



mln call

A MEDICARE LEARNING NETWORK® (MLN) EVENT

National Plan and Provider Enumeration System (NPPES)

Wednesday, July 12, 2017

Presenter:

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Background

The National Plan and Provider Enumeration System (NPPES) allows you to create a new National Provider Identifier (NPI) or verify your current NPI. NPPES has been redesigned and will require all users to use an Identity & Access Management System (I&A) account to access the NPPES system.

Agenda

- Launch of the new NPPES 3
- NPPES 3 Tips and Tricks
- Question and Answer Session



Launch of the New NPPES 3

- The new NPPES 3 System went live on May 15. The following key features were part of this upgrade:



- ✓ Modernized & responsive user interface
- ✓ Single authentication
- ✓ Partial save & smart filters
- ✓ Multiple practice locations
- ✓ Surrogacy
- ✓ Smart context sensitive help
- ✓ Address standardization updates
- ✓ Smart filters throughout the user interface



Launch of the new NPPES 3 Cont'd

NPPES
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY

8 Martin | Sign

Status Definitions

EFI File Management

Filter...

| NPPES EFI Organization ID | Organization(LBN) | Last Generated Date | File Type | Status | Action |
|---------------------------|--|---------------------|-----------|-----------|--------|
| 108630 | Blue Ridge Orthopaedic, Occupational Therapy | 10/24/2016 | csv | Processed | 📄 🗑️ |
| 108630 | Blue Ridge Orthopaedic, Occupational Therapy | 10/24/2016 | xml | In Queue | 📄 🗑️ |
| 108630 | Blue Ridge Orthopaedic, Occupational Therapy | 10/24/2016 | csv | Processed | 📄 🗑️ |
| 108630 | Blue Ridge Orthopaedic, Occupational Therapy | 10/14/2016 | xml | In Queue | 📄 🗑️ |
| 108630 | Blue Ridge Orthopaedic, Occupational Therapy | 10/14/2016 | csv | In Queue | 📄 🗑️ |

1 - 5 of 5 items

1 items per page

EFI File Upload

EFI files of up to 200 MB may be uploaded. File name may not contain spaces, or special characters. Otherwise the file will encounter an error in processing.

Select EFI Organization: 108630 Blue Ridge Orthopaedic, Occupational Therapy

Select File to Upload (XML,CSV) Choose File No file chosen

Download: [Sample XML File](#) or [Sample CSV File](#)

ADDITIONAL RESOURCES

Please see the revised EFI documentation below (revision date 8/10/08). EFIOs are responsible for updating their EFI XML Schema utilizing the information provided in the documents listed below. Failure to do so could cause the uploaded EFI Files to either be rejected or not be processed correctly.

- EFI Summary - Provides a general overview of how the EFI process works. Adobe PDF [PDF File]
- EFI Organization Certification Statement - Adobe PDF [PDF File]
- EFI Technical Companion Guide - Revised 9/13/09 - Contains information on how to format EFI data for submission Adobe PDF [PDF File]
- EFI User's Guide - Revised 1/31/10 - Explains how the EFI process works from a systems point-of-view Adobe PDF [PDF File]
- EFI XML Schema - Revised 4/3/08 - The XML Schema File for EFI [Zip File]
- EFI Files - Revised 12/1/2016 - Contains sample files of new NPI applications and change requests [Zip File]

- ✓ Streamlined taxonomy entry
- ✓ Allow CSV file format for bulk upload
- ✓ Allow users to download pre-populated certification statement
- ✓ Additional practice location addresses file – weekly, monthly & annual
- ✓ Additional org other names file – weekly, monthly & annual
- ✓ Capture provider end point information
- ✓ Ability to add multiple practice locations



Tips and Tricks



NPES 3 Tips and Tricks



- ✓ If you forget your User ID or Password, click the “Forgot User ID or Password” button on the NPES 3 login page to access your User ID or reset your Password.
- ✓ Access the existing NPI(s) for your organization by clicking the “Access Type 2 NPI(s)” button on the NPES 3 main page.
- ✓ To apply for an NPI for an organization with existing NPI(s), you need to be associated with that organization in Identity and Access Management System.
- ✓ Do you manage large numbers of NPI applications? Use the “Bulk File Upload” feature from the NPES 3 main page. You can use CSV or XML formatted files.
- ✓ When you create a new NPI request for another provider, you automatically become a Staff End User for that provider and have access to their record to manage their NPI data.



NPPES 3 Tips and Tricks Cont'd



- ✓ When you apply or make changes and click “Next” or “Previous”, your data will be automatically saved.
- ✓ You can save your progress and submit your application or changes at a later time.
- ✓ You can delete or undo your in-progress application or changes and re-start from the beginning.
- ✓ Use the smart filtering feature on all tables and grids to filter for specific information.
- ✓ Sort the data in NPPES tables and grids by clicking the column titles.
- ✓ Hover over an information icon, to see additional information about that label/button.
- ✓ Use our online help to learn more about any field or feature.
- ✓ Accessing your Type 2 NPIs, Applying for NPI for other providers, and Bulk File Upload will be available once you login to NPPES 3.



Question and Answer Session



Resources

- For more information on NPPEs, please go to:
 - [NPPEs login page](#)
 - [YouTube video](#)
 - [MLN Special Edition Article # 17016](#)

If you have any questions, please contact the NPI enumerator

Phone: 1-800-465-3203 (NPI Toll-Free)
1-800-692-2326 (NPI TTY)

Email: Customerservice@npienumerator.com

Postal Mail: NPI Enumerator PO Box 6059 Fargo, ND 58108-6059



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