



How To Obtain and Register Your NPI Numbers

1. Obtain your NPI number:

<https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>

REMEMBER: When registering NPIs you will NOT register TSHH, OTAs, PTAs, LMSWs or LPNs. You are only registering the supervising titles for these positions.

NOTE: To register an individual provider NPI: (meaning, affiliate a provider with your district). You will need the Facility (district or agency with which you work). If more than one, you will have to do this multiple times.



“NPIs for billing providers and attending providers must be registered with the New York State Medicaid program before being included on a claim. School districts, counties, and § 4201 schools are responsible for registering the NPIs of their affiliated providers with the New York State Medicaid program before January 1, 2012.”

2. Obtain the License Number of your Providers:

Since you will need the provider License Numbers in order to affiliate your Providers' NPI numbers with your district, search the Registry to determine if a Provider has registered their NPI number and to obtain their License Number:

<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

NOTE: Once at the site, select Individual Provider, enter the Provider NPI number, (you do not need any other information except the NPI number to search) scroll to bottom of record and the License Number is displayed in the Provider Taxonomy section in the right hand field.

Provider Taxonomy:

Primary Taxonomy	Selected Taxonomy	State	License Number
YES	.0^S^20^X - PSYCHOLOGIST - SCHOOL	NY	



3. Affiliate / register your Providers' NPI numbers with your district:

Go to: <https://npi.emedny.org/Facility/>

To register an individual provider NPI: (meaning, affiliate a provider with your district). You will need the Facility (district or agency with which you work). If more than one, you will have to do this multiple times.

Facility Validation

1. Image Verification

773923

Enter the number as it is shown in the box above.

2. Facility NPI (10 characters):

3. Please supply the Federal Employer Identification Number associated with the Facility NPI entered above:

Federal Employer Identification Number (9 characters):

Enter Reset Form

Facility NPI number

Facility tax ID number (*not* your Medicaid ID number)

Once you enter your NPI Facility Number and Tax ID number you will be directed to the following screen:

Enter NPI - Windows Internet Explorer

https://npi.emedny.org/Facility/NewPractitioner.aspx

eMedNY

For numerous NPI's, you may want to use the Facility's Affiliated Practitioner's NPI Batch Registration process. This process allows submission of a single file with multiple NPI combinations and includes the ability to inactivate previously reported NPI's. It may be more efficient than reporting each MMIS Provider ID and NPI combination through this web-based reporting system. Additional information on this process is available on the eMedNY website.

Please provide the License/Profession Code, NPI(s) and their effective start date for practitioners that have a relationship with your facility who will be reported as an attending provider on your claim:

By clicking the **Finish** button below, the preparer is certifying that the information contained in this document is accurate and represents the facility's affiliated practitioners.

Facility NPI: 1477892978

Facility Name: EAST MEADOW UNION FREE S D

NPI #	License	Profession Code	State	Effective Start Date (MM/DD/YYYY)	Effective Inactive Date (MM/DD/YYYY)
			NY		

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The screen requires NPI Number, License Number, effective start date which is the date the Provider began a relationship with your district. **You MUST click Finish first and then SAVE.**

We are told that the effective start for providers not in your district can be 07/01/2011. The license number must be 8 digits long – in most cases you will need to add preceding zeros to the license number. If the license number has a -1 at the end of it, do not include it when entering the number. If the license number has the Profession Code in front of it, eg, 05801345 do NOT include the profession code.

Examples: If you have a license number that displays as:

- 10265 – You would enter that number as 00010265
- 05810256 – You would enter that number as 00010265
- 10265-1 – You would enter that number as 00010265

You can verify that your entries have been accepted by clicking **View List**.

4. View or Update a Provider NPI:

<https://nppes.cms.hhs.gov/NPPES/LoginPage.do?userType=PROVIDER>

NOTE: Duplicate posting of practitioners' NPI numbers will *not* create a problem. For questions and concerns regarding Facility Affiliated Practitioner NPI Reporting, please contact the eMedNY Call Center at (800) 343-9000. (Select Option 1 and 1 again on the menu.)



Lastly, please don't panic.

Medicaid requires that NPI numbers are included with all claims submitted for services provided **after** January 1, 2012 and thereafter. These NPI numbers must be affiliated with your district and you will have to "register" your NPI numbers before submitting these claims.

You can still submit claims for services provided **prior to January 1, 2012 without NPI numbers.**