Applying for an NPI

To obtain your NPI follow the steps below to submit your application. Screen shots are provided below the numbered instructions for additional detail. PLEASE VERIFY THAT YOUR NAME MATCHES YOUR SOCIAL SECURITY CARD (INCLUDING HYPHENS AND SURNAMES)

1. First, please set up your CMS Identity & Access Management System (I&A) account with the link below: https://nppes.cms.hhs.gov/IAWeb/warning.do?fwdurl=/login.do

2. After completing I&A continue to the I&A homepage, select “register for your NPI”

3. This is the NPPES (NPI) website. Enter User ID and password created in step 1.

4. Select “New NPI Application” and on the next screen select “Submit New NPI Application”

5. Complete the provider information page
   - Select “No” for sole proprietor question.

6. Domestic Billing Address and phone
   - Jacksonville: 4500 San Pablo Rd Jacksonville, FL 32224 (904) 953-2000
   - Rochester: 200 First Street SW Rochester, MN 55905-0001 (507)284-2511
   - Scottsdale: 13400 E Shea Blvd. Scottsdale, AZ 85259 (480) 301-8000

7. Practice location is “Same As Business Mailing Address”

8. Provider Identifiers – leave blank

9. Provider Type Code & Taxonomy –
   - Select Provider Type Code =20 (if licensed) & select your applicable specialty
     39 Student (if not currently licensed) & select default student specialty
   - Save
   - Enter state Medical License (NOTE: license is not applicable for Students)

10. Contact Person Name – your information

11. Submit

12. An email will follow in 1-5 days with your NPI

13. Send a copy of the NPI email to:
   - Jacksonville: mailto:mcjproviderenrollment@mayo.edu
   - Rochester: mcr.npi@mayo.edu
   - Scottsdale: mailto:ARZPROVIDERENROLLMENT@mayo.edu
User Registration
- Create User ID
  - 6-12 alphanumeric
- Create a password
  - 8-12 alphanumeric
  - At least 1 letter and 1 number

Complete 5 Security Questions
- Select a question from the drop down
- Enter corresponding answer

Complete form with your information
This information is used to verify your identity, and is not saved by the Center for Medicare and Medicaid Services (CMS)

Choose the most correct address
Select “register for an NPI”

Enter your User ID and Password that you created in the first step

Select “New NPI Application”

Information listed will be needed to complete the NPI Application
Select “Submit New NPI Application”

Complete form as indicated
- Last question regarding Sole Proprietor is “No”
- Select “Next”
Enter Address and Phone
(Reference Step 6 above for the correct address & phone to enter)

Other Provider Identifiers
- Leave blank
- Select Next
Please Enter Provider Taxonomy (Provider Type/Specialty):

NOTE: DO NOT report the Social Security Number (SSN), IRS

- Select Specialty
- Select Provider Type Code
  - Pending Med. License 39 Student
  - Licensed 20 MD/DO
- Enter License and state (if required)
- Select Save
- Example
Enter your information as the Contact

- Print a copy of this page for your records
- An email will follow in 1-5 days with your NPI
- Send a copy of the NPI email to the corresponding state email address listed in Step 13 above