

Group NPI Instructions for owner of a CRNA Group

If the owner of the group already has an individual NPI, use your Individual user id and password to create a Group NPI. If you do not have your individual user id and password you will have to call the NPI Registry at 1-800-465-3203 to get the information, they will only give this to the registered provider.

The website is <https://nppes.cms.hhs.gov/#!/> (screen shots are attached).

After you log in with your individual user id and password it takes you to the National Provider System Main Page. You will need to click on the third blue box – Apply for an NPI for an Organization.

Next you will select your relationship with the Provider.

-If you are the owner of the group, you will select I am an Employee of the Provider (hovering over the orange “i” will give you the explanation)

The next few screens are your organization and personal information.
Go through steps 1-7.

Employee Identification Number (EIN - Tax ID)

Organization Name (Legal Business Name)

Is the organization a subpart? You will answer No

Authorized Official for the Organization: Enter your information

**Mailing address, enter the remittance address you will use for payments.

If you use Medical Business Management enter P O Box 660257, Birmingham, AL 35266-0257, Phone # 205-979-5882 and Fax # 205-979-1248.

**Practice location: enter the location you render services, phone and fax number.

Other Identifiers: Skip this section.

Taxonomy:

193400000X Single Specialty Group

367500000X – Nurse Anesthetist, Certified Registered

Enter your state; you do not have to enter a license number

Contact Info: enter your name, phone number and email address.

If you have any problems creating the group NPI call 1-800-465-3203 and they will help with this application.

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

The screenshot shows the NPPES (National Plan & Provider Enumeration System) website. At the top, there is a navigation bar with the NPPES logo and the tagline "National Plan & Provider Enumeration System". To the right of the logo are links for "SEARCH NPI REGISTRY" and "HELP". Below the navigation bar, the page is divided into two main sections: "Registered User Sign In" and "Create a New Account".

Registered User Sign In
Log in to view/update your National Provider Identifier (NPI) record.

User ID 
I&A User ID, used to access NPPES, EHR & PECOS

Password


SIGN IN

FORGOT USER ID OR PASSWORD?


*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information


ANNOUNCEMENTS


Why can't I use my Type 2 NPI User ID and Password


Welcome to the new NPPES

Create a New Account
You need an Identity & Access Management System (I&A) User ID and Password to create and manage NPIs.

 Individual Providers, Organization Providers, Users working on behalf of a provider
If you don't have an I&A account, need to update your existing I&A account, or don't remember your User ID or Password, select the CREATE or MANAGE AN ACCOUNT button below to go to I&A.

 Once you have successfully created your I&A account, your existing Type 1 NPI will be associated with your I&A account.
After successfully creating your I&A account, return to NPPES and use your I&A User ID and Password to log into NPPES where you can create and maintain the NPI data associated with your provider(s).

CREATE or MANAGE AN ACCOUNT

Click Apply for an NPI for an Organization

Secure | https://nppes.cms.hhs.gov/#/main

ACTA | ARIZONA | ARKANSAS | CALIFORNIA | COLORADO | CONNECTICUT | DELAWARE | DISTRICT OF COLUMBIA | FLORIDA | GEORGIA | HAWAII | ILLINOIS | IOWA | KANSAS | KENTUCKY | LOUISIANA | MAINE | MARYLAND | MASSACHUSETTS | MICHIGAN | MINNESOTA | MISSISSIPPI | MISSOURI | MONTANA | NEBRASKA | NEVADA | NEW HAMPSHIRE | NEW JERSEY | NEW MEXICO | NEW YORK | NORTH CAROLINA | NORTH DAKOTA | OHIO | OKLAHOMA | OREGON | PENNSYLVANIA | RHODE ISLAND | SOUTH CAROLINA | SOUTH DAKOTA | TENNESSEE | TEXAS | UTAH | VERMONT | VIRGINIA | WASHINGTON | WEST VIRGINIA | WISCONSIN | WYOMING

NPPES
National Plan & Provider Enumeration System


SEARCH NPI REGISTRY HELP

Sign Out

MAIN PAGE


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.



INDIVIDUAL PROVIDER

Apply for an NPI for myself




EMPLOYEE OR SURROGATE

Apply for an NPI for another individual



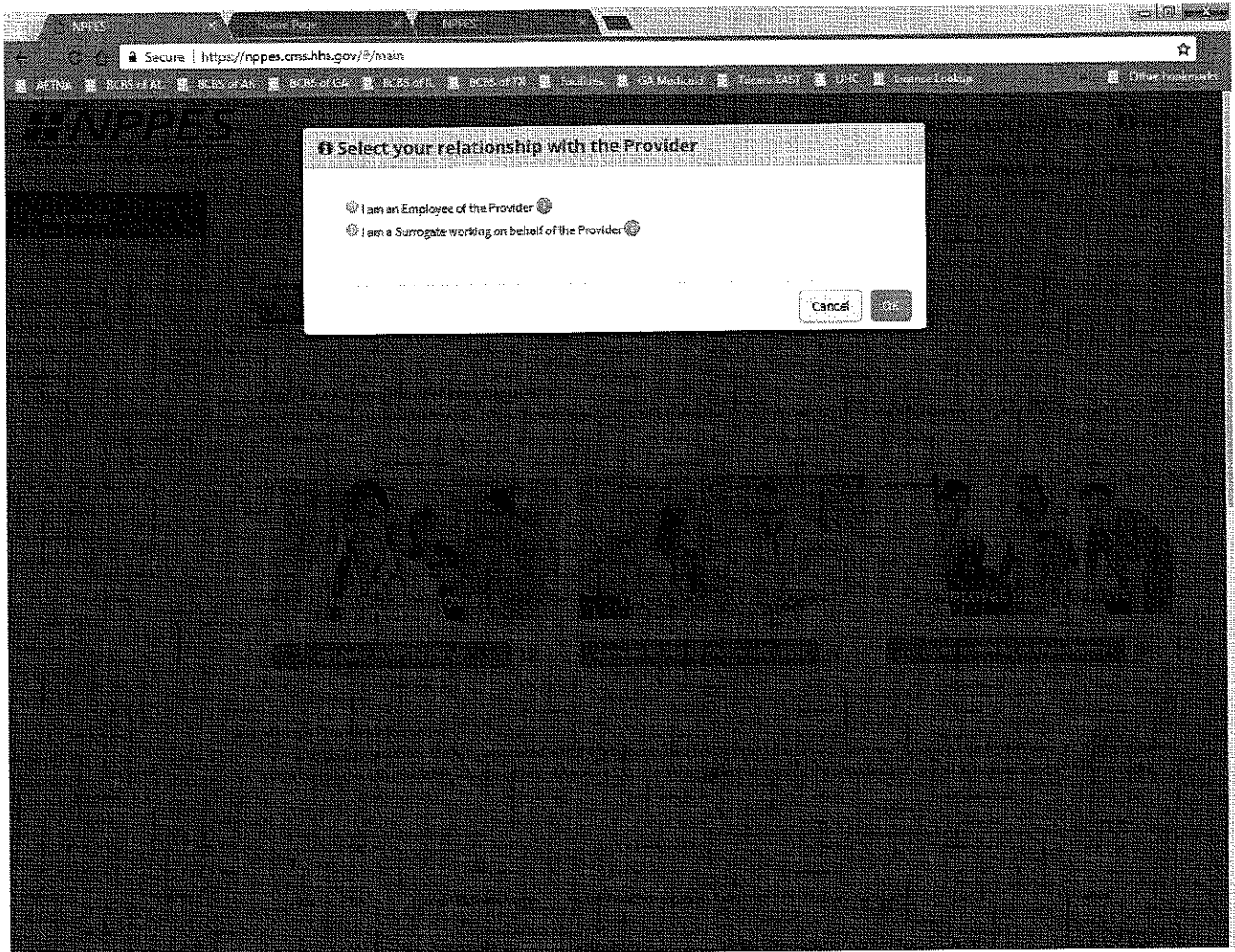
EMPLOYEE OR SURROGATE

Apply for an NPI for an Organization

Manage Provider Information
You currently have access to the NPIs associated with the providers listed below. Select the provider you wish to view or modify NPI data for. If the provider currently has more than one NPI associated with it, you need to select the  icon to expand the provider and view all NPIs associated with the provider.

Type	TIN	Legal Business Name	Primary Practice Location	NPI	Primary Taxonomy	Status	Action
Filter...							

Click I am an Employee of the Provider (if you are the owner)



Complete steps 1-7

The screenshot shows the NPPES (National Plan & Provider Enumeration System) website. The browser address bar displays "Secure | https://nppes.cms.hhs.gov/#/providerapplication". The page header includes the NPPES logo and navigation links for "SEARCH NPI REGISTRY", "HELP", and "Sign Out". A progress bar at the top indicates seven steps: 1. PROFILE, 2. ADDRESS, 3. OTHER IDENTIFIERS, 4. TAXONOMY, 5. CONTACT INFO, 6. ERROR CHECK, and 7. SUBMISSION. The current step is 1, and the progress is 0% completed.

Organization Profile

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

* Employer Identification Number (EIN): * Organization Name: (Legal Business Name)

* Is the organization a subpart? Yes No

Other Name(s) (if applicable):

Type of Other Name: Organization Other Name: