

Technical Assistance Reference Document

National Provider Identifier Application

Purpose:

This Technical Assistance Reference Document was developed by ForHealth Consulting using publicly available online resources and direct experience to support Local Education Agencies (LEAs) in participating in School-Based Medicaid Services. It is intended solely as a general guide and does not serve as an official or comprehensive source of regulatory information.

Please note that National Provider Identifier (NPI) requirements and related policies are determined and updated periodically by the Centers for Medicare & Medicaid Services (CMS). ForHealth Consulting does not assume responsibility for ongoing updates to this document. Users are strongly encouraged to consult official CMS guidance and other authoritative sources regularly to ensure compliance with the most current requirements.

Background:

The first step to enrolling with Medicaid as a Local Education Agency provider is to obtain a National Provider Identifier (NPI).

The NPI is the 10-digit standard unique health identifier for health care providers. All health care providers may obtain an NPI. Health care providers are individuals or organizations that render health care. The National Plan and Provider Enumeration System (NPPES) maintained by CMS assigns NPI(s) to health care providers and is the database that stores and manages all NPIs. Health insurance plans including Medicare, Medicaid, and private health plans require NPIs in their administrative and financial transactions.

The objective of this reference document is to:

- Help confirm whether your school district already has an NPI or
- Support your school district in applying for an NPI.

How to confirm or register your school district for an NPI:

1. To confirm if your school district has an NPI, open this hyperlink: [NPPES NPI Registry](#)

To search for an NPI, you can search by various data points including:

- NPI Number
- NPI Type
- Taxonomy Description – use “**local education agency**”
- Organization Name (can be LEA or municipal name)
- Authorized Official (can be LEA or municipal specific)

- Address – City, State, Zip – **select Massachusetts** under state
2. Enter the taxonomy description above and select Massachusetts from the State drop down menu and hit search.
 3. Review the search results to identify your school district, if applicable.
 4. If your school district is not listed, an NPI application will be required. To apply for an NPI, online registration is recommended. To initiate your application, click on this hyperlink [NPPES](#).

Before initiating your application, the following key information will be required:

- **Organizational Account.** To apply for an NPI you will need an Identify & Access Management System (I&A) User ID and password.

Using the NPPES hyperlink above, click on “Create or Manage an Account” to initiate your I&A account. If you are an authorized official for your school district, you will need an email, password as well as personal information including date of birth and social security number to create an I&A account. If you are initiating the NPI application and are not the authorized official, date of birth and social security number is not required.

Additionally, during the user registration, you will need to establish security and authentication methods to verify your identity in future logins. Once the I&A account is established, sign out and return to [NPPES](#) page and sign in with your established user credentials. Authentication will be required.

The primary account holder can authorize additional users as well as initiate the application for the authorized official’s final certification.

- **Type 2 Application.** There are two types of NPI applications, Type 1 and Type 2. Once the I&A account is established, sign into the main page and you will have options to apply for NPI.

For the School Based Medicaid Services program, you will need to apply for a Type 2 organization provider. While a step-by-step reference document is under development for this type of application, you can view a copy of the current paper application here: [NPI Paper Application.pdf](#).

- **Organization Information.** For a Type 2 application, you will need the organization’s legal name (can municipal or school district name) and Employer Identification Number (EIN), and address, usually identified on a W-9 form. If using the municipal legal name, enter the school district name under the doing business name (DBA) to differentiate from other NPIs in your city/town.

- **Taxonomy Code.** For LEAs, the appropriate taxonomy code is **251300000X** - Local Education Agency (LEA).
- **Submission Certification by Authorized Official's Signature.**

After your application is processed you will receive your NPI number via email from customerservice@NPIenumerator.com. Online applications (recommended) can take up to 10 business days to process and paper applications can take up to 20 business days.

Additional resources:

- I&A account user setup step by step [I&A User Account Setup Step by Step.pdf](#)
- NPI paper application [NPI Paper Application.pdf](#)
- **NPPES Helpdesk (NPI Enumerator)** - Call **1-800-465-3203** OR
Email customerservice@npienumerator.com