



## Medical Providers: Get a National Provider Identifier

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### The way you get paid for Medicaid services is changing

In late 2014, the way you get paid for Medicaid services will change. When you transition from the SSPS system to ProviderOne happens, you will be billing for services online (electronically).

*And*, if you are a medical provider, there will be more steps you need to take in order to transition to the new billing system.

As 1099 provider who delivers medical services and bills for Medicaid services, you need a [National Provider Identifier](#) (NPI). This is a requirement if you intend to continue receiving payment in the ProviderOne system. NPIs are provider identifiers issued by the federal government and used to bill almost all payers.

Providers of medical services still have the option to submit a standard federal paper claim form (CMS1500) instead of billing online through ProviderOne. But billing online is easier, faster, and free.

### Medical Services Providers

The following providers receive credentials through the Washington State Department of Health.

- nursing and nurse delegation
- licensed psychologists
- counselors (certified or mental health licensed, e.g. LICSW or SOTP)
- physical, occupational, and speech therapists
- medical equipment and supplies.

If you need an NPI number, visit the following address: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>

For more information: [www.altsa.dshs.wa.gov/providerone](http://www.altsa.dshs.wa.gov/providerone)  
Email: [ProviderOnePhase2@hca.wa.gov](mailto:ProviderOnePhase2@hca.wa.gov)

Sign up for the [newsletter](#)

\*This message is not intended for individual providers represented by SEIU Healthcare 775NW.

## National Provider Identifier

## Application Steps

1.	Access the application at: <a href="https://nppes.cms.hhs.gov/NPPES">https://nppes.cms.hhs.gov/NPPES</a> .
2.	Find "National Provider Identifier (NPI)" near the middle of the webpage.
3.	Click "Apply Online for an NPI" or print the form under "Additional Resources" ( <i>lower left</i> ).
4.	Read all of the instructions. Do use the "next" button to move to the next web page. Why? You will lose information added to the form if you click the web browser buttons to move forward or backward.
5.	Bottom of the page, click "Begin Application Form." Complete answers to questions for the "Application Security Check," then click "next."
6.	Create a User ID (6-12 characters, no special characters or spaces, and up to 4 numbers). Click "next."
7.	Create a password (8-12 characters, at least one letter, one number, no special characters, and not the same as your User ID). Click "next."
8.	Select five secret questions and answers (they will help you if you forget your password). Click "next."
9.	Select the radio button "Type 1: An individual who renders health care services." Click "next."
10.	Complete the application fields. You must complete any fields marked with an asterisk (*). Click "next" to continue through application.
11.	Click "Add Taxonomy." Select appropriate "Individual Provider Type Code." Click "next."
12.	Enter state license information and where the license was issued. Click "save."
13.	Provide contact information for anyone you want to receive a copy of your NPI information. Click "Submit." AND, check the box to verify your application. Click "submit."

To print a copy of your application, click "View Printer-Friendly Application" and print the application for your records. You should receive a confirmation letter in your email inbox from NPPES. The email will include information such as your NPI number and taxonomy code details.

### Do you have questions about your NPI application?

If you have any questions about your application, or if you do not receive your NPI by email within 15 working days after submitting your application, contact the NPI Enumerator:

**Email:** [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com)

**Call:** 1-800-465-3203 or 1-800-692-2326 (TTY)

**Send mail inquiries:** NPI Enumerator

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