

## School-Based Healthcare Services for Children in Special Education

### Registering for the National Provider Identifier (NPI) Number

#### Online Application Preparation

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1. Go to the [National Plan and Provider Enumeration System \(NPPES\)](#) website.
  2. Select “National Provider Identifier” (NPI) for health care providers.
  3. Read the instructions completely before registering for your NPI number. Healthcare providers may also apply using the PDF form that you can print from the NPPES website. The link is highlighted blue under “Additional Resources” at the lower left.
  4. Healthcare providers can use the .pdf at NPPES to review information required if they choose to apply online.
  5. Click the link "Apply Online for an NPI."
  6. Read the “NPI Application Instructions” paying close attention to “Information Required for Individual Providers.” You will be applying for an NPI number as an **individual**.
  7. Click on "Begin Application Form." Complete the “Application Security Check” questions marked with an (\*). Then click “Next.” When you reach the “NPI Application Form – Create NPI User ID and Password,” create a NPI User Identification (ID). You cannot alter this ID and it will be your NPI user ID throughout your career as a healthcare practitioner.
  8. Choose an NPI password six to twelve characters in length, containing at least one number. For security purposes your password should not be the same as your User ID.
  9. Select five secret questions that will assist you in the event you forget your password.
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### Initial NPI Application Steps

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1. Fill out the application fields marked with an asterisk (\*).
2. Complete all pertinent personal information as requested.
3. Select the radio button "Type 1: An individual who renders health care services."
4. Complete the "Provider Profile," and at the bottom of the web page under "Provider a Sole Proprietor" select "No."
5. Fill in the appropriate mailing address and provide all contact information as requested. Mailing addresses should reflect either the practice or home address.
6. Fill in the physical practice location address. The physical address must be the practice location of operation and cannot be a post office box.
7. Do not add any Medicaid or Medicare identifiers but proceed by clicking "Next."
8. You must add a taxonomy number to your application. Click "Add Taxonomy" and under the "NPI Application Form - Select Individual Taxonomy Page 1 of 2," select the appropriate "Individual Provider Type Code."
9. List contact persons who will be able to receive a copy of your NPI information. Fill in the contact email address and click "Submit."
10. You should receive a confirmation letter in your email inbox from NPPES. The email will include:
  - o Identifying you as a sole proprietor.
  - o Practice location.
  - o Taxonomy code you registered by title.
  - o List of any state certifications or licenses provided.

### After I Get My NPI Number

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Send a copy of your NPI number to the [School-Based Healthcare Services \(SBS\) Program Manager](#) or fax a copy to 360-664-4371 or 360-664-0261. For additional guidance and information, refer to the Department of Health and Human Services at "[NPI Fact Sheet.](#)"