

CAPP RESOURCE | ONE-PAGER

How to Get (or Update) Your NPI

A step-by-step guide for Kentucky pharmacists

Why This Matters

A National Provider Identifier (NPI) is a 10-digit number assigned to healthcare providers. It is required for any pharmacist who electronically transmits health information, such as when submitting claims for medical billing.

Even if you already have an NPI it is important to review your profile to make sure the information linked to the identifier is up to date to ensure a smooth credentialing and claims submission process.

STEP 1: CHECK WHETHER YOU ALREADY HAVE AN NPI

Before you do anything, you should search the NPI registry to see whether one already exists in your name.

To Search the NPI Registry

Go to: npiregistry.cms.hhs.gov/search

Search by your name and state. If you don't find a result under your current name and have changed your name for some reason try and checking with your previous name.

If no record appears, continue to Step 2.

- If a record appears, note your NPI number, you will not need a new one and can move to Step 3 to update your information.

STEP 2: APPLY FOR AN NPI

Applications are submitted online through the National Plan and Provider Enumeration System (NPPES).

Information you'll need:

Personal	Practice/Business
First and last name	Physical address of business
Date of birth	Mailing address of business
Social Security Number	Business phone number
Birth state	Taxonomy code (usually 183500000X — Pharmacist)
Home address	
Personal phone	
Primary email	
Pharmacist license number	

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Apply online:

1. Go to nppes.cms.hhs.gov and create an account (you'll need an Identity & Access Management ID).
2. Select **Individual Provider** as the application type. (Pharmacies and organizations also need their own organizational NPI — that is a separate application.)
3. Complete the application using the information gathered above.
4. Select your taxonomy code. For most pharmacists this is **183500000X — Pharmacist**. If you hold board certification (e.g., BCACP, BCPS, BCGP), you may select a more specific subcategory.
5. Review and submit. NPIs are typically issued within 10 business days.

Helpful CMS Walkthrough

CMS publishes a step-by-step PDF guide: nppes.cms.hhs.gov/assets/How_to_apply_for_an_NPI_online.pdf

STEP 3: KEEP YOUR NPI INFORMATION CURRENT

If you already have an NPI, log in and review every field. Outdated information is one of the most common causes of claim denials.

- 1) Go to nppes.cms.hhs.gov and log in to your account.
- 2) Click the pencil icon to edit existing information.
- 3) Verify and update each section as needed.
- 4) Submit changes. Updates typically post within 1–2 business days.

Fields most likely to be out of date:

- **Practice address:** Has your pharmacy moved? Has your suite or building number changed?
- **Phone number:** Is the listed number still answered?
- **Taxonomy code:** Does it reflect your current practice and any added board certifications?
- **License number:** Has it been renewed without updating the record?
- **Email:** Is it monitored? CMS notifications go here.

KEY FACTS ABOUT YOUR NPI

- **Your NPI is permanent.** It does not change when you change name, jobs, practice settings, or specialty.
- **NPIs contain no personal information.** The 10-digit number isn't derived from any personal data.
- **You only need one personal NPI.** Even if you practice in multiple locations/settings.
- **Pharmacies and other organizations also need their own NPIs.** These organizational NPIs are distinct from your individual one.
- **NPI is public information.** Anyone can search it. Do not include sensitive information such as your personal mailing address or phone number.

What's Next After You Have Your NPI?

An NPI is a prerequisite for billing but is not all that needs to be done to submit claims. Once your NPI is active and current the next steps are:

1. **Credentialing through CAQH.** This ensures information is available to payers so they can verify your qualifications.
2. **Enroll with each payer.** This allows you to become contracted with plans you intend to bill with.
3. **Periodically review your NPI.** Setting a calendar reminder to review your NPI annually.