

# Notification of Type 1 National Provider IDs

## Purpose of the Process

The purpose of this process is for a provider to notify a health plan of the Type 1 National Provider IDs (NPIs) for the provider's physicians and other eligible health care practitioners. The payer will use the provider-submitted data to match to its propriety IDs, Unique Physician Identification Number (UPIN), or SSN/TIN. The payers will add NPIs for the matched data to its claims system.

## Scope of the Process

The process includes the high-level steps for a provider to notify the payer of Type 1 NPIs, and the high-level steps for a payer to add the NPIs to its claims system. The process does not include the steps for a provider to exchange NPIs with another provider.

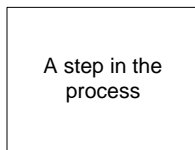
## Requirements of the Process

The users of the process are required to supply the following items to ensure the quality of the data and outputs produced by the process:

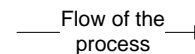
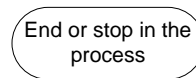
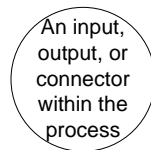
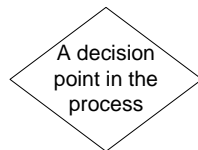
- The provider will use the eXtensible Markup Language (XML) for the record layout.
- The provider will include all the required data in the final, approved version of the Electronic NPI Upload File (ENUF) record layout and XML schema.
- The provider will include the payer's proprietary practitioner IDs along with the Type 1 NPI. If the provider does not use a payer's proprietary practitioner ID in its operations, the provider must include the UPIN along with the Type 1 NPI. If the UPIN is not available the provider should provide the SSN/TIN.
- The provider will ensure that all Type 1 NPIs and other data in the ENUF are accurate and complete.
- The provider will remove any duplicate Type 1 NPIs from the ENUF prior to submitting it to the payer.
- The provider should send all of its Type 1 NPIs within a single file to the payer. If the provider does not have all of the NPIs to send at once, the provider may send additional ENUFs with a minimum of 25 Type 1 NPIs per file.
- The provider will send the ENUF using one of the following three methods, depending on the payer's ability to support the method:
  - A compact disk (CD) mailed via certified mail.
  - An email of the ENUF via secure email.
  - An upload of the ENUF via a secure file transfer.

## Legend

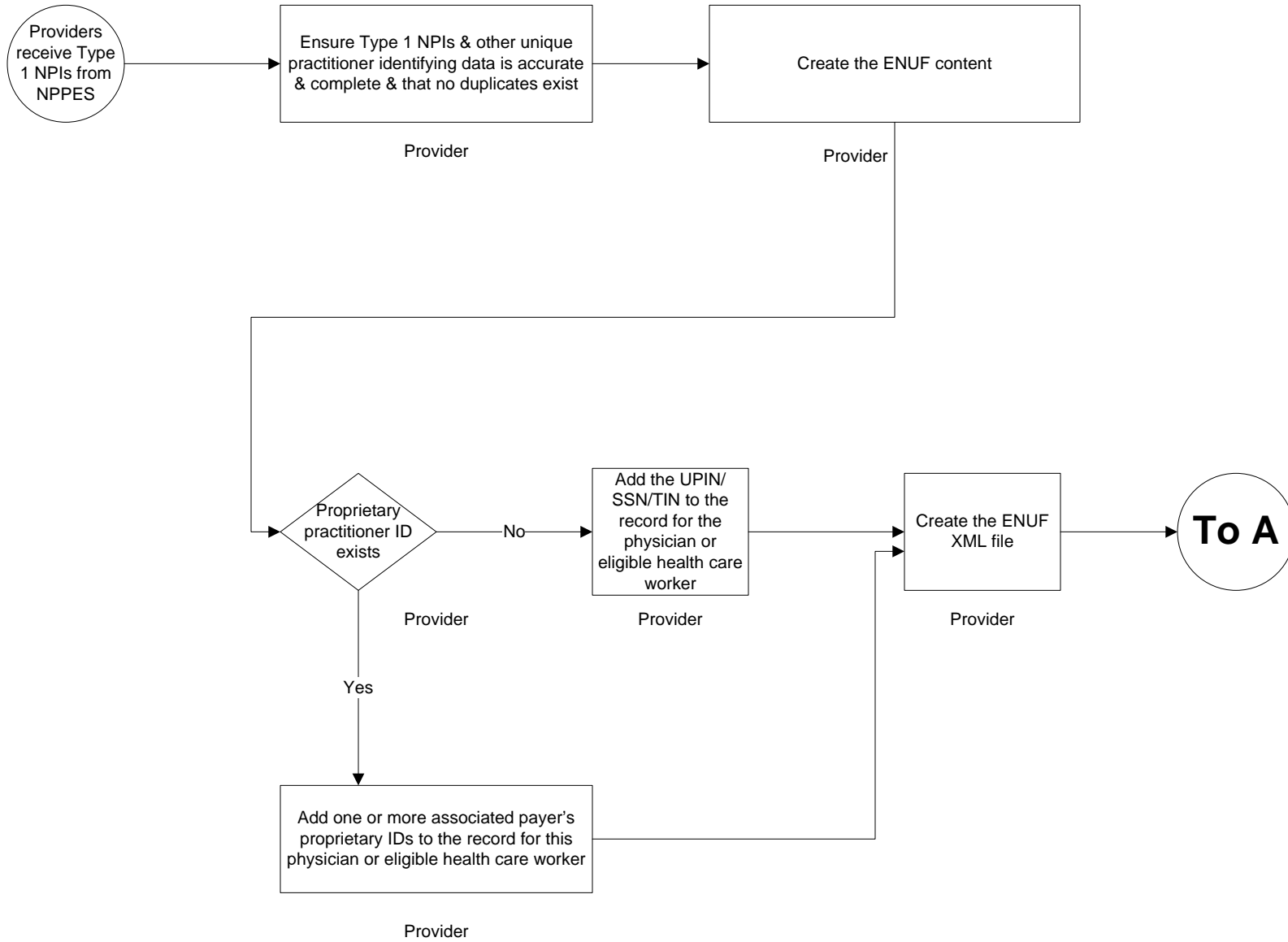
The process map uses the following symbols:



The name of the role performing the step in the process



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