL** icon to edit the NPI application.
4. Click the **NEXT** button at the bottom of each page to access the page that contains the section you want to update.
5. Update the section(s) that you need edited.
6. Once all the information is updated, go to the **SUBMISSION** page.
7. Check the **CERTIFICATION STATEMENT** box at the bottom of this page.
8. Select **SUBMIT**. This button will not be enabled until you check the **CERTIFICATION STATEMENT** box at the bottom of this page.

Revising an Existing NPI Application-Taxonomy

How do I change my Primary Taxonomy?

To add, change, or delete a Taxonomy Code or change the Primary Taxonomy online, access <https://nppes.cms.hhs.gov> and complete the steps below:

1. Log in using your user ID and password.
2. Select the **PENCIL** icon in the **ACTION** column of the NPI you want to edit.
3. Navigate to the Taxonomy page by either:
 - Selecting **TAXONOMY** from the left navigation panel
 - Selecting **TAXONOMY** on the top progression bar
 - Selecting **NEXT** until you are navigated to the TAXONOMY page

Revising an Existing NPI Application-Taxonomy

1. To **CHANGE** the Primary Taxonomy code, select the **RADIO** button next to the Taxonomy to designate which of the codes listed is the primary Taxonomy.
2. To **CHANGE** or **ADD** a Taxonomy code:
 - Select **ADD TAXONOMY**.
 - Once you have selected your Taxonomy code, it will allow you to input an associated license and state of issue, if applicable.
 - Select **SAVE** to store the new information and return to a list of all Taxonomy and licenses currently on the record.
- 3.To **DELETE** a Taxonomy code:
 - Select **DELETE** associated with the Taxonomy code you wish to remove.
 - Navigate to the **SUBMISSION PAGE**.
 - Select **SUBMIT**.

Tips to Avoid Challenges

Tips to Avoid Challenges

Start your NPI application now! This is a critical step to becoming a HRSN Provider.

Gather all the information you will need and prepare your documents before starting your application. This will make filling out your application much easier and streamlined.

Designate your primary contact(s) and communicate who will oversee what aspect of the application or any potential follow-up.

Ensure that your leadership is aware of the NPI application process, as you will need to enter an Authorized Official's contact information in the application.

Ensure your login information is safely stored and easily accessible. You will need it if you need to make updates or changes to your NPI in the future.

Check your email, including your junk email, to ensure that you receive your Tracking ID and any other communications about your application.

Questions?



Thank You.



Examples of NPI Taxonomy Codes for MassHealth HRSN Services (1/2):

Introduction to NPI Taxonomy Codes for MassHealth HRSN Providers:

Listed below are examples of organizational-level taxonomy codes that may be relevant to future HRSN Providers seeking to register for NPI numbers. There is currently not a taxonomy code encompassing all of the services rendered by HRSN Providers. Future HRSN Providers should select the taxonomy code that best aligns with the work they do and the services they provide when completing their NPI application. HRSN Providers are not required to select a taxonomy code from the following list and may choose a taxonomy code that is not included below.

MassHealth advises selecting a taxonomy code from the “non-individual” category, as future HRSN Providers will be working with MassHealth ACOs at the organization level. To see the full list of taxonomy codes, please visit the following website and navigate to the “non-individual” set of taxonomy codes: <https://taxonomy.nucc.org/>

Chart: Examples of NPI Taxonomy Codes for MassHealth HRSN Services

**Titles, Codes, and Descriptions are copied directly from the NUCC Taxonomy Code database.*

Title*	Code*	Description*	Examples of Applicable MassHealth HRSN Services
Case Management	251B00000X	An organization that is responsible for providing case management services. The agency provides services which assist an individual in gaining access to needed medical, social, educational, and/or other services. Case management services may be used to locate, coordinate, and monitor necessary appropriate services. It may be used to encourage the use of cost-effective medical care by referrals to appropriate providers and to discourage over utilization of costly services. Case management may also serve to provide necessary coordination of non-medical services such as vocational rehabilitation, education, employment, when the services provided enable the individual to function at the highest level.	<ul style="list-style-type: none">•HRSN Housing Search•HRSN Housing Navigation•HRSN Nutrition Application Assistance•HRSN Nutrition Benefit Maintenance Assistance
Public Health or Welfare	251K00000X	No definition.	<i>Any MassHealth HRSN Service</i>
Voluntary or Charitable Agency	251V00000X	No description for this code.	<i>Any MassHealth HRSN Service</i>

Examples of NPI Taxonomy Codes for MassHealth HRSN Services (2/2):

**Titles, Codes, and Descriptions are copied directly from the NUCC Taxonomy Code database.*

Title*	Code*	Description*	Examples of Applicable MassHealth HRSN Services
Supports Brokerage Agency	251X00000X	A provider of service/function that assists participating individuals to make informed decisions about what will work best for them is consistent with their needs and reflects their individual circumstances. Serving as the agent of the individual, the service is available to assist in identifying immediate and long-term needs, developing options to meet those needs and accessing identified supports and services and may include assistance with recruiting, screening, hiring, and training in-home support providers. A family or person-centered planning approach is used. Supports Brokerage offers practical skills training to enable families and individuals to remain independent. Examples of skills training include providing information on recruiting and hiring personal care workers, managing personal care workers and providing information on effective communication and problem solving. The service/function provides sufficient information to assure that individuals understand the responsibilities involved with self-direction and assist in the development of an effective back-up and emergency plan. Plans may elect to fulfill the requirement of this service/function using a self-directed case manager or creating a distinct service. The Supports Brokerage documents the need for assistive services, planning for and documenting the use of excess funds and locating and maintaining services.	<ul style="list-style-type: none"> •HRSN Housing Search •HRSN Housing Navigation •HRSN Nutrition Application Assistance •HRSN Nutrition Benefit Maintenance Assistance
Home Delivered Meals	332U00000X	Home-delivered meals are those services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.	<ul style="list-style-type: none"> •HRSN Medically Tailored Meals •HRSN Nutritionally Appropriate Home Delivered Meals
Contractor	171W00000X	A person who contracts to supply certain materials or do certain work for a stipulated sum; esp., one whose business is contracting work in any of the building trades. For purposes of the taxonomy, a person who contracts to complete home repairs or modifications to accommodate a health condition (e.g. wheelchair ramp, kitchen counter lowering).	<ul style="list-style-type: none"> •HRSN Healthy Homes •HRSN Home Modification

SOURCE LINKS

Sources

- [https://nppes.cms.hhs.gov/assets/How to apply for an NPI online.pdf](https://nppes.cms.hhs.gov/assets/How%20to%20apply%20for%20an%20NPI%20online.pdf)
- <https://www.cms.gov/outreach-and-education/medicare-learning-network-mln/mlnproducts/downloads/npi-what-you-need-to-know.pdf>
- <https://www.dhcs.ca.gov/Documents/MCQMD/NPI-Application-Guidance-for-MCPs-ECM-and-Community-Services-Providers.pdf>
- <https://taxonomy.nucc.org/>
- <https://lactationbilling.com/npi/>
- <https://www.cms.gov/medicare/cms-forms/cms-forms/downloads/cms10114.pdf>
- <https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html>