



# Adding Digital Endpoints in NPPES

Step by step instructions





Navigate to NPPES in your web browser:  
<https://nppes.cms.hhs.gov/#/>

# Accept Terms and Conditions

**NPPES**  
National Plan & Provider Enumeration System

## Registered User

Log in to view/update your National Provider ID

User ID ⓘ  
I&A User ID, used to access NPPES, E

Password

SIGN IN

**FORGOT USER ID**

\*If your User ID is associated with a large number of providers, you may experience a small delay while the application loads your information.

ANNOUNCEMENTS

SEARCH NPI REGISTRY | HELP

and manage NPIs.  
of a provider  
account, or don't remember your User ID or  
to go to I&A.  
Type 1 NPI will be associated with your I&A  
your I&A User ID and Password to log into  
with your provider(s).

**Terms and Conditions**

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.
- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
- Our system uses Cookies for security purposes to ensure that unauthorized users cannot bypass our Multi-Factor Authentication. The cookies are not storing personally identifiable information about our users. For increased security to your account, please make sure Cookies are enabled in your browser.

To continue, you must accept the terms and conditions. If you decline, you will not be able to continue.

DECLINE ACCEPT

NPPES Web Application

What's New in NPPES version 3.0

# Sign in with your User ID and Password

The screenshot shows the NPPES (National Plan & Provider Enumeration System) website. At the top left is the NPPES logo with the tagline "National Plan & Provider Enumeration System". At the top right are links for "SEARCH NPI REGISTRY" and "HELP".

The main content area is divided into two columns:

- Registered User Sign In:** This section contains a form with two input fields: "User ID" (with a dropdown arrow and "username" placeholder) and "Password" (with "\*\*\*\*\*" placeholder). Below the fields is a blue "SIGN IN" button. A red box highlights the "User ID" field and the "SIGN IN" button. Below the form is a red button labeled "FORGOT USER ID OR PASSWORD?". A note below the button states: "\*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information".
- Create a New Account:** This section features a heading "Create a New Account" and a sub-heading "You need an Identity & Access Management System (I&A) User ID and Password to create and manage NPIs." It includes a small image of a doctor and text explaining that individual providers, organization providers, and users working on behalf of a provider need an I&A account. It provides instructions on what to do if you don't have an account, need to update it, or forgot your credentials. Below the text is a large blue button labeled "CREATE or MANAGE AN ACCOUNT". At the bottom of this section are two links: "To learn more about Multi-Factor Authentication (MFA) click here" and "To learn more about how to apply for an NPI click here".

At the bottom of the page is an "ANNOUNCEMENTS" section with three items:

- "Announcements" with a microphone icon and a stack of papers.
- "Q. A." with speech bubble icons.
- "NPPES Web Application" with an image of a laptop displaying the website.

# Scroll to Manage Provider Information then, use pencil tool to edit your account

## Apply for a National Provider Identifier (NPI)

Apply for a Type 1 Individual Provider NPI or Type 2 Organization NPI. Individual Providers can only have one NPI, however, Organization Providers can have multiple NPIs.



Apply for an NPI for myself



Apply for an NPI for another Individual



Apply for an NPI for an Organization

### 1. Manage Provider Information

You currently have access to the NPI associated with the providers listed below. Select the provider you wish to view or modify NPI data for. If the provider currently has more than one NPI associated with it, you need to select the icon to expand the provider and view all NPIs associated with the provider.

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Type	TIN	Legal Business Name	Primary Practice Location	NPI	Primary Taxonomy	Status	Certification Date	Action
	*****	Elrod, Matt	Alexandria, VA	*****	Physical Therapist	Change Request In Progress	Not Yet Certified	Edit Icon. Select the Edit icon to edit an already existing NPI application.

2.

# Review profile information on Main Page

- MAIN PAGE
- PROVIDER
- Matt Elrod
- Provider Profile
- Address
- Health Information Exchange
- Other Identifiers
- Taxonomy
- Contact Information
- Error Check
- Submission



### Provider Profile

\* Indicates Required fields.  
Note: Fields with icon will NOT be publicly available

#### Provider Name Information:

Prefic:  \* First:  Middle:  \* Last:  Suffix:

Credential(s):(MD, DO, etc.):

Other Name:(If applicable)

Prefic:  First:  Middle:  Last:  Suffix:

Type of Other Name:  Credential(s):(MD, DO, etc.):

#### Other Identifying Information:

\* Date of Birth:  \* TIN Type:  \* Tax Identification Number(TIN):

\* State of Birth:(If U.S.):  Country of Birth:

# Select Health Information Exchange

- MAIN PAGE
- PROVIDER
  - Matt Elrod
  - Provider Profile
  - Address
  - Health Information Exchange**
  - Other Identifiers
  - Taxonomy
  - Contact Information
  - Error Check
  - Submission



### Provider Profile

\* Indicates Required fields.  
Note: Fields with icon will NOT be publicly available

#### Provider Name Information:

Prefac:  \* First:  Middle:  \* Last:  Suffix:

Credential(s): (MD, DO, etc.)

Other Name: (if applicable)

Prefac:  First:  Middle:  Last:  Suffix:

Type of Other Name:  Credential(s): (MD, DO, etc.)

#### Other Identifying Information:

\* Date of Birth:  \* TIN Type:  \* Tax Identification Number (TIN):

\* State of Birth: (F, U.S.)  Country of Birth:



## Populate the information needed to describe the digital endpoint and its intended purpose

Some practitioners may want to include a Direct address that others can use to send secure messages to themselves directly.

*However, most practitioners will prefer to include the addresses used by their organization to facilitate coordination of care.*

For example, a practitioner who prefers ADT notifications to be sent to a Direct address established for that purpose can add this digital endpoint in using the following information as show in this presentation

# Select Direct Messaging Address for the Endpoint Type

 **Endpoint for Exchanging Healthcare Information (optional)**

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the [NPI Registry](#), [APIs](#), and [Data Dissemination Files](#) for users to receive and consume.

**Endpoints should not include personal email information.**

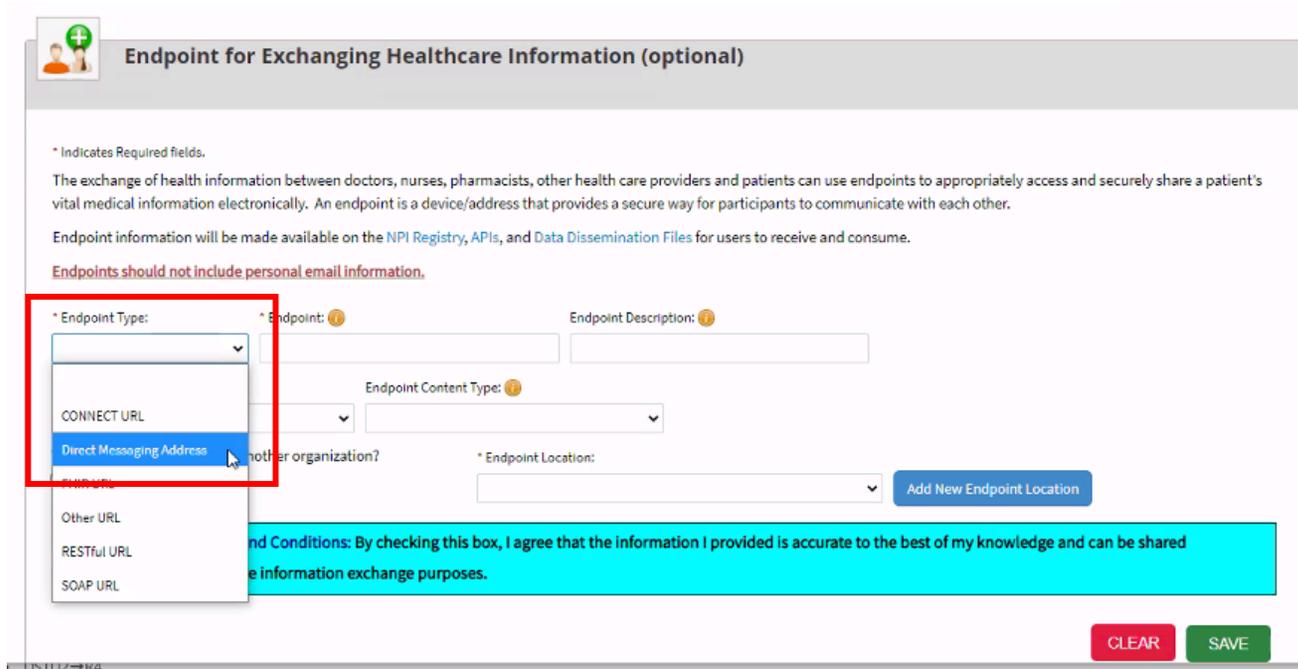
\* Endpoint Type:  \* Endpoint:  Endpoint Description:

Endpoint Content Type:

other organization? \* Endpoint Location:

**Endpoint Conditions: By checking this box, I agree that the information I provided is accurate to the best of my knowledge and can be shared for information exchange purposes.**

DST02-14



Add the endpoint Direct address the organization wants to use for receiving ADT Notifications.

**NPPES**  
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

Matt Elrod | Sign Out

100% application completed

### Endpoint for Exchanging Healthcare Information (optional)

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Endpoint information will be made available on the NPI Registry, APIs, and Data Dissemination Files for users to receive and consume.

Endpoints should not include personal email information.

\* Endpoint Type: Direct Messaging Address  
\* Endpoint: ADTNotification@direct.max.md  
\* Endpoint Description: Virtual endpoint for ADT Notification

Endpoint Use: Direct  
Endpoint Content type:  
\* Endpoint Location: Add New Endpoint Location

By checking this box, I agree that the information I provided is accurate to the best of my knowledge and can be shared electronically for healthcare information exchange purposes.

CLEAR SAVE

# Add the description "Digital endpoint for ADT notification"

**NPPES**  
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

Matt Elrod Sign Out

100% application completed

### Endpoint for Exchanging Healthcare Information (optional)

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The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the NPI Registry, APIs, and Data Dissemination Files for users to receive and consume.

Endpoints should not include personal email information.

\* Endpoint Type: Direct Messaging Address  
\* Endpoint: .ADTnotification@direct.max.md  
Endpoint Description: Digital endpoint for ADT notification

Endpoint Use: Direct  
Endpoint Content Type:

By checking this box, I agree that the information I provided is accurate to the best of my knowledge and can be shared electronically for healthcare information exchange purposes.

CLEAR SAVE

# Select "Direct" for Endpoint Use

MAIN PAGE

PROVIDER

Matt Elrod

Provider Profile

Address

Health Information Exchange

Other Identifiers

Taxonomy

Contact Information

Error Check

Submission

100% application completed

### Endpoint for Exchanging Healthcare Information (optional)

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the NPI Registry, APIs, and Data Dissemination Files for users to receive and consume.

Endpoints should not include personal email information.

\* Endpoint Type: Direct Messaging Address

\* Endpoint: ADTNotification@direct.max.md

Endpoint Description: Visual endpoint for ADT Notification

Endpoint Use: **Direct**

Endpoint Content Type:

\* Endpoint Location:

Add New Endpoint Location

By checking this box, I agree that the information I provided is accurate to the best of my knowledge and can be shared electronically for healthcare information exchange purposes.

CLEAR SAVE

# Select "Other" for Content Type

**NPPES**  
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

Matt Elrod Sign Out

MAIN PAGE  
PROVIDER  
Matt Elrod  
Provider Profile  
Address  
Health Information Exchange  
Other Identifiers  
Taxonomy  
Contact Information  
Error Check  
Submission

100% application completed

### Endpoint for Exchanging Healthcare Information (optional)

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the NPI Registry, APIs, and Data Dissemination Files for users to receive and consume.

**Endpoints should not include personal email information.**

\* Endpoint Type: Direct Messaging Address  
\* Endpoint: ADTnotification@directLmax.md  
Endpoint Description: Visual endpoint for ADT Notification

Endpoint Use: Direct  
Endpoint Content Type: **Other**

\* Is the Endpoint affiliated to another organization?  
 Yes  No

Endpoint Use Terms and Conditions: By checking this box, I agree that the information I provided is accurate to the best of my knowledge and can be shared electronically for healthcare information exchange purposes.

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CLEAR SAVE

4/13/21

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# Add “Visit notification note (LOINC 86530-3)”

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the [NPI Registry](#), [APIs](#), and [Data Dissemination Files](#) for users to receive and consume.

Endpoints should not include personal email information.

\* Endpoint Type:  \* Endpoint:  Endpoint Description:

Endpoint Use:  Endpoint Content Type:  \* Other Endpoint Content Type:

\* Is the Endpoint affiliated to another organization?  Yes  No

\* Endpoint Location:

# Answer the question about if the endpoint is affiliated with another organization

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the [NPI Registry](#), [APIs](#), and [Data Dissemination Files](#) for users to receive and consume.

Endpoints should not include personal email information.

* Endpoint Type:	* Endpoint: ⓘ	Endpoint Description: ⓘ
Direct Messaging Address ▼	ADTnotifications@Direct.max.md	Digital endpoint for ADT notification
Endpoint Use: ⓘ	Endpoint Content Type: ⓘ	* Other Endpoint Content Type:
Direct ▼	Other ▼	Visit notification note (LOINC 86530-3)
* Is the Endpoint affiliated to another organization? <input type="radio"/> Yes <input checked="" type="radio"/> No	* Endpoint Location:	<input type="button" value="Add New Endpoint Location"/>
	123 Alphabet Street Apple Valley, MN 12345 ▼	

Select the address that best supports searching for this endpoint. Pick an address where care is provided.

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

Endpoint information will be made available on the [NPI Registry](#), [APIs](#), and [Data Dissemination Files](#) for users to receive and consume.

Endpoints should not include personal email information.

* Endpoint Type:	* Endpoint: ⓘ	Endpoint Description: ⓘ
Direct Messaging Address ▼	ADTnotifications@Direct.max.md	Digital endpoint for ADT notification
Endpoint Use: ⓘ	Endpoint Content Type: ⓘ	* Other Endpoint Content Type:
Direct ▼	Other ▼	Visit notification note (LOINC 86530-3)
* Is the Endpoint affiliated to another organization? <input type="radio"/> Yes <input checked="" type="radio"/> No	* Endpoint Location: 123 Alphabet Street Apple Valley, MN 12345 ▼	Add New Endpoint Location

# Accept the endpoint use terms and conditions

\* Indicates Required fields.

The exchange of health information between doctors, nurses, pharmacists, other health care providers and patients can use endpoints to appropriately access and securely share a patient's vital medical information electronically. An endpoint is a device/address that provides a secure way for participants to communicate with each other.

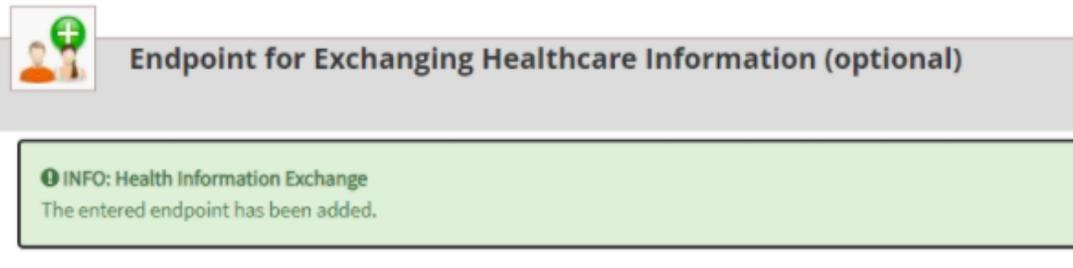
Endpoint information will be made available on the [NPI Registry](#), [APIs](#), and [Data Dissemination Files](#) for users to receive and consume.

**Endpoints should not include personal email information.**

* Endpoint Type:	* Endpoint:	Endpoint Description:
Direct Messaging Address	ADTnotifications@DirectLmaxmd	Digital endpoint for ADT notification
Endpoint Use:	Endpoint Content Type:	* Other Endpoint Content Type:
Direct	Other	Visit notification note (LOINC 86530-3)
* Is the Endpoint affiliated to another organization?	* Endpoint Location:	
<input type="radio"/> Yes <input checked="" type="radio"/> No	123 Alphabet Street Apple Valley, MN 12345 <a href="#">Add New Endpoint Location</a>	

Endpoint Use Terms and Conditions: By checking this box, I agree that the information I provided is accurate to the best of my knowledge and can be shared electronically for healthcare information exchange purposes.

This is the response you see to indicate the endpoint information has been entered correctly.



The screenshot displays a software interface with a grey header bar and a green message box. The header bar contains a small icon of two people with a green plus sign and the text "Endpoint for Exchanging Healthcare Information (optional)". The green message box contains the text "INFO: Health Information Exchange" and "The entered endpoint has been added."

**Endpoint for Exchanging Healthcare Information (optional)**

**INFO: Health Information Exchange**  
The entered endpoint has been added.

This is what it looks like to include multiple digital endpoints for different information exchange purposes.

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Endpoint Type ▲	Endpoint	Endpoint Description	Endpoint Use	Endpoint Content Type	Affiliation	Endpoint Location	Action
Direct Messaging Address	ADTnotifications@Direct.max.md	Digital endpoint for ADT notification	Direct	Visit notification note (LOINC 86530-3)		123 Alphabet Street Apple Valley, MN 12345	
Direct Messaging Address	name@Direct.max.md	Provider's direct account	Direct	Direct secure message		123 Alphabet Street Apple Valley, MN 12345	

Review information in additional sections, select “Next” at the bottom of the Error Check.

The screenshot displays the NPPES National Plan & Provider Enumeration System interface. At the top left is the NPPES logo. On the right, there are search and help options, and a user profile for Matt Elrod with a sign-out button. A left-hand navigation menu lists various sections, with 'Error Check' selected. The main content area features a progress bar with eight steps: PROFILE, ADDRESS, HEALTH INFORMATION EXCHANGE, OTHER IDENTIFIERS, TAXONOMY, CONTACT INFO, ERROR CHECK, and SUBMISSION. The 'ERROR CHECK' step is highlighted with a red box. Below the progress bar, a blue bar indicates '100% application completed'. The 'Error Check' section contains a warning icon and a note: 'Please click the NEXT button to submit your application.' It lists four completed steps, each with a 'REVIEW' button: Step 1: Provider Profile, Step 2: Address, Step 3: Health Information Exchange, and Step 4: Other Identifiers. The URL 'https://nppes.cms.hhs.gov' is visible in the bottom left corner.

# Check and Submit

**NPPES**  
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP

Matt Elrod Sign Out

Health Information Exchange  
Other Identifiers  
Taxonomy  
Contact Information  
Error Check  
Submission

### Submission Certification

After reading the terms and conditions listed below, check the box at the bottom of this page then click "Submit" to submit your application.

\* Indicates Required fields.

- I have read the contents of the application and the information contained herein is true, correct and complete. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the NPI Enumerator of this fact immediately.
- I authorize the NPI Enumerator to verify the information contained herein. I agree to keep the NPPES updated with any changes to data listed on this application form within 30 days of the effective date of the change.
- I have read and understand the [Privacy Act Statement](#).
- I have read and understand the **Penalties for Falsifying Information** on the NPI Application / Update Form as stated in this application. I am aware that falsifying information will result in fines and/or imprisonment.

Penalties for Falsifying Information:

18 U.S.C. 1001 authorizes criminal penalties against an individual who in any matter within the jurisdiction of any department or agency of the United States knowingly or willfully falsifies, conceals, or covers up by any trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. Individual offenders are subject to fines of up to \$250,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to \$500,000. 18 U.S.C. 3571(d) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount specifically authorized by the sentencing statute.

I certify that this form is being completed by, or on behalf of, a health care provider as defined at 45 CFR § 160.103. Required

PREVIOUS SUBMIT



# The Intersection of Vision and Knowhow

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