CLERMONT COUNTY BOARD
of Developmental Disabilities

NPI (National Provider Identifier) Set-Up Process

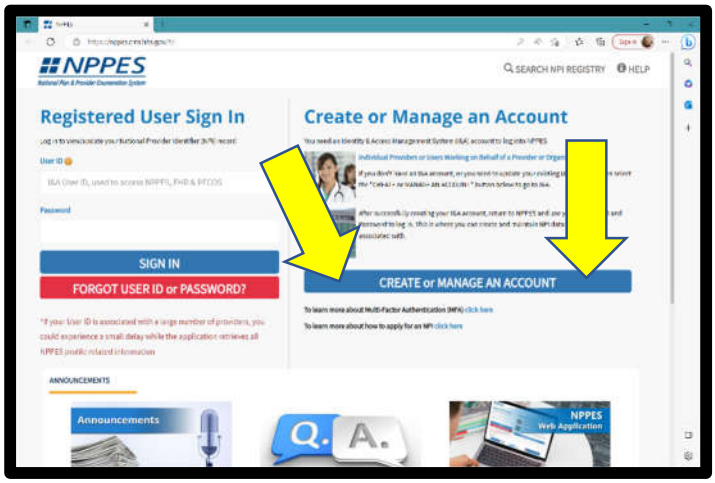
As an Independent Provider, you will provide services to individuals with waiver services. Waiver services are paid for by Medicaid funds.

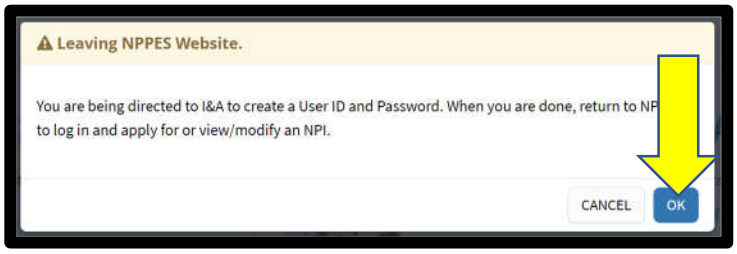
Federal law requires that an NPI be used to identify providers on any standard transaction for health care services. Since waiver services are paid in part using federal Medicaid funds, you must obtain an NPI and update your records with ODM to include your NPI.

A NPI is assigned by the National Plan and Provider Enumeration System (NPPES)

SECTION ONE: CREATE AN NPPES ACCOUNT

Go to: [NPPES (hhs.gov)]





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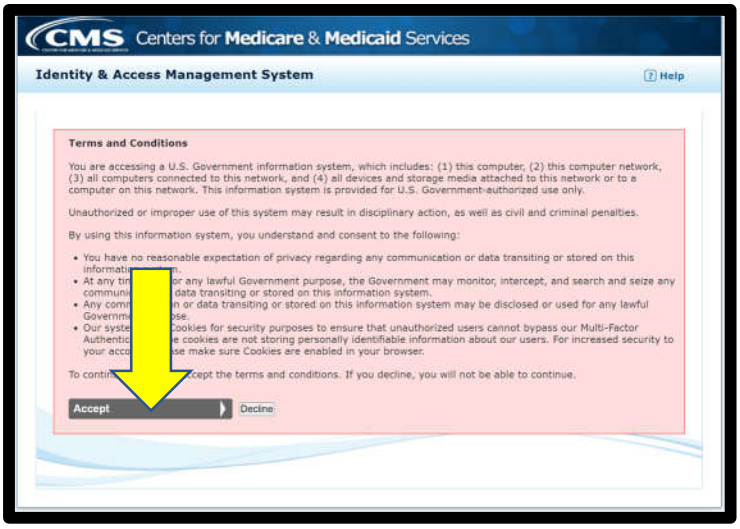

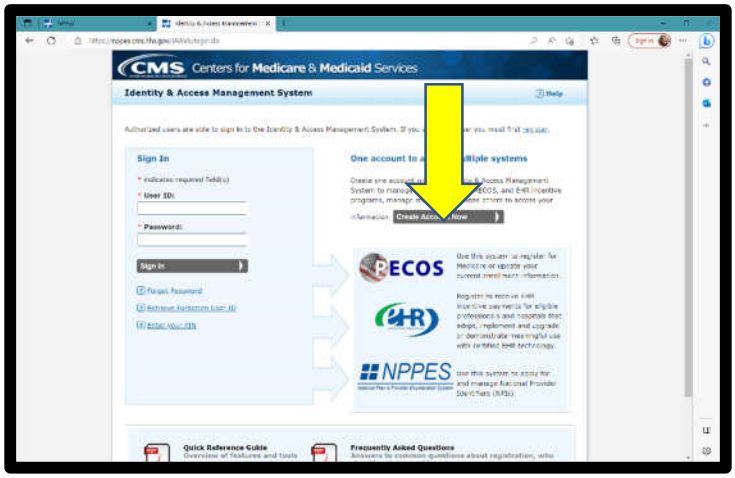

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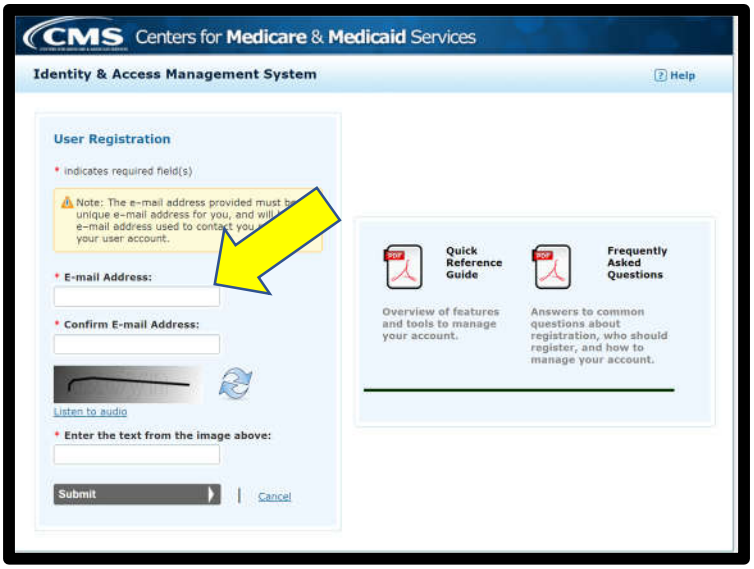

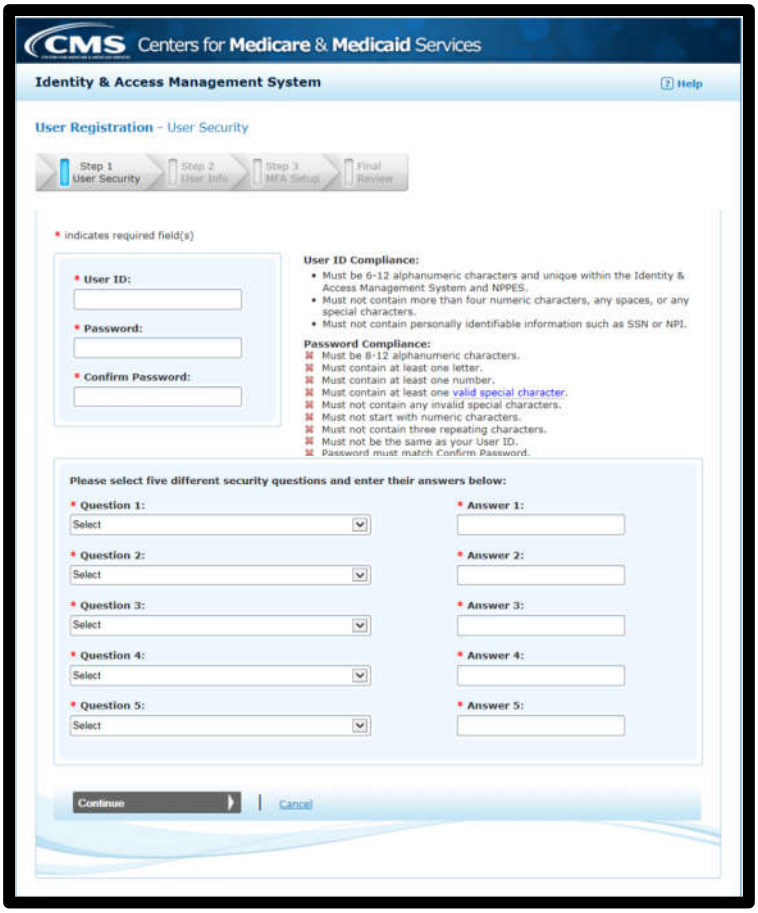

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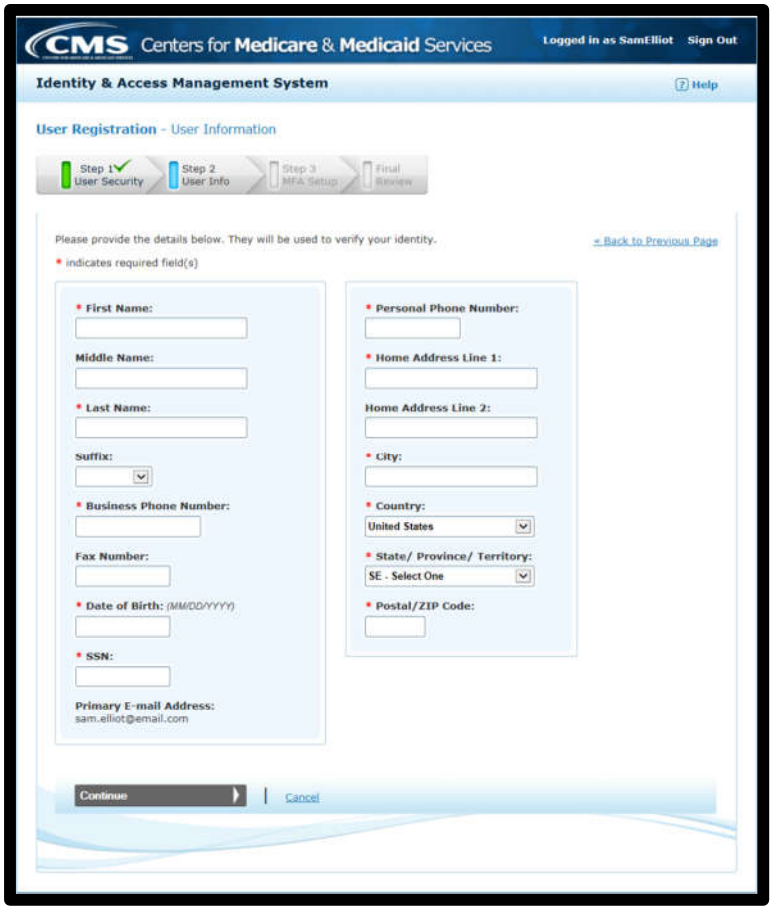

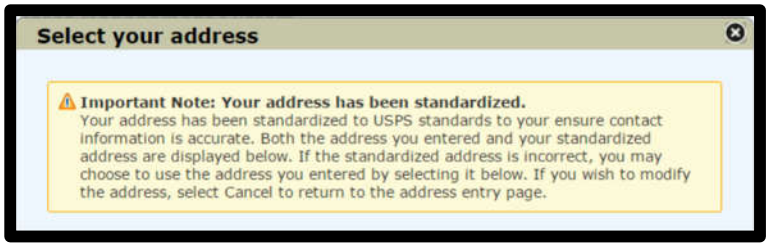

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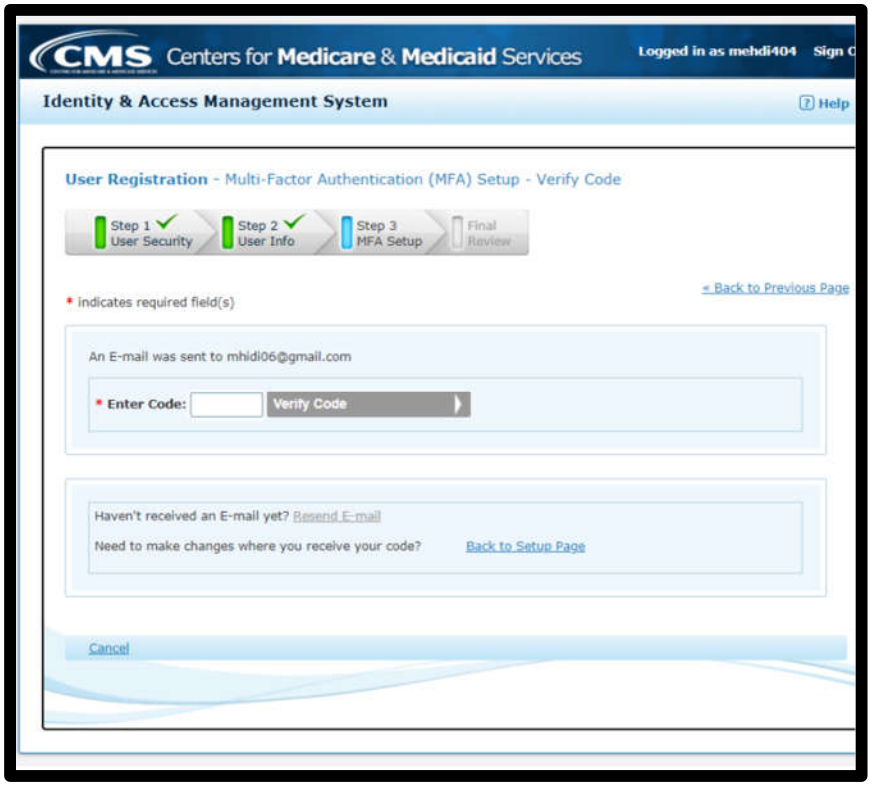
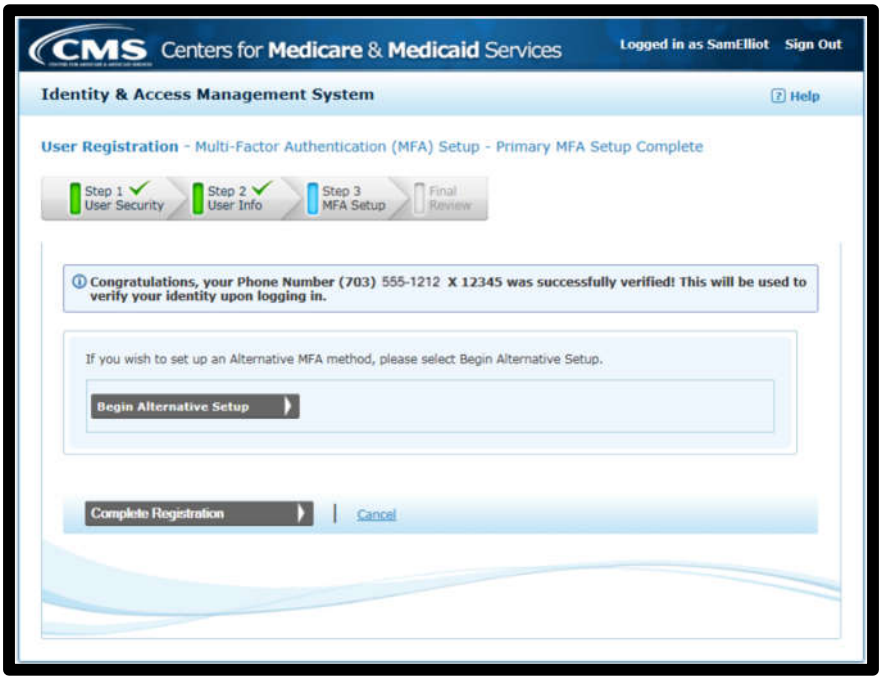
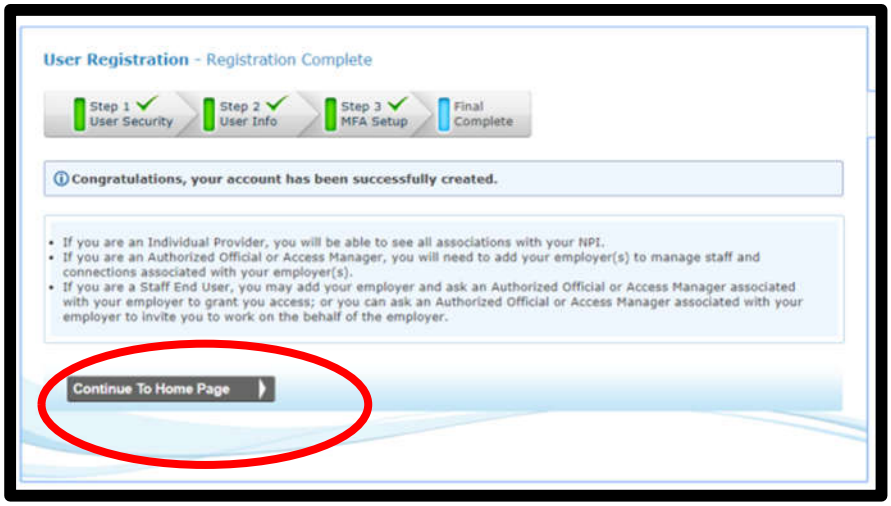
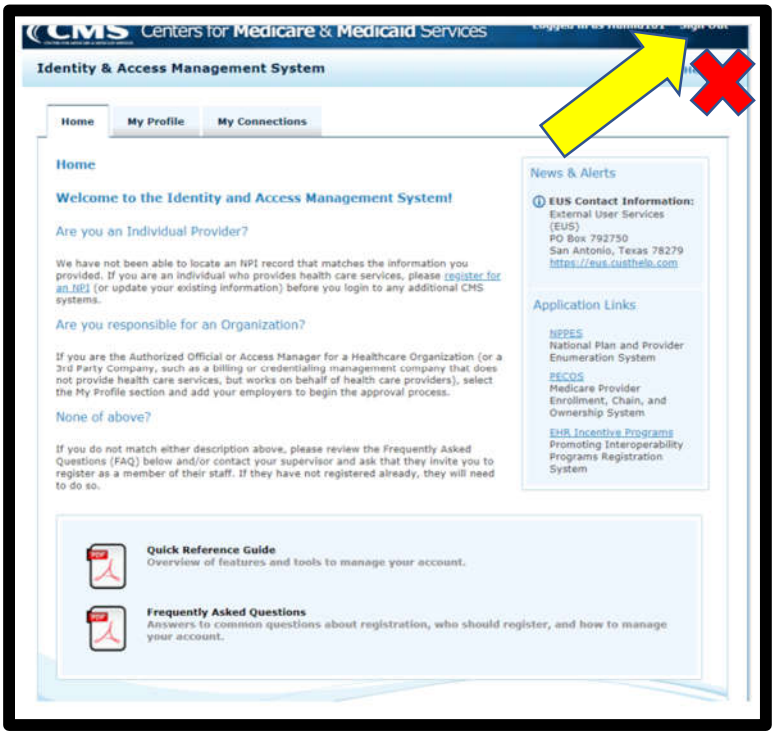






You have now completed the process. Sign out of the account.



SECTION TWO: REGISTER FOR A NPI NUMBER

1. Go to: [NPPES (hhs.gov)] to sign in as a Registered User

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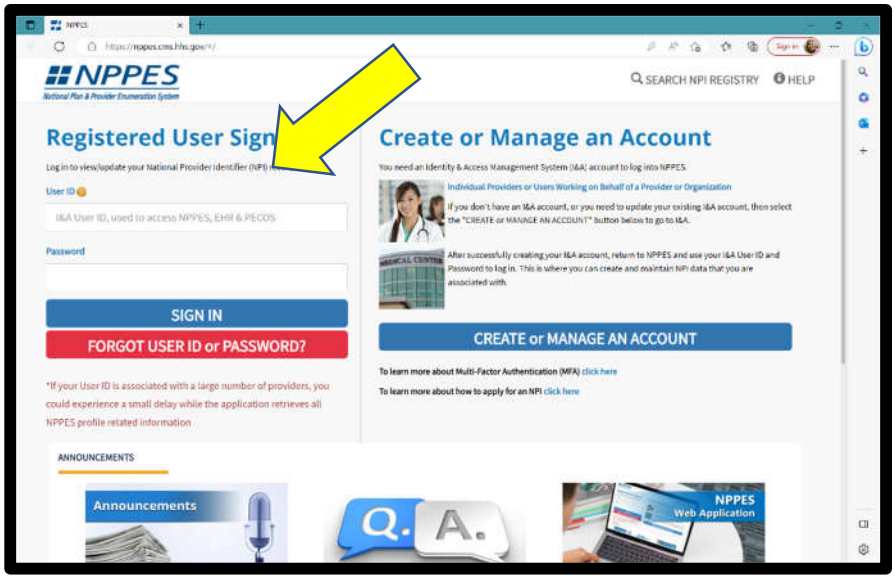
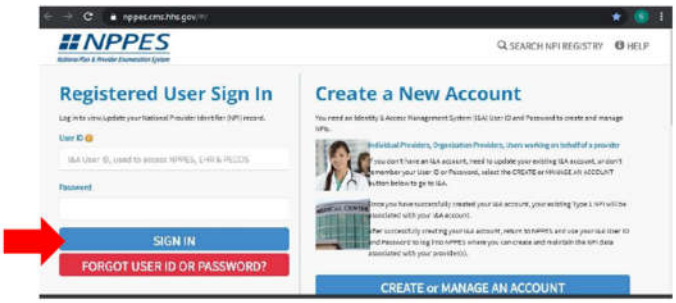
NPI (National Provider Identifier) Set-Up Process

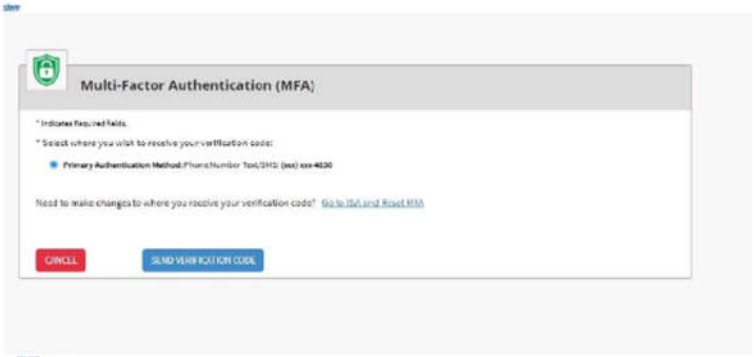


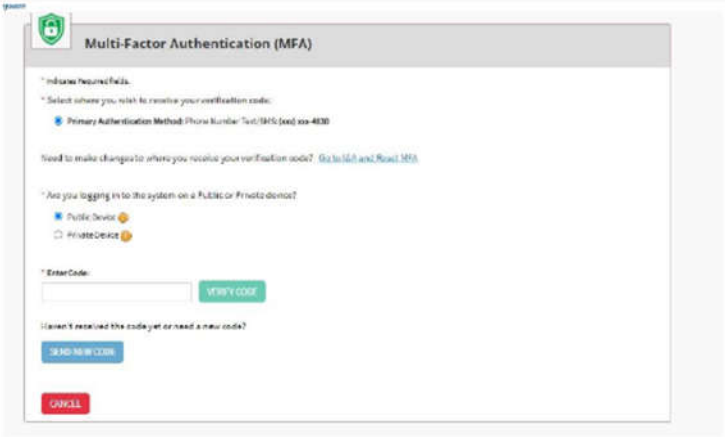
2. Once you have created your username and password, go back to the same website (https://nppes.cms.hhs.gov/#/) and type your username and password and sign in



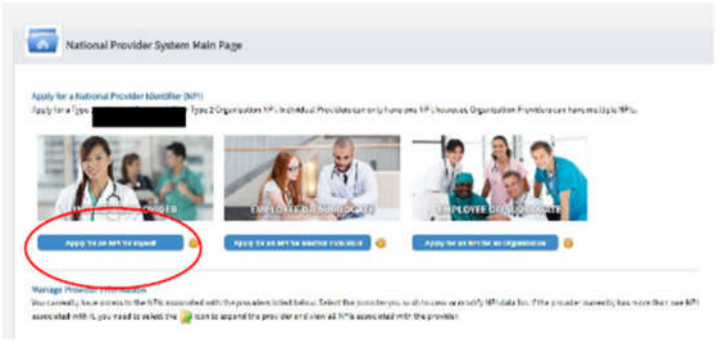
3. Complete the Multi-Factor Authentication (MFA) process

Click send verification, once you receive the code, type in the verification code and click verify code.





4. Click on Apply for an NPI for myself

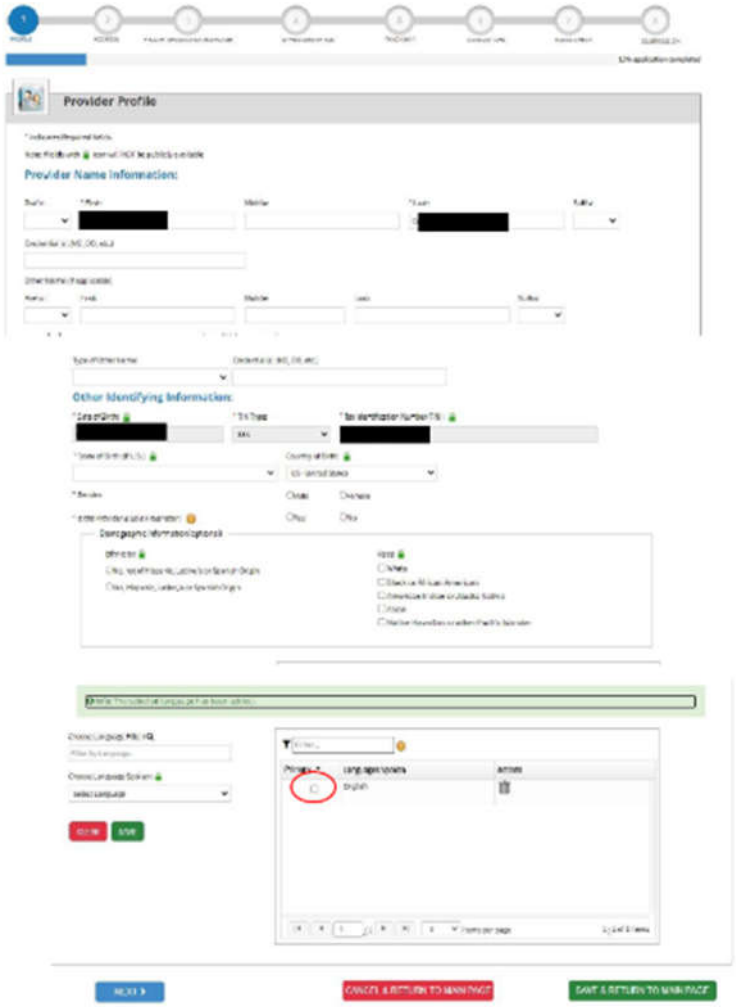


5. **Complete the profile page and click Next**

   Anything with an * is required

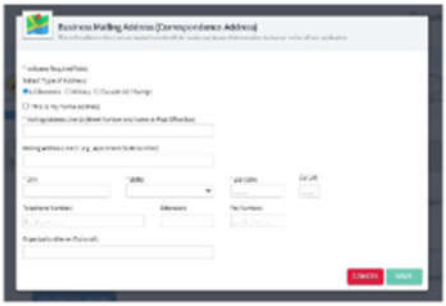
   TIN Type is social security, TIN is your social security number

   For language, search for English (and any other language you speak), once you select it click save and make sure the check box under primary is checked

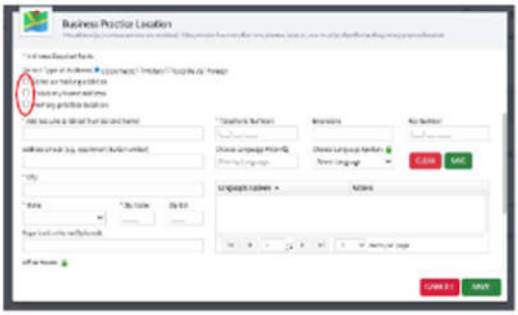


6. **Complete the address section, then click Next**

Click on add a business mailing address, add your address (click this is my home address if applicable) and click save. You may need to select 'Accept Standardized Address'



Click on Add a Practice Location. Click on Same as mailing address, This is my home address and primary practice location. The Information will auto-fill from your business mailing address information. Click Save



7. You can SKIP the Endpoint for Exchange Healthcare Information page. Scroll to the bottom of the page and click next.

8. You can SKIP Other Identifiers. Scroll to the bottom of the page and click next.

9. On the taxonomy page, you need to enter at least one taxonomy. You should enter the taxonomy code(s) for all services you are certified in.

   Search for each taxonomy, select it from the drop down menu and then click on Save (for each one). You do not need to fill in license number or State Issued.

   Once you have selected all applicable taxonomy codes, on the bottom of the page, make sure to check the primary box next to the taxonomy code of your primary service.

   Once complete, click on Next

Use the Taxonomy Guide to find the appropriate code(s) for your services.

For ease of search- type in the actual taxonomy code or the NUCC description (bold on the taxonomy guide)

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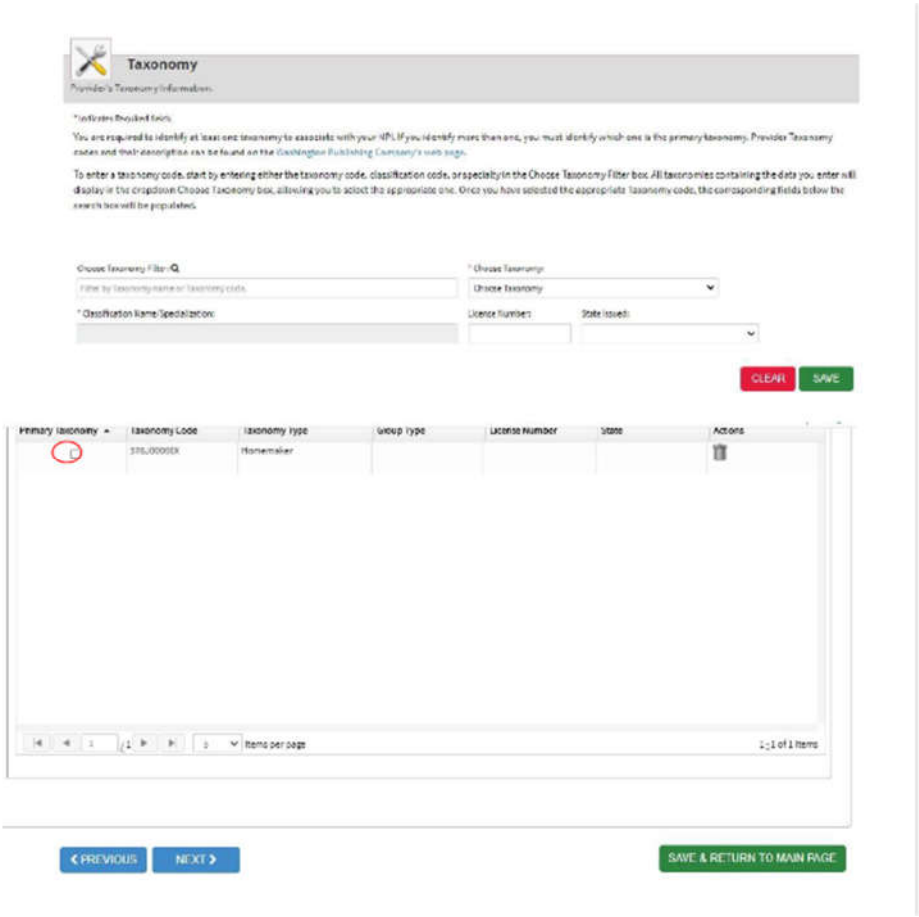
COMMON TAXONOMY CODE IS: 3747P1801X

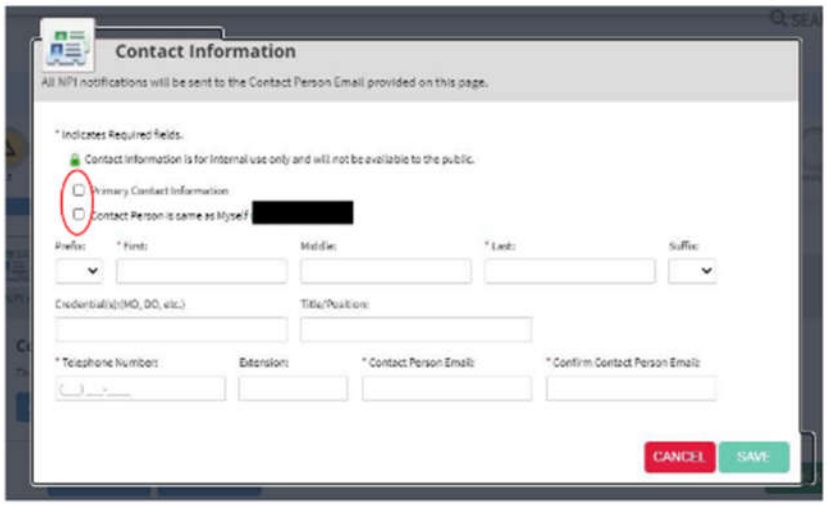
Personal Care Attendant

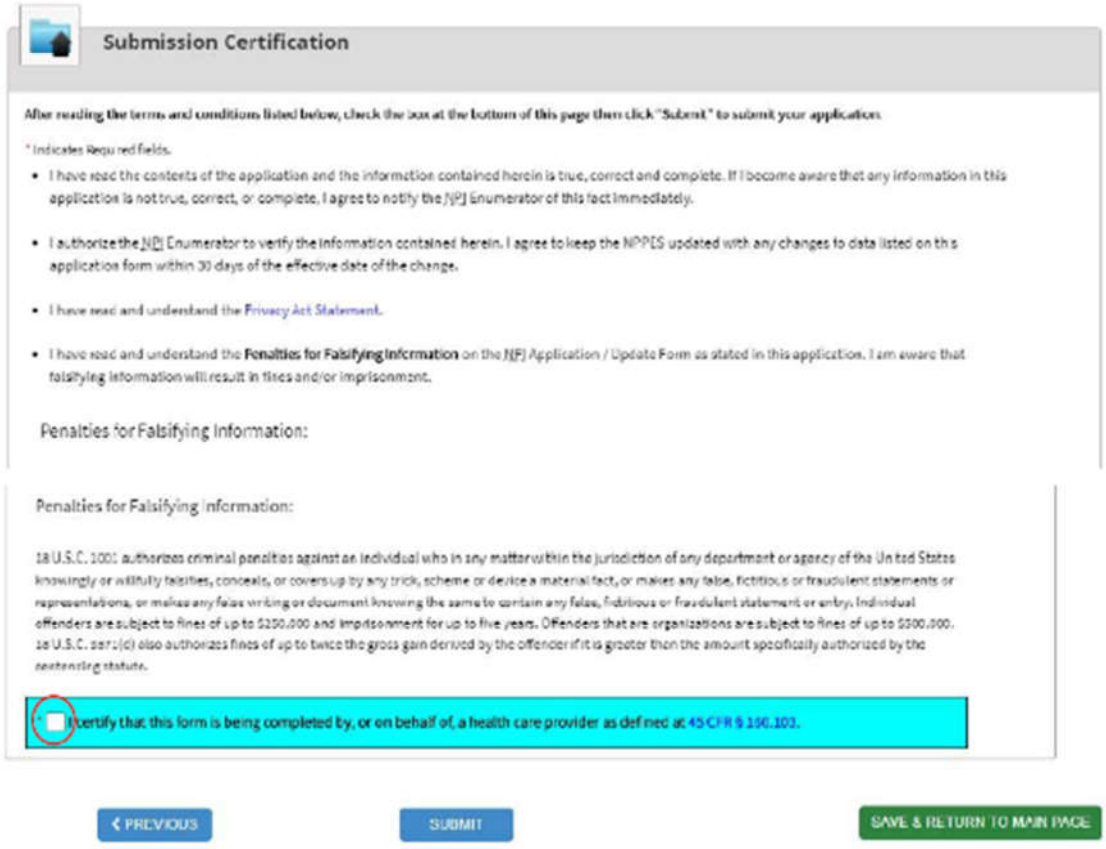
Code	3747P1801X
Name	Personal Care Attendant
Definition	An individual who provides assistance with eating, bathing, dressing, personal hygiene, activities of daily living as specified in the plan of care. Services which are incidental to the care furnished, or essential to the health and welfare of the individual may also be provided. Personal care providers must meet state defined training and certification standards
Notes	*[7/1/2003: definition added]*
Effective Date	4/1/2002
Last Modified Date	7/1/2003



10. Complete the Contact information page and the click next

Click on Add Contact Information. Select the boxes next to Primary Contact Information and Contact Person is Myself and the information will auto-fill. Click Save.



11. On the Error Check page, make sure that all the sections have green boxes that say Completed. Then click Next.

12. On the final page, read over all the information. Check the box to certify that the form is being completed by a health care provider. Then click Submit.