



National Provider Identification Number Instructions

If you do not have a NPI number, you will need to apply for one from NPPES prior to being credentialed as a HERO. It is a quick, simple, and free process.

To obtain a type 1, individual NPI number, please visit: <https://nppes.cms.hhs.gov/#/>

You will first need to establish a NPPES login ID and password. After being directed to do this, you will return to the website.

Before you begin your application, please make sure you have the following information to complete the NPI application. Note: You will not be able to save your work if you quit before you have completed the application form.

- Your (Provider) Name
- SSN (or ITIN if not eligible for SSN)
- Your (Provider) Date of Birth
- Your Country of Birth
- Your State of Birth (if Country of Birth is U.S.)
- Your (Provider) Gender
- Your (Provider) Mailing Address = *This can be your home address*
- Your Practice Location Address and Phone Number = *This does not need to be a practice location or even a work location. You may use any address or phone number. It may be identical to your mailing address phone number.*
- Taxonomy (Provider Type) = *Select closest match to your current licensure or role from the [Health Care Provider Taxonomy Code Set](#). Don't worry if there is not an exact match. See below for more information.*
- State License Information = *Is not required if you do not have a current license.*
- Contact Person Name = *Your name.*
- Contact Person Phone Number and E-mail = *Your personal contact info - where your NPI number will be sent.*

In addition, this website may be helpful to you in completing the form:

[Taxonomy License Information Page](#)

Some taxonomy codes that may be useful are listed below. Note, it does not matter to Hawthorne Effect what you select:

- Registered Nurse - 163W00000X
- Specialist/Technologist Cardiovascular - 246X00000X o Cardiovascular Invasive Specialist - 246XC2901X [definition] o Sonography - 246XS1301X [definition] o Vascular Specialist - 246XC2903X [definition]



- Student in an Organized Health Care Education/Training Program - 390200000X
- Specialist/Technologist, Health Information - 246Y00000X
- Home Health - 163WH0200X
- See + Other Service Providers

If you can skip entering a Taxonomy number and are asked why you are requesting a NPI number, please enter: *“I am applying for a NPI number because I will be handling HIPAA-related data.”*

When you have obtained your NPI number, please input it to onto your Hero application. If you already have access to the ACT platform, please upload it to “Certifications,” under, “National Provider Identifier (NPI).” You may also forward the email from NPPES to recruiting@hawthorne-effect.com.

Please contact the recruiting department at recruiting@hawthorne-effect.com if you have any questions or encounter any difficulties in completing your NPI number application.