The National Provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Standard. The NPI is a numeric identifier that is assigned to a health care provider by the Centers for Medicare & Medicaid Services (CMS). It is a 10-digit permanent number assigned to a provider or organization and must be used on electronic claim transactions for health care billing and reimbursement. In order to be reimbursed for services delivered as part of participation in the Wyoming School-Based Services Program, it is necessary for school districts to apply for and obtain a Type 2 NPI. Type 2 NPIs are for organizations (such as school districts) while Type 1 NPIs are for individual providers. For more information, please refer to [NPI: What You Need to Know](https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/NPI-What-You-Need-To-Know.pdf).

**Who needs an NPI?**

* All school districts who are participating in the School-Based Services Program must have a Type 2 NPI.

**Why do School Districts Need an NPI and what are they used for?**

* In order for Medicaid claims to be reimbursed through the School-Based Services Program, the claim must include the school district’s NPI. Claims submitted without an NPI will not be paid.

**How can an Organization (such as a school district) Apply for a Type 2 NPI?**

* Applying for a Type 2 NPI is free, easy, and typically takes 20 to 30 minutes to complete.
* To apply online, school districts should visit the [National Plan and Provider Enumeration System (NPPES) website](https://nppes.cms.hhs.gov/#/), read the instructions carefully, complete the questionnaire, and submit their application. The website contains [Frequently Asked Questions](https://nppes.cms.hhs.gov/webhelp/nppeshelp/NPPES%20FAQS.html) and other helpful information. Although the application is relatively straightforward, the step-by-step guide below can assist school districts with applying for a Type 2 NPI.
* After a school district has completed its application and received confirmation of its submission, it will receive an e-mail from [CustomerService@NPIEnumerator.com](file:///C:\Users\jmongetta001\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AJ3L42WL\CustomerService@NPIEnumerator.com). If the school district has spam filtering on its e-mail interface, the reply from the NPI Enumerator with the NPI and confirmation message may be intercepted and diverted to a spam folder. Be sure to check this folder regularly after submitting your application.

**Receiving Your Type 2 NPI**

* A school district that submits a properly completed electronic application could receive their Type 2 NPI in fewer than 10 business days. School districts may track the progress of their application and will receive an email with its Type 2 NPI number when the application is processed and approved.
* Upon receiving your Type 2 NPI for your school district, please email your NPI number to Justin Browning at the Wyoming Department of Health at [Justin.Browning1@wyo.gov](mailto:Justin.Browning1@wyo.gov).

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| **Steps and Item** | **Action/Additional Guidance[[1]](#footnote-1)** |
| **1. Create an account** on the [CMS NPI Application/Update Form](https://nppes.cms.hhs.gov/#/) page. | **Action for applicants:**   1. Click on the “Create or Manage an Account” blue button on the main page. You will be redirected to the CMS Identify and Access Management System (I&A). Create a login through the I&A page.   **Print the page with your User ID and password for your records.** Your school district will need the User ID and password to update its information as it changes over time. (This information is also included in the email that you will receive from NPPES when your NPI is issued.)   1. When completed, you will be returned to the original NPPES page. Login to NPPES under "Registered User Sign In" with your I&A User ID and password. |
| **2. Start NPI Application** | 1. Upon logging in using your I&A User ID and password, select the “Apply for an NPI for an Organization” on the right side of the screen. |
| **3. Page 1 of Application –** Identifying Information | 1. Enter the school district’s business tax identification number or employer identification number (EIN). A tax identification number or EIN is assigned by the Internal Revenue Service (IRS) to identify a business entity. 2. Enter the school district’s name. Use all capital letters and ensure that the school district’s name matches the name on your IRS letter (CP 575) exactly. 3. Choose “No” for the question “Is your organization a subpart?” |

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| **Steps and Item** | **Action/Additional Guidance[[2]](#footnote-2)** |
| **4. Page 2 of Application –**  Business Mailing and Practice Addresses | 1. Add the school district’s business mailing address. 2. For the Practice Location section: Select “Same as mailing address.” |
| **5. Page 3 of Application –** Other Provider Identification Numbers | 1. If your school district has obtained a Medicaid or other non-Medicare Provider Number, enter the information on this page. 2. If your school district does not have those numbers, leave this area blank and click the “Next” button at the bottom of the page. |
| **6. Page 4 of Application –**  Taxonomy | 1. A taxonomy code is a code that describes the Provider or Organization’s type, classification, and the area of specialization. The taxonomy code for School-Based services is 251300000X Local Education Agency. 2. Enter the taxonomy code as: 251300000X. |
| **7. Page 5 of Application –** Contact Information | 1. The individual completing the NPI application will likely be in the best position to answer questions that may come up in reference to your school district’s application and serve as the Contact Person. 2. Click on “Same as Provider.” |
| **8. Page 6 of Application –** Error Check | 1. Review all information for accuracy. 2. All steps should be green with a check mark indicating that the step has been completed. |

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| **Steps and Item** | **Action/Additional Guidance[[3]](#footnote-3)** |
| **9. Page 7 of Application –** Submission of Application | 1. Read and certify the submission. 2. Click “Submit.”   The organization’s application will be processed, and the submitter will receive email notification when an NPI is issued. Print a copy of this email and retain for the organization’s files as it will likely be regularly needed through the organization’s billing and care coordination interactions. |

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| For assistance or questions, school districts can contact: | |
| National Plan & Provider Enumeration System (NPPES) | Call: 1-800-465-3202  Email: [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com) |
| Wyoming Department of Health | Email Justin Browning: [Justin.Browning1@wyo.gov](mailto:Justin.Browning1@wyo.gov) |

1. How to apply for an NPI Online, May 2022, available online at <https://nppes.cms.hhs.gov/assets/How_to_apply_for_an_NPI_online.pdf>

   NPI: What you Need to Know, May 2022, available online at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/NPI-What-You-Need-To-Know.pdf> [↑](#footnote-ref-1)
2. How to apply for an NPI Online, May 2022, available online at <https://nppes.cms.hhs.gov/assets/How_to_apply_for_an_NPI_online.pdf>

   NPI: What you Need to Know, May 2022, available online at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/NPI-What-You-Need-To-Know.pdf> [↑](#footnote-ref-2)
3. How to apply for an NPI Online, May 2022, available online at <https://nppes.cms.hhs.gov/assets/How_to_apply_for_an_NPI_online.pdf>

   NPI: What you Need to Know, May 2022, available online at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/NPI-What-You-Need-To-Know.pdf> [↑](#footnote-ref-3)