

DEPARTMENT OF MEDICAL EDUCATION

INSTRUCTIONS FOR OBTAINING AN NPI NUMBER

All physicians, including house staff, need to register for a **NATIONAL PROVIDER IDENTIFIER (NPI)** number. This is **mandatory** under HIPAA. There is no cost involved.

1. You will need: your State of Michigan license number, SSN and a current email address.
2. Go to <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
3. Click on the link for NPI:

If you are a **Health Care Provider**, the [National Provider Identifier \(NPI\)](#) is your standard unique identifier

4. Click on the link to apply:

Need an NPI? ----->

[Apply Online for an NPI](#)

5. The next screen gives you a list of information you'll be asked to input and terms to which you must agree. Click on the button at the bottom of the screen to "**Begin Application Form**"
6. You'll be asked to create a user name and password. On the screens that follow, you'll be asked to input various information. It should take 10-20 minutes. Information on how to respond to some of the parameters:

- | | |
|-----------------------------|--|
| Sole Proprietor: | click "No" |
| Mailing address: | Use either your home address or Garden City Hospital address |
| Practice address: | Use Garden City Hospital address:
6245 Inkster Road, Garden City, MI 48135-4001 (734) 421-3300 |
| Other Provider Identifiers: | Leave this blank |
| Entity type: | Type 1 (Individual) |
| Taxonomy | First select Provider Type Code = Allopathic & Osteopathic Physicians

Then select your specialty from the drop-down list
(Note – there is a "specialty" of student/resident. <u>Don't</u> select this unless you do not have a particular specialty at this time – e.g. TRI) |
| Contact person: | Make this yourself by clicking "Same as Provider" |
| Certification: | Read the information, then click to submit |

7. You will receive your ten-digit NPI number by email; this may take as little as one hour.
8. Forward this email to either Susan Patterson (spatterson@gchosp.org) or print a hard copy and return to the Department of Medical Education for your academic file.