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National Provider Identifiers— what you need to know

What is a National Provider Identifier (NPI)?

An NPI is a 10-digit unique identification number for covered health care providers created to improve the efficiency and effectiveness of electronic transmission of health information. Covered health care providers, all health plans and health care clearinghouses must use NPIs in their administrative and financial transactions, as required by HIPAA Administrative Simplification regulations.
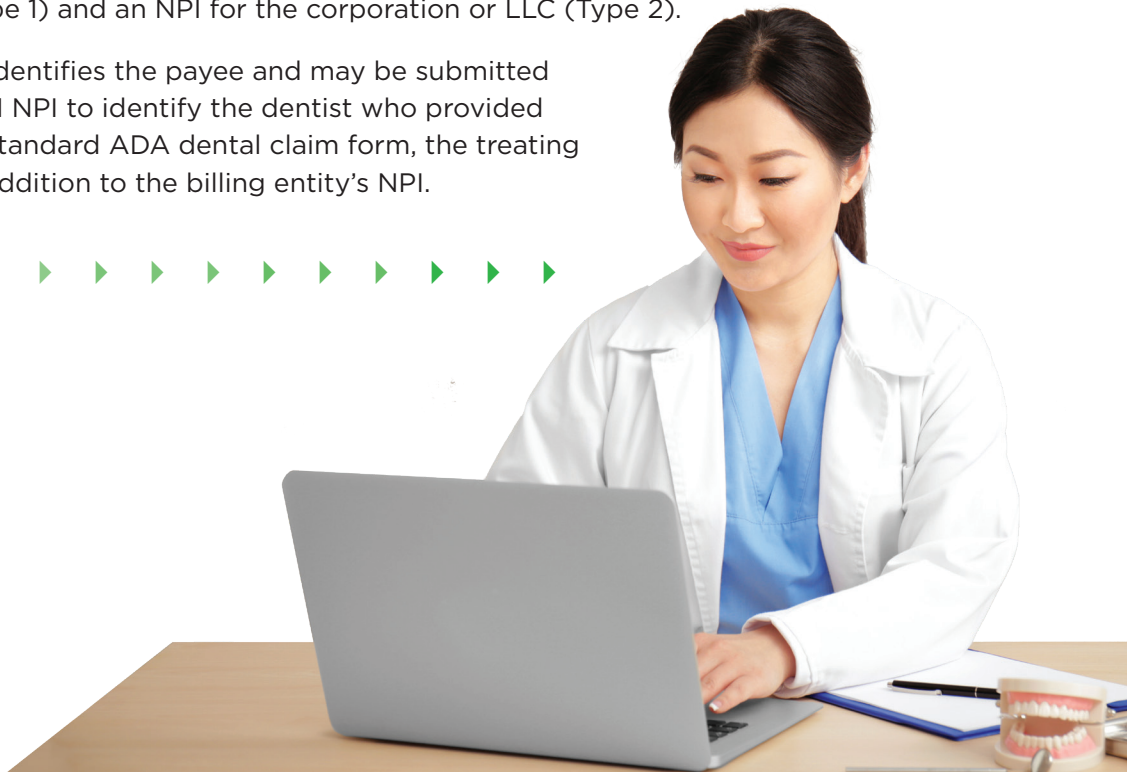
Types of NPIs

Type 1 NPI—Individual health care providers who are sole proprietors (not incorporated)

- Individual health care providers must submit claims under their Social Security number, not an employee identification number (EIN) or taxpayer identification number (TIN).

- **Note:** An incorporated individual is a single health care provider who forms and conducts business under a corporation. A sole proprietor isn't an incorporated individual because the sole proprietor didn't form a corporation. If you're a sole practitioner or solo practitioner, it doesn't mean you're a sole proprietor and vice versa.

Type 2 NPI—Organization health care providers who are incorporated (incorporated individuals), group practices, clinics, county health departments and partnerships

- Organization health care providers may have one or thousands of employees.

- If you're an individual health care provider who has incorporated, you may need to get an NPI for yourself (Type 1) and an NPI for the corporation or LLC (Type 2).

- On claims, the Type 2 NPI identifies the payee and may be submitted in conjunction with a Type 1 NPI to identify the dentist who provided treatment. Example: On a standard ADA dental claim form, the treating dentist's NPI is entered in addition to the billing entity's NPI.

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Which NPI do you need?

Type 1 NPIs are required on all claims submissions to indicate which provider performed services. To determine whether you need to obtain a Type 2 NPI, ask yourself:

- Who will receive payment? For example, will John Smith, DDS (individual) receive payment for services or will John Smith Dental, PLLC (legal entity)? If John Smith Dental, PLLC will receive payment, a Type 2 NPI is required.

- What TIN was the claim submitted under? If you submitted a claim under the TIN associated with your business, you will need a Type 2. For example, if the TIN that John Smith, DDS submits on his claims is connected to John Smith Dental, PLLC, then a Type 2 NPI is required because the TIN submitted on Dr. Smith's claims is the legal entity's TIN.

Practice type	NPI type
Sole proprietor/solo practitioner	Type 1 only, if claims are transmitted in the dentist's name and SSN
Individual dentist at one practice location, but has incorporated (incorporated individual)	Type 1 for the dentist and Type 2 for the practice, if claims are transmitted in the practice's name and TIN
Multiple dentists at one practice location (group practice, partnership)	Type 1 for each dentist and Type 2 for the practice, if claims are transmitted in the practice's name and TIN
Multiple dentists at multiple practices (clinics, dental service organizations, etc.)	Type 1 for each dentist and Type 2 for each practice, with a separate TIN

Enrolling your NPI in CHAMPS for Michigan Medicaid

If you have a Type 2 NPI, it must be enrolled in CHAMPS (Community Health Automated Medicaid Processing System) as required by the Michigan Department of Health and Human Services (MDHHS). All providers who seek reimbursement from any Michigan Medicaid program are required to be enrolled in CHAMPS (such as Healthy Kids Dental and Healthy Michigan Plan). Find information on enrolling your Type 2 NPI in CHAMPS at bit.ly/MDHHS-Provider-Enrollment.

Apply for an NPI

There are three options to obtain an NPI:

- Apply through the National Plan and Provider Enumeration System (NPPES) at https://nppes.cms.hhs. gov/#/. Individual providers must create a username and password through the Identity and Access Management System, then log in to NPPES using that username and password.

- Mail a paper application, Form CMS-10114 NPI Application/Update Form, to the NPI Enumerator address listed on the form. To request a hard copy application, call 800-465-3203 or TTY 800-692-2326, or email customerservice@npienumerator.com.

- Give permission to an electronic file interchange organization to submit application data through a bulk enumeration process.