



## NPI Application Checklist for WV Birth to Three Early Intervention Practitioners/Service Coordinators

### 1. Gather documentation in preparation for the application process

Items you will need to apply are:

- Personal Information: First and last name, date of birth, gender, SSN, personal phone number, home street address, city, state, and zip code
- Taxonomy code
  - Please select the provider type/taxonomy code that best suits the service you provide.
  - If you are an ASL, Developmental, Hearing, Orientation and Mobility or Vision Specialist, an Autism or Behavior Disorders Teacher or an Interim or Ongoing Service Coordinator, you will use the Early Intervention Taxonomy Code 252Y00000X
  - Additional information on provider types/taxonomy codes are available through this link: <https://taxonomy.nucc.org/>

### 2. Visit the NPI website and create an account

<input type="checkbox"/>	Visit the National Plan & Provider Enumeration System (NPPES) website at: <a href="https://nppes.cms.hhs.gov/#/">https://nppes.cms.hhs.gov/#/</a>
<input type="checkbox"/>	Click <b>Accept</b> on the Terms and Conditions page
<input type="checkbox"/>	Click <b>Create or Manage Account</b> on the right side of the page
<input type="checkbox"/>	When the <i>Leaving NPPES Website</i> message appears, click <b>Ok</b>
<input type="checkbox"/>	Click <b>Accept</b> on the Identity & Access Management System Terms and Conditions page
<input type="checkbox"/>	Click <b>Create Account Now</b> on the Identity and Access Management System page
<input type="checkbox"/>	Enter your personal <b>E-mail Address</b> on the Identity and Access Management – User Registration page and click <b>Submit</b> (this information will be used for NPI notifications)
<input type="checkbox"/>	Create a <b>User ID and Password</b> using the User ID and Password Compliance information
<input type="checkbox"/>	Select and answer the five (5) required <b>security questions</b> and click <b>Continue</b>

### 3. Registration

<input type="checkbox"/>	Enter all information on the Identity & Access Management System – User Registration page <i>Note: If a Standardized Address presents itself, select that Address unless it is incorrect - *indicates a required field</i>
<input type="checkbox"/>	Select a Multi-Factor Authentication Method from the drop-down on the Identity & Access Management System - User Registration – Multi-Factor Authentication Setup screen and click <b>Continue</b>
<input type="checkbox"/>	<b>Enter the code</b> you received from the authentication method selected in the above step in the <b>Enter Code box</b> and click <b>Verify Code</b>
<input type="checkbox"/>	Click <b>Complete Registration</b> on the Identity & Access Management System – User Registration – Multi-Factor Authentication Setup screen – You should receive a message that your account has been successfully created
<input type="checkbox"/>	Click <b>Continue to your Home page</b>
<input type="checkbox"/>	If the system cannot locate an NPI based on the information you have entered, click <b>register for an NPI</b>

4. Completing the NPI application	
<input type="checkbox"/>	Enter the <b>User ID and Password</b> you created in Step 2 above and click <b>Sign In</b>
<input type="checkbox"/>	Select a Multi-Factor Authentication Method from the drop-down and click <b>Send Verification Code</b>
<input type="checkbox"/>	Click <b>Public Device</b> or <b>Private Device</b> to identify where you are logging in, type the code received into the <b>Enter Code</b> box and click <b>Verify Code</b>
<input type="checkbox"/>	If you selected <b>Private Device</b> , click on <b>Consent</b>
<input type="checkbox"/>	Select the <b>'Apply for an NPI for myself'</b> button if you are an individual who renders health care services. The NPI will be associated with you, not your specialty, or the location where you perform the service.  After selecting this button, you will be navigated to the <i>Provider Profile</i> page with the provider information prepopulated from your I&A account. You will be applying as <i>"Sole Proprietor"</i> .
<input type="checkbox"/>	<b>NPI numbers are not confidential and are publicly accessible through the <i>National Plan and Provider Enumeration System</i> page. While sensitive personal information is not disclosed, please be thoughtful of the information you share when completing your application. For example, your work address.</b>
<input type="checkbox"/>	When you get to the Endpoint section of the NPI application, you do not need to complete this section to obtain your NPI. As an educational program, WV Birth to Three maintains educational records that can only be released through the WV Birth to Three Regional Administrative Units with written consent from the family.
<input type="checkbox"/>	<b>For additional information</b> please visit: <a href="https://www.hhs.gov">How to apply for an NPI online (hhs.gov)</a>
5. Final Notes	
<input type="checkbox"/>	Once you have submitted your online NPI application, you will receive a confirmation email from the Centers for Medicare & Medicaid Services (CMS) stating your application has been received.
<input type="checkbox"/>	In approximately five to seven business days, you will receive a separate email when your NPI has been established.  Once your NPI is established, you will complete the revised WV Birth to Three CFO Enrollment Application and submit by secure electronic communication to the WV Birth to Three Enrollment Unit at Gainwell Technologies with <u>NPI in the subject line of the email</u> . Gainwell Technologies will verify you are currently meeting all enrollment requirements and will send notification to the state office to enter your NPI number as a WV Birth to Three Provider in the Health PAS Online System. You will receive a confirmation email from WVBTT when your NPI has been entered. <b>WV Birth to Three practitioners will not have access to the WV Birth to Three Health PAS Online System link to enroll independently.</b>

**Please note your NPI is a number specific to you. That same number is provided to your employers regardless of how many agencies you work for. You may begin receiving direct contact information from national billing agencies once your NPI number is published. You should delete those inquiries as they are not pertinent to your services with WV Birth to Three and could be someone trying to steal your NPI number or more.**