



NPI Provider Checklist

1. ***Determine internal organizational structure.***
Look at the internal structure of the organization. Determine how NPIs may relate to that structure.
2. ***Obtain payer's legacy schema.***
Understand the provider numbers that you currently have assigned by payers, how they relate to your contract(s) and to your remits.
3. ***Review your remittance requirements.***
One (1) NPI = one (1) remit. If your business requires that you receive a remit for each location, your enumeration strategy will need to take that into consideration.
4. ***Identify gaps.***
Evaluate how you are currently enumerated with each payer. Determine if your NPI enumeration strategy supports existing reimbursement agreements.
5. ***Communicate enumeration intentions.***
Discuss plans for enumerating and securing NPIs with your staff. Get them to review and provide input. Review plans with payers to understand how mutual business practices may be impacted by your enumeration strategy.
6. ***Request NPI and subpart(s).***
Refine your enumeration plans. Request NPIs via the web at <https://nppes.cms.hhs.gov> or secure and submit paper applications.
7. ***Distribute NPI and subpart(s) to ALL trading partners.***
Distribute your NPIs to all payers. Payers will be using NPIs for claims processing and payment. Therefore, you need to be sure their NPI data is accurate for you. (CMS is required to disseminate NPIs, but currently has no timeline or definite plan for doing so.)
8. ***Evaluate systems programming changes needed.***
You or your vendor may need to make programming changes to use NPIs and to add additional information required on electronic transactions.
9. ***Read payers' NPI guidelines and requirements.***
Some payers are requiring providers to submit taxonomy codes on claims as well as to submit NPIs on paper claims. Recent information released by Medicare in "MLN Matters" number MM5234 and SE0659 contains specific billing requirements that may impact the way you bill for services. Consult with your clearinghouse or with payers directly to determine unique filing requirements.
10. ***Test with your claims clearinghouse and payers early.***
Minimize any disruption in reimbursement flow by making sure that all systems work together to process your claims using your NPI.