

Steps for Online Application	Instructions for Online Application
Go to https://nppes.cms.hhs.gov	
Click on <i>Create a Login</i> . You will be re-directed to a CMS I & A page.	<p>Create a login through the Identity & Access Management System.</p> <p>Save your login information as you will be required to update your information as it changes throughout your medical career.</p> <p>You will need your login information when registering for PECOS during orientation.</p>
Sign out of the Identity and Access account and return to NPPES and sign in	Sign in with the login information you created in the step above.
Complete the Multi-Factor Authentication (MFA)	<p>Follow the onscreen instructions.</p> <p>When select the device type please note: Public Device – MFA code will only verify access for that ONE session. Private Device – The system will install a cookie on the device & the MFA is good for 24 hours.</p>
Apply for an NPI for yourself	Using the guide below complete your application and submit
<p style="text-align: right;">Profile</p>	<p>SSN: If you do not have a Social Security Number, please see "How to Obtain an NPI without an SSN" (below) You will be applying for your NPI using a paper process which will take quite a bit of time. Be sure to initiate the process early.</p> <p>Sole Proprietor?: No</p>
<p style="text-align: center;">Business Mailing Address</p>	Enter your programs mailing address. If you are unsure what your programs mailing address is then you should reach out to your Program Administrator for this information.
<p style="text-align: center;">Business Practice Location</p>	<p>Select same as mailing address</p> <p>Enter your Program Administrators phone number (DO NOT enter your personal phone number or the GME office phone number)</p> <p>Accept the standardized address</p>
<p style="text-align: right;">Taxonomy</p> <p>A list of taxonomy codes: https://taxonomy.nucc.org/</p>	<p>If you have never held a license and do not currently have an issued training license you will select: Student Health Care; 390200000X - STUDENT IN AN ORGANIZED HEALTH CARE EDUCATION/TRAINING PROGRAM.</p> <p>Once you have been issued a license you are required to log into your profile, select the pencil icon next to your application and update the Taxonomy code to match the specialty or subspecialty your license is issued for.</p> <p>Those of you that have been issued a license should select the correct Taxonomy code and enter your license information where requested.</p> <p>If you are a pharmacy resident then you will use: Pharmacist; 183500000X</p>
<p style="text-align: center;">Contact Person</p>	<p>Select <i>'Contact Person is same as myself'</i></p> <p>Enter your phone number and email address</p> <p>**This is where they will send your NPI number.</p>
<p style="text-align: center;">Error Check</p>	<p>Ensure all sections are checked off and error free.</p> <p>Read through the Submission Certification, check the box, and submit.</p>

How to Obtain an NPI without an SSN

A US issued Social Security Number (SSN) or US issued Individual Taxpayer Identification Number (ITIN) is usually required to obtain an NPI. However, most incoming international House Staff will not have an SSN or ITIN because these documents are issued only to persons present in the USA and/or under specific visa circumstances.

CMS has granted an exception for international residents to apply for the NPI before they obtain the required US issued identification and/or US issued TIN (e.g., SSN or ITIN). Below are the steps that the international residents will need to follow to obtain the NPI.

An international resident without an SSN will have to provide CMS with these documents:

1. the completed, signed and dated NPI Application Form <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/CMS10114.pdf>
2. a copy of two acceptable proofs of identification (e.g., birth certificate, passport – the identifying page, US issued drivers, or US issued State identification); and
3. a brief letter explaining why the applicant has no SSN. A sample Letter of Explanation is below.

The letter, completed application form and a copy of two proofs of identification must be mailed to the NPI Enumerator.

II. Two Proofs of Identification (in lieu of the SSN):

US-issued identification is typically required as one of proofs of identification; however, an exception is being made for international residents and fellows. The Letter of Explanation will assist the NPI Enumerator with identifying those providers who have been granted the exception.

If the international resident does not have an SSN or ITIN, then a copy of two proofs of identification must accompany the NPI Application/Update form. Below are the acceptable proofs of identification:

- birth certificate*
- passport biographical data page* (the page with your photo and personal information)
- US driver's license (if one has been issued)
- US issued State identification card (if one has been issued)

* Please provide an English translation of all documents that are not in the English language.

III. Letter of Explanation

The Letter of Explanation should include a brief description of the residency program and the anticipated start and end dates of the program. The letter must also include an acknowledgement of the fact that the provider understands that the resident/applicant will need to keep the NPI Enumerator informed of any changes to the information provided within 30 days from the effective date of the change. A sample Letter of Explanation is below.

IV. Paper Application Tips

- Remember to select an entity type.
- Do not staple the application pages together.
- Remember to print legibly or type your application.
- Include an original signature of the health care provider and a telephone number on the application. Do not send a photocopy of the signature or an application with a stamped signature. The name in the signature must match the name of the provider.
- If you do not submit your social security number on a paper application, you must submit a photocopy of two of the following documents with your application: driver's license, State-issued ID, identifying page of your passport, or a birth certificate.

SAMPLE LETTER OF EXPLANATION

INTERNATIONAL PHYSICIAN NAME

INTERNATIONAL PHYSICIAN ADDRESS

CURRENT DATE

NPI Enumerator

7125 Ambassador Road Suite 100

Windsor Mill, MD 21244-2751

RE: REQUEST FOR NPI NUMBER FOR PHYSICIAN WITHOUT SSN

[NAME OF INTERNATIONAL MEDICAL GRADUATE]

Dear NPI Enumerator:

I am requesting an NPI number and my completed CMS10114 application is attached with all supporting documents. Please note that I do not have a US Social Security Number as I have not yet met the immigration requirements needed to obtain one.

[CHOOSE ONE OPTION BELOW AND DELETE THE OTHERS]

- I will not meet those requirements until I am admitted into the United States by US Customs & Border Protection, and I intend to arrive in the USA on [date of arrival].
- I have applied for an SSN and am still awaiting a response from the Social Security Administration on my application.
- I am in the USA but cannot apply for an SSN until I obtain employment authorization from USCIS. I expect to have employment authorization by July 1st but must have an NPI number by that date in order to properly begin my residency program.

I will be a Resident with **Geisinger's [NAME OF RESIDENCY/FELLOWSHIP PROGRAM]**. The program will begin on July 1, [YEAR] and end on June 30, [YEAR]. A brief description of the residency program is below:

[ADD BRIEF DESCRIPTION OF RESIDENCY/FELLOWSHIP PROGRAM HERE]

As a provider, I fully understand that I will need to keep the NPI Enumerator informed of any changes to the information provided on the NPI Application within 30 days of the date the changes take effect. I also understand that I must provide the NPI Enumerator with my SSN within 30 days of the date it is received.

Thank you for your favorable review of my NPI application and supporting documents. Please feel free to contact me should you have additional questions or concerns.

Sincerely yours,