eMedNY

NPI WEB ENABLED ENTRY REFERENCE GUIDE

Version: 1.0
Trading Partner: eMedNY

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Overview

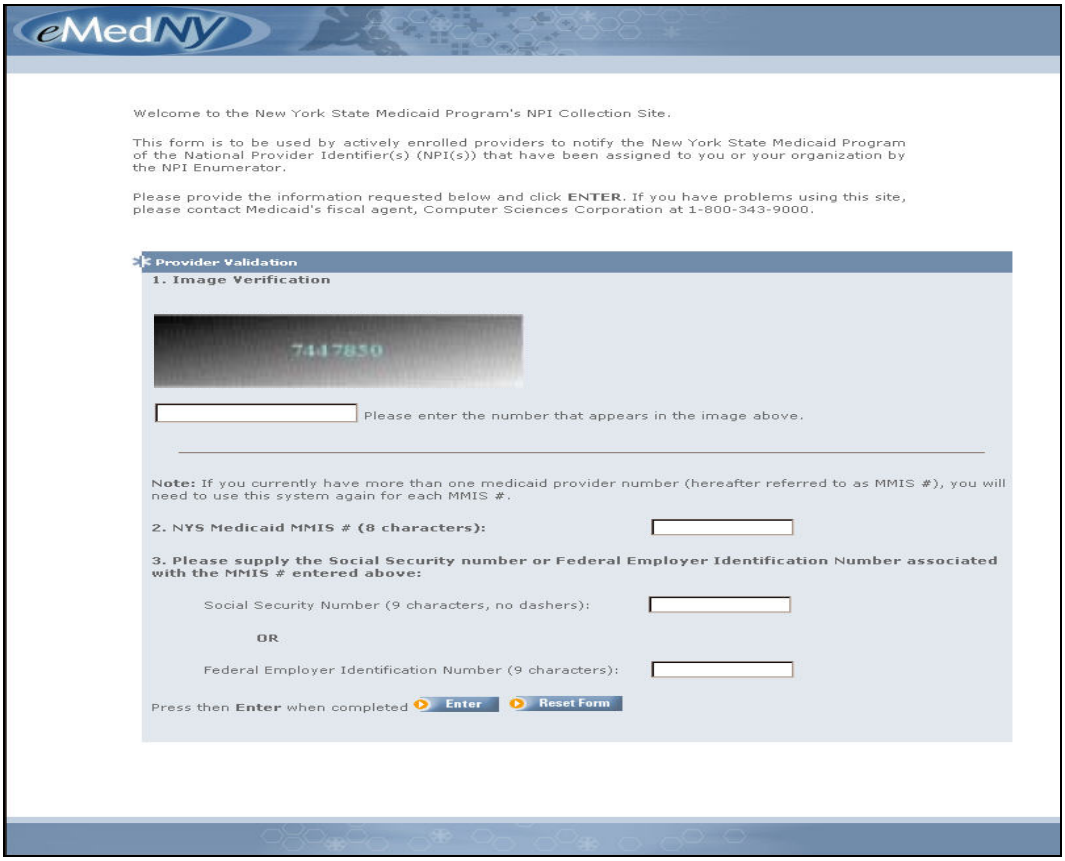
NY Medicaid has developed the National Provider Identifier (NPI) Web Enabled Entry process as a means for providers/submitters to communicate their NPI to eMedNY.

The NPI Web Enabled Entry system can be accessed by going to http://www.emedny.org and clicking on "Enter NPI" located in the green box on the right of the screen.

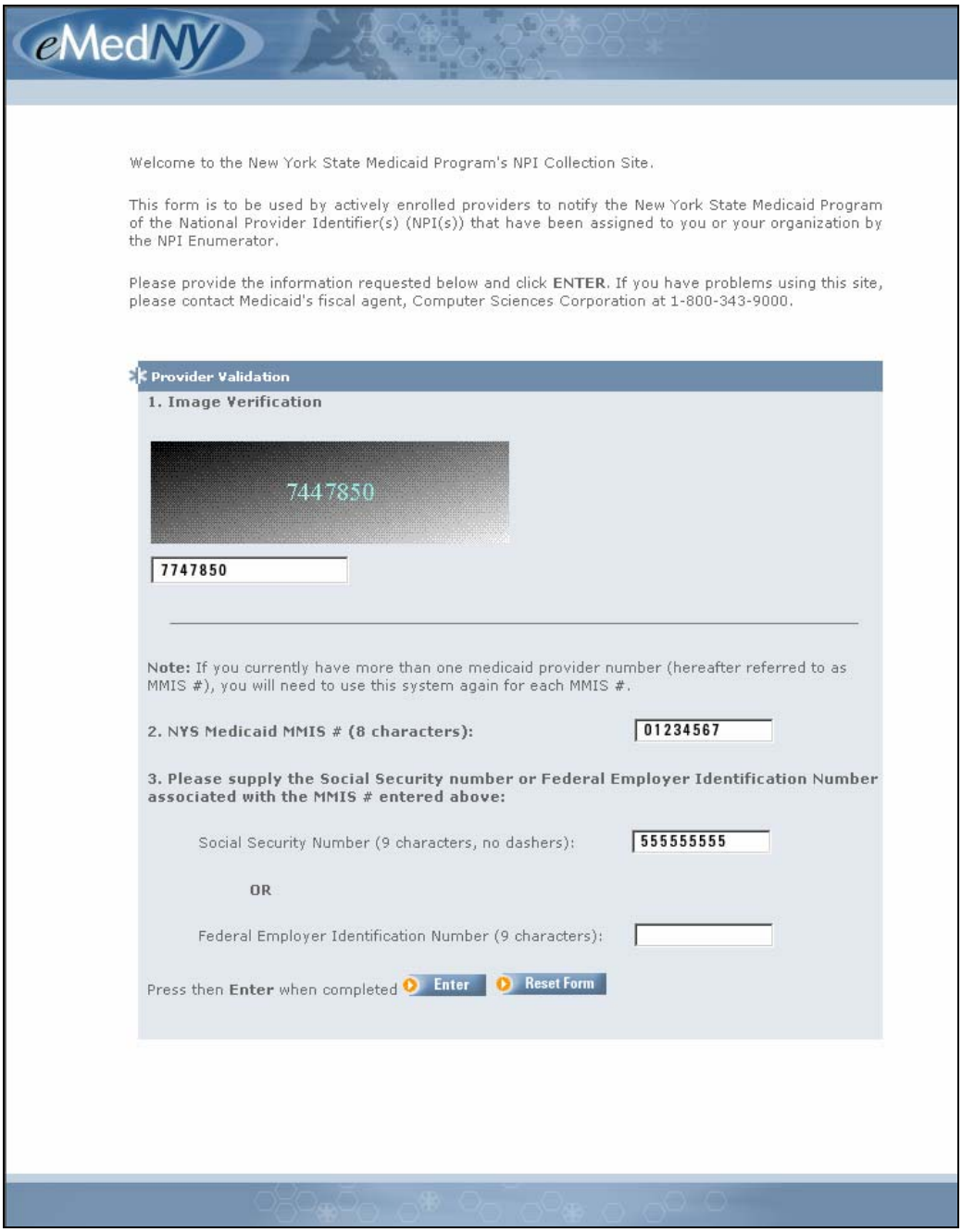
If you are qualified and have not already applied for an NPI, you may request an NPI electronically at the following site: https://nppes.cms.hhs.gov/ or download a paper application from the following site: http://new.cms.hhs.gov/NationalProvIdentStand/Downloads/NPIapplication.pdf.

NPI Entry Home Page

- This is the initial screen that providers or preparers see before entering their NPI.
- The end user will need to input the number from the image displayed along with a valid MMIS ID and either their SSN or FEIN.



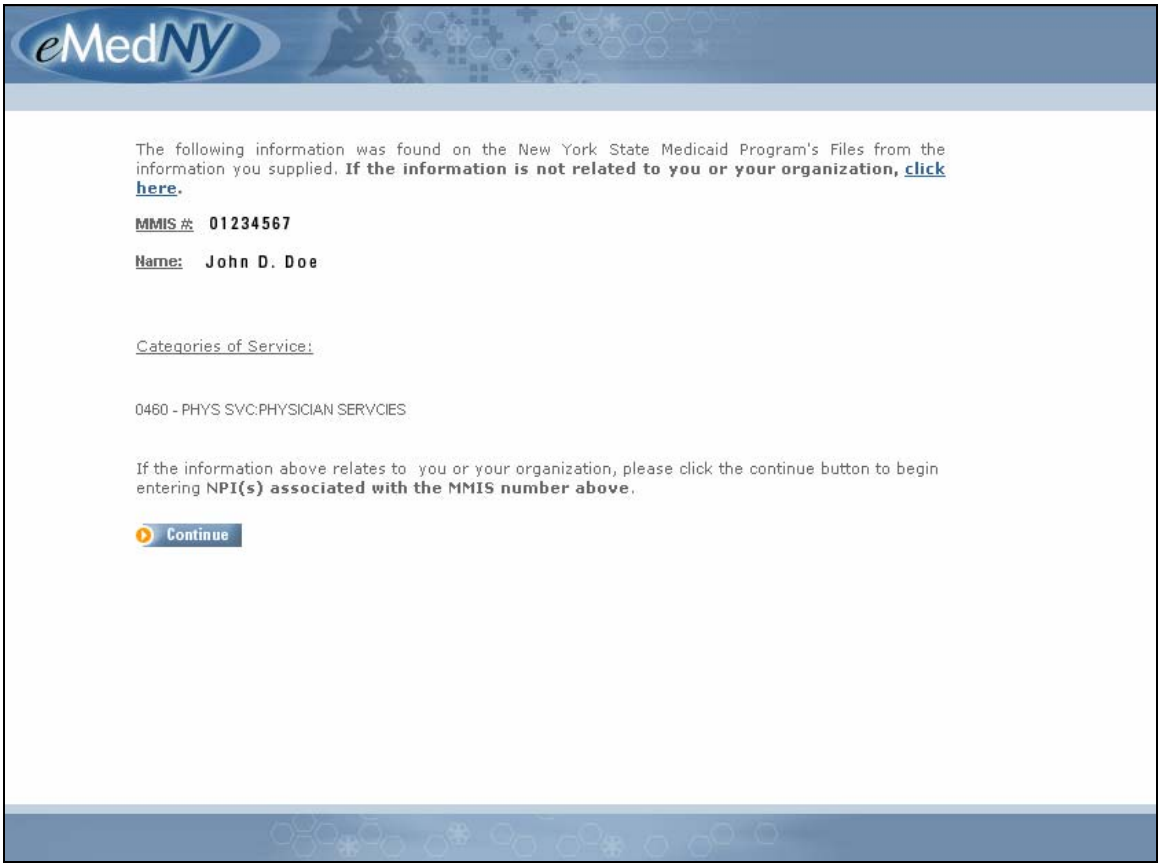
- If any information is incorrect an error will display at the top of the screen informing the user.



- Upon clicking the “Enter” Button with valid information the user is taken to the provider confirmation screen (see next page).

Provider Confirmation

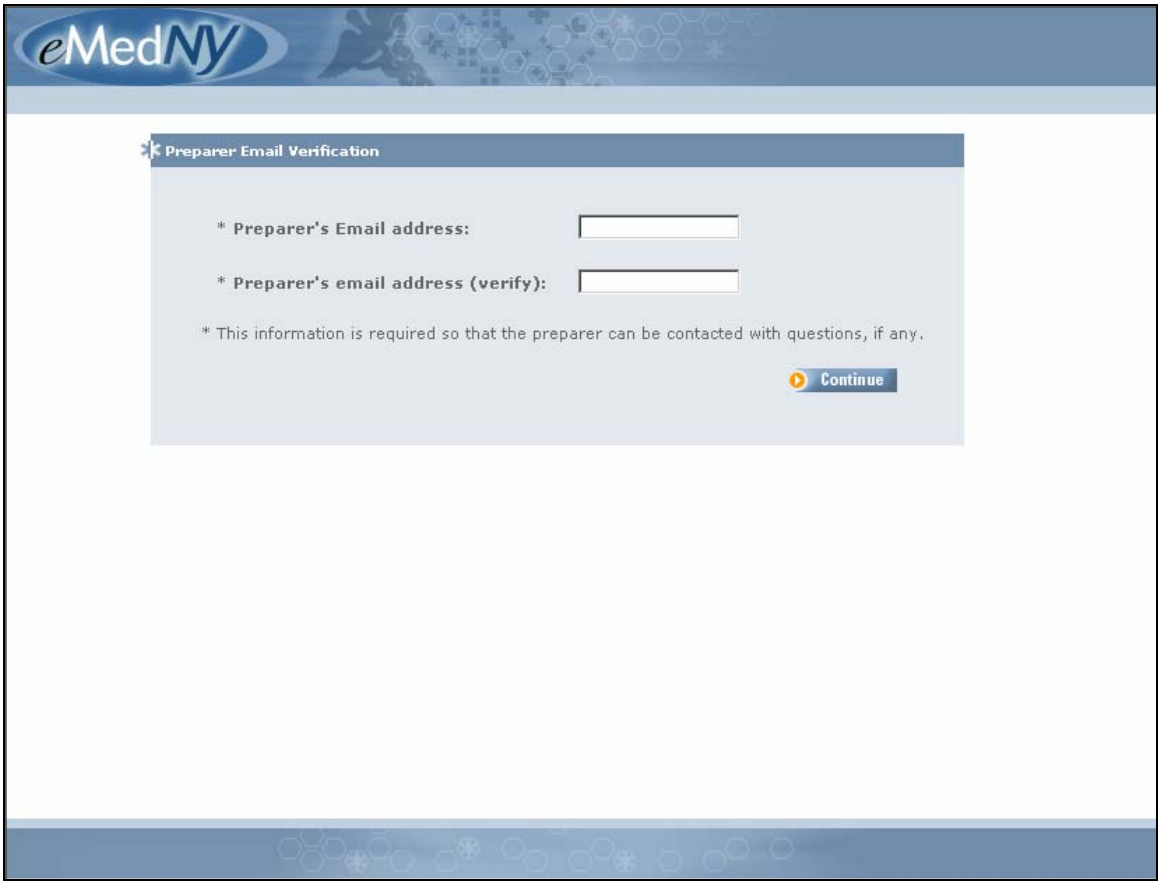
- This screen displays the MMIS ID and name of the associated provider along with the first (up to) 6 Categories of Services for the provider.
- In the event that the provider's information is incorrect, the provider should use the 'click here' link to access a help screen which contains contact information for the eMedNY Call Center.

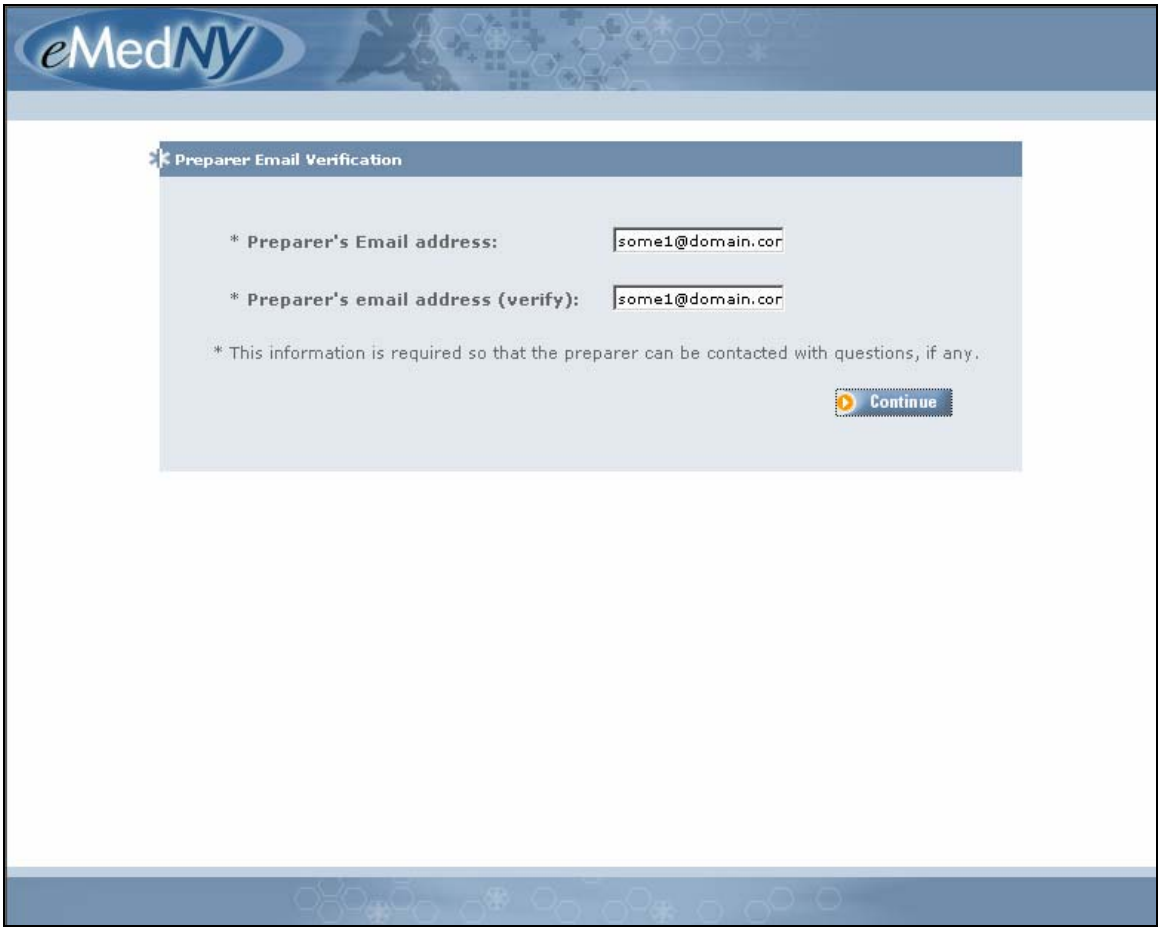


- Clicking 'Continue' will take the user to the 'Preparer Email Screen' (see next page).

Preparer Email Entry Screen

- The preparer should enter the email address where they want to be contacted if there are any questions about the NPI entered (in later steps).
- The email address entered is validated for format (i.e. User@domain.com).

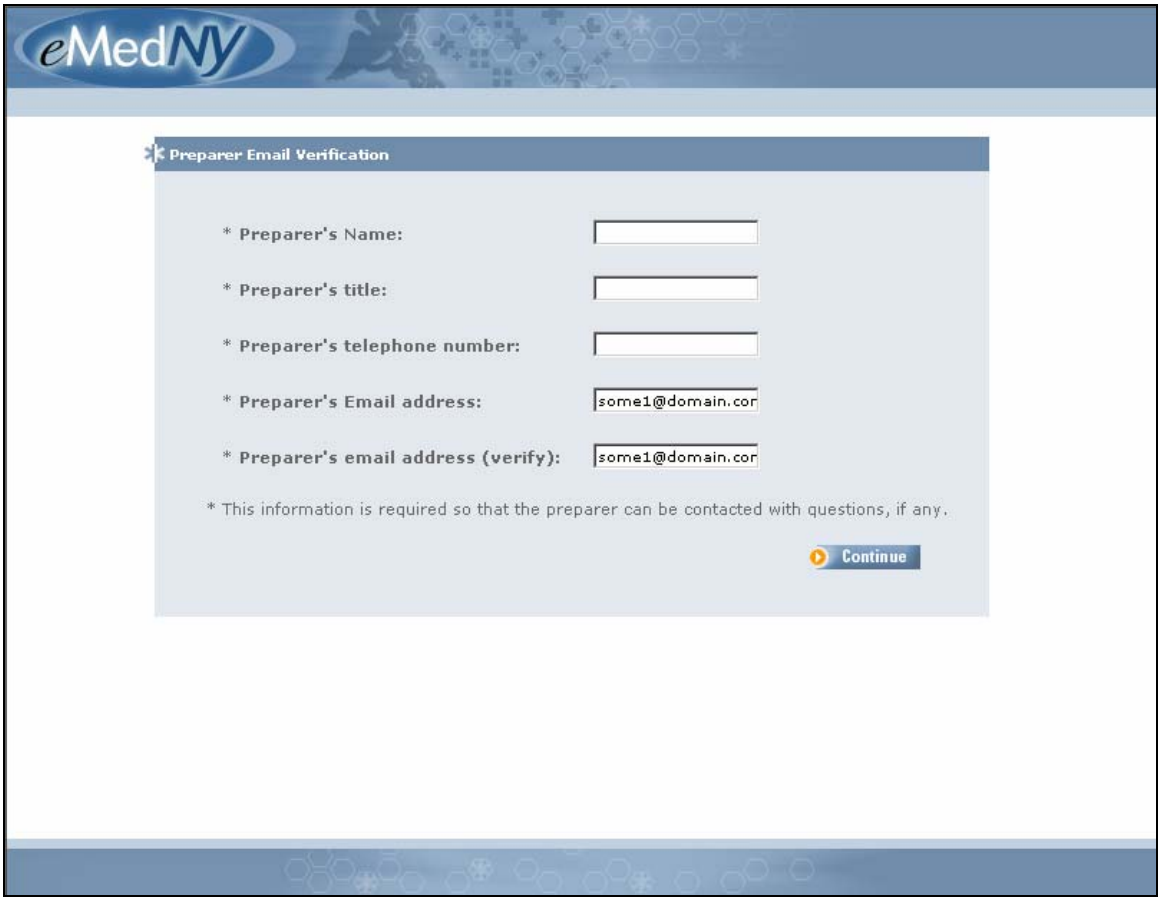




- Clicking ‘Continue’ will either move the user to the ‘Preparer Information Entry’ screen (for new users) or ‘Preparer Confirmation’ screen (for existing users) (see next page).

Preparer Information Entry

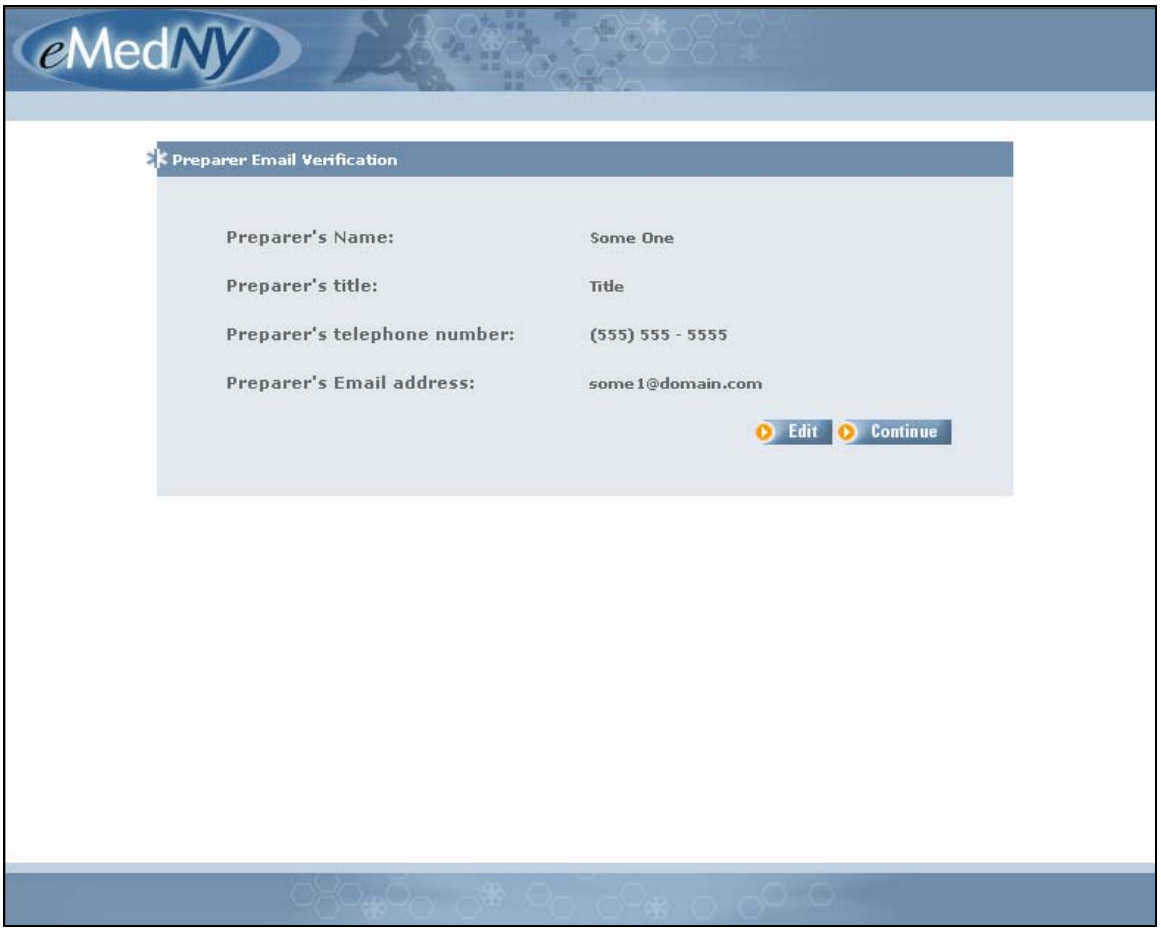
- This page pre-populates with the email address from the previous page.
- The user should enter name, title, and phone number (no hyphens).
- All fields are required; phone and email are validated for format. Any errors are displayed at the top of the page.



- Clicking 'Continue' will move the user to the 'Preparer Confirmation' screen (see next page).

Preparer Confirmation

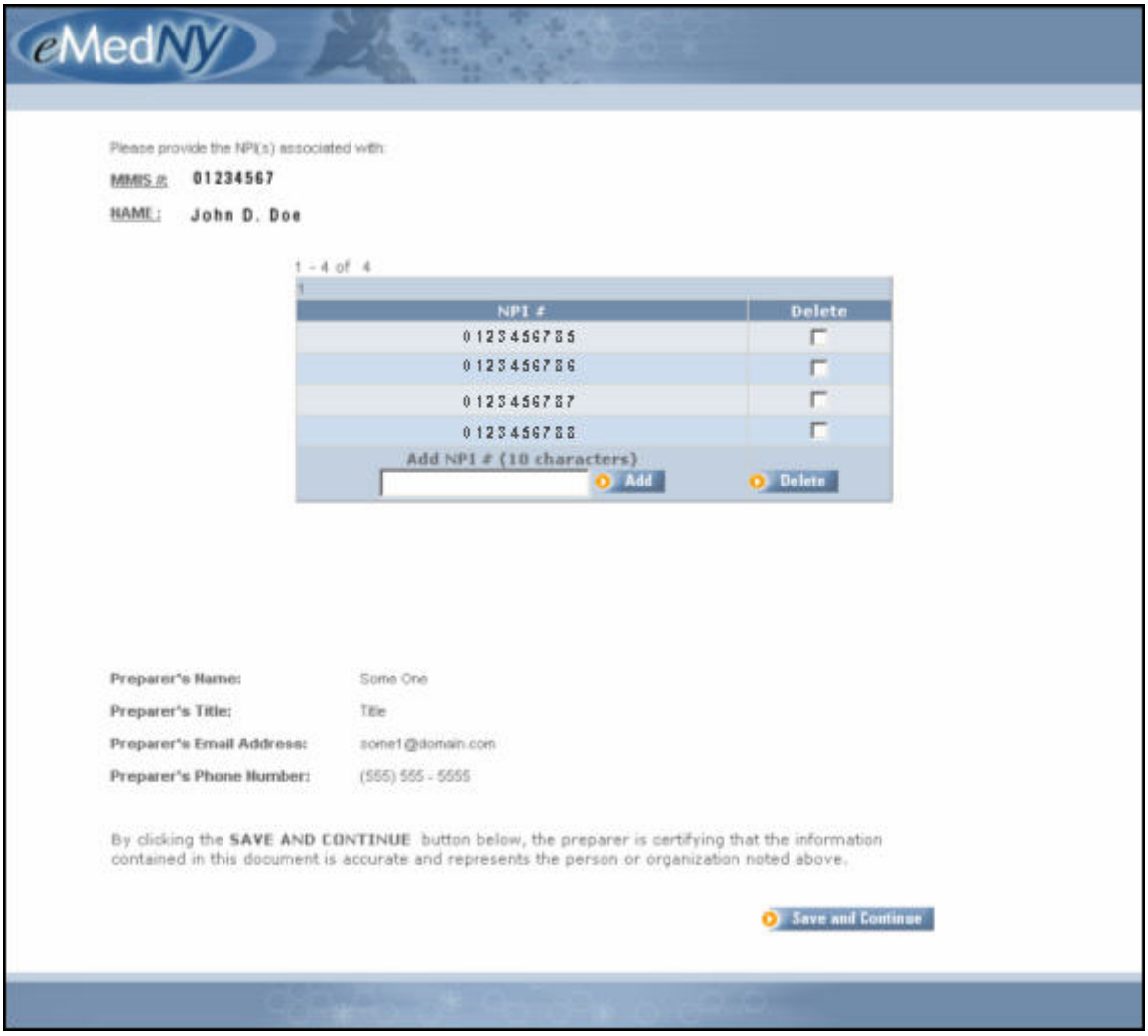
- This page displays the information from the Preparer Entry screen in a read-only format.
- If the user would like to edit the information, click on ‘Edit’.



- Clicking ‘Continue’ brings the user to the ‘NPI Entry’ screen (see next page).

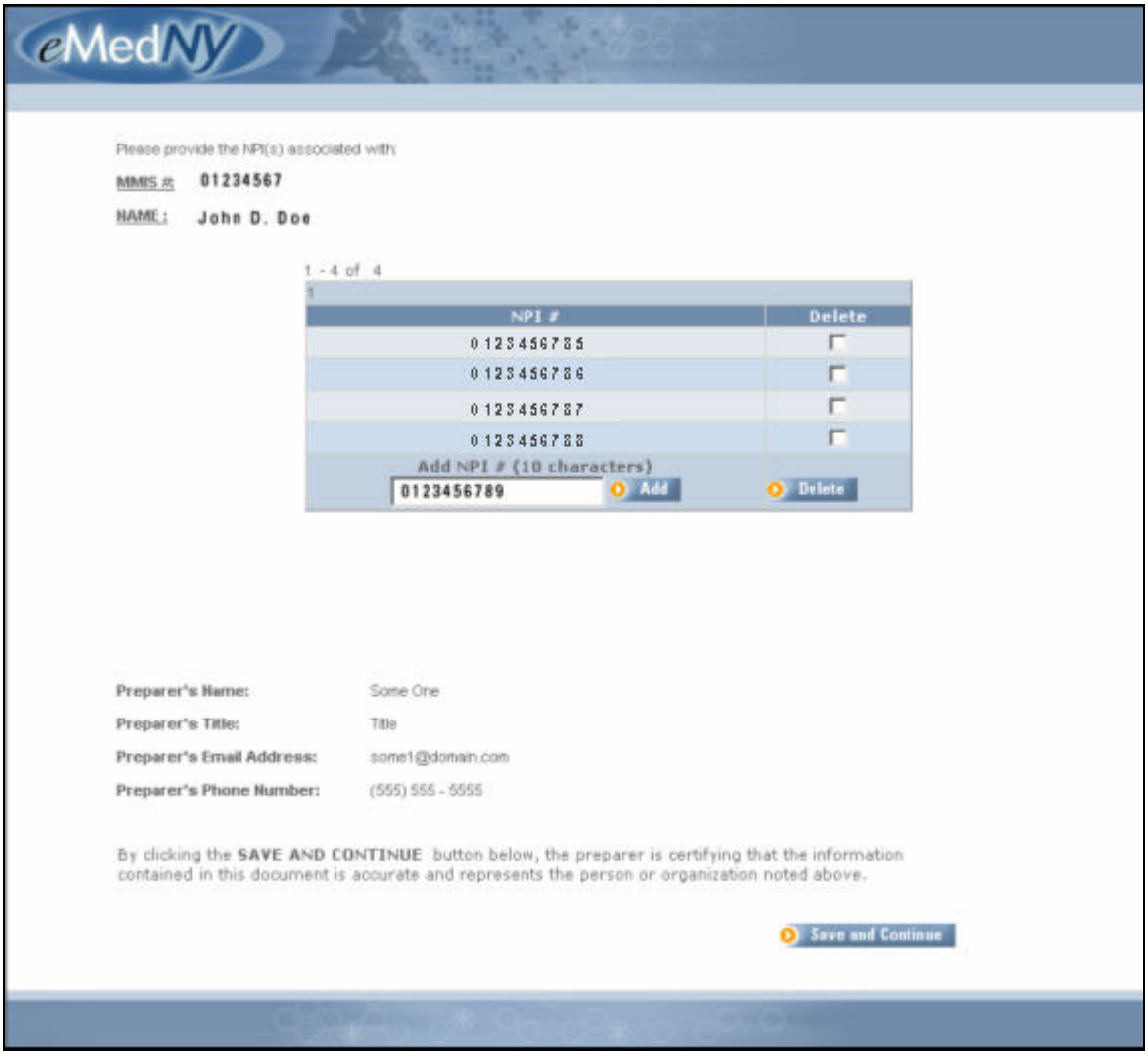
NPI Entry

- This page displays the Provider ID and Name for which the information is being recorded.
- All preparer information is displayed at the bottom of the screen.
- This page also displays any previously entered NPI associated with the MMIS ID in table format (can be paged through).
- Users can ‘Add’ and ‘Delete’ NPIs from the list.

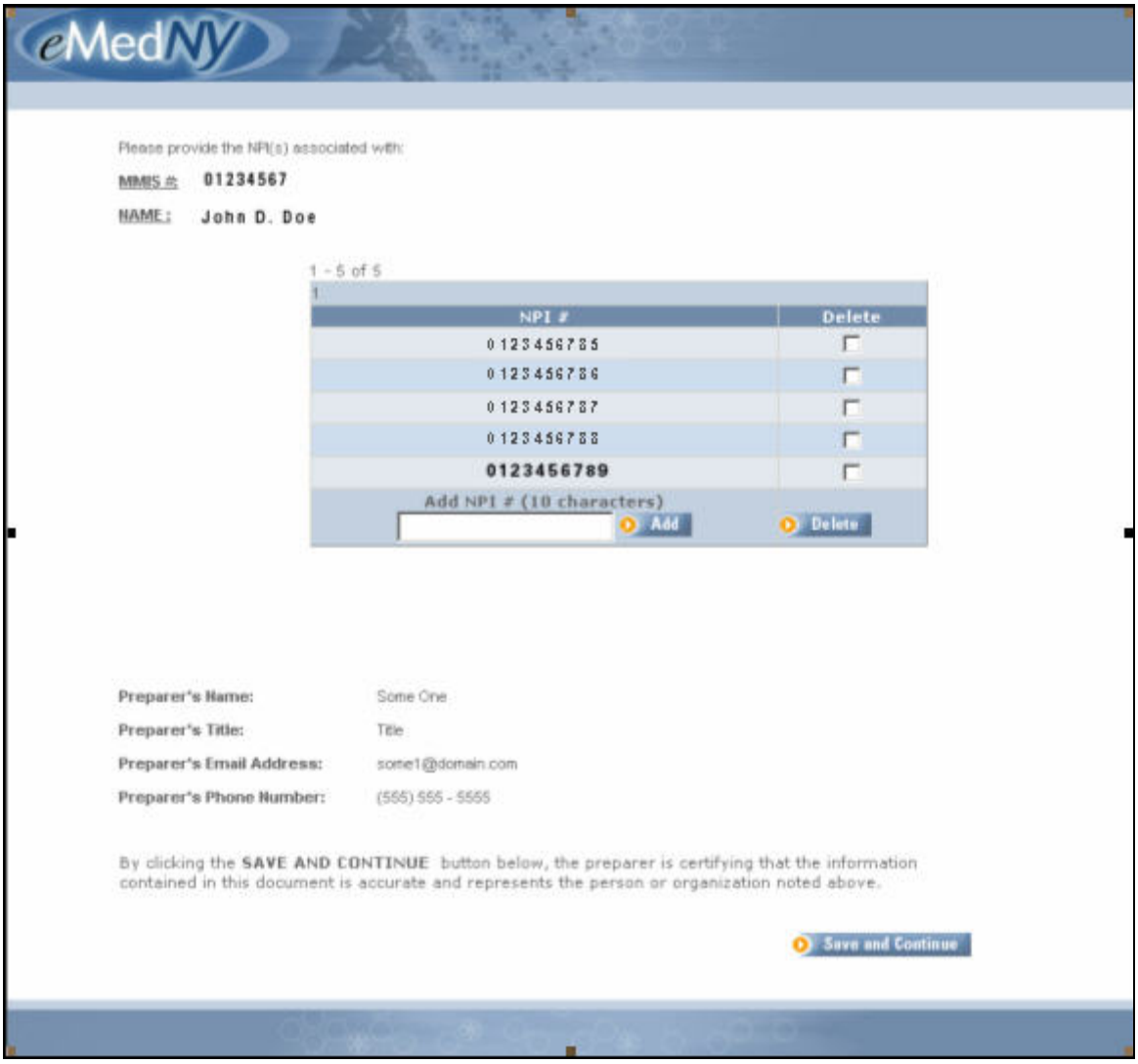


Add NPI

- The user inputs the NPI they want to add in the ‘Add NPI’ text box under the NPI column of the table and click on ‘Add’.
- The NPI entered is checked for validity, if there is an error it will be displayed under the table on the page.



- If the NPI is valid it will be added to the table in **bold.**
- Only **25** NPIs can be added at a time before the user needs to click ‘Save and Continue’.
- It is important to note that any NPI entered (or deleted) will not be saved to the database until the user clicks the ‘Save and Continue’ button.

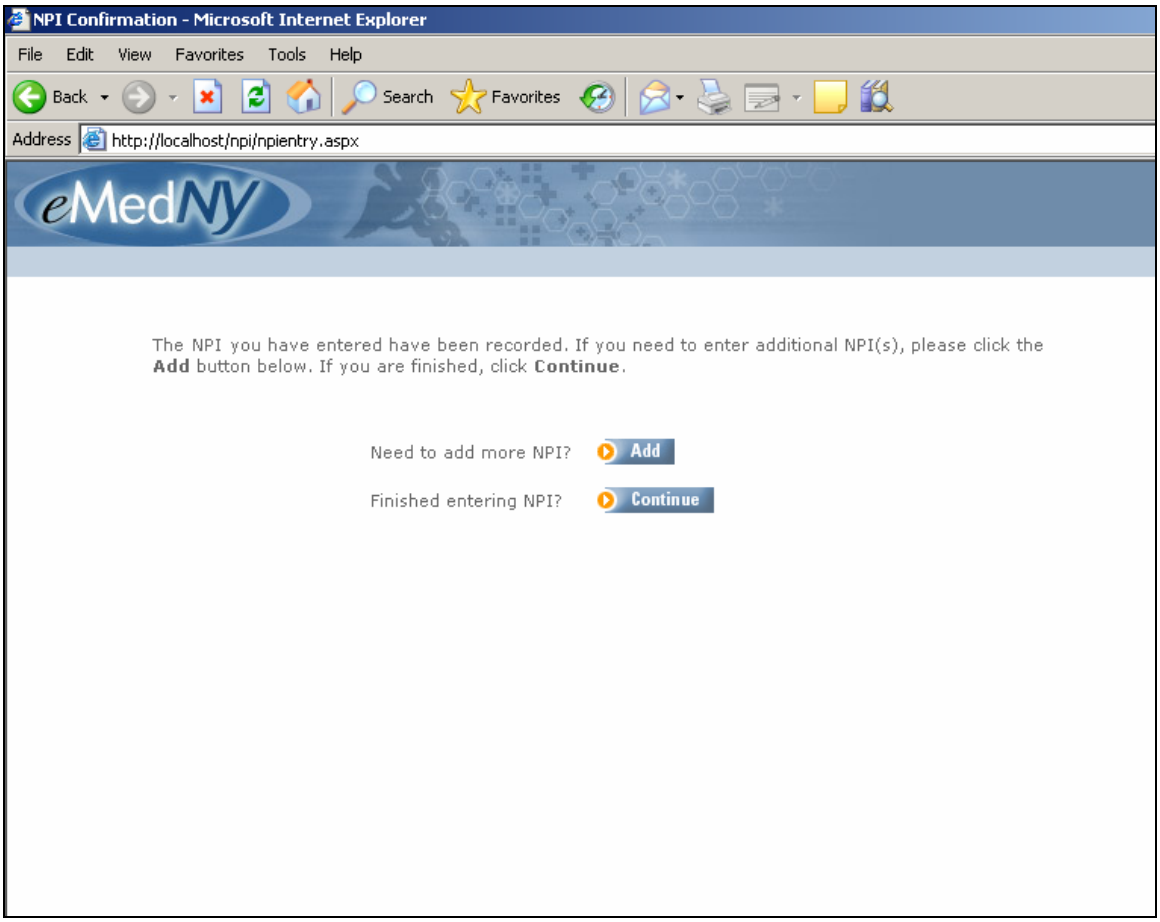


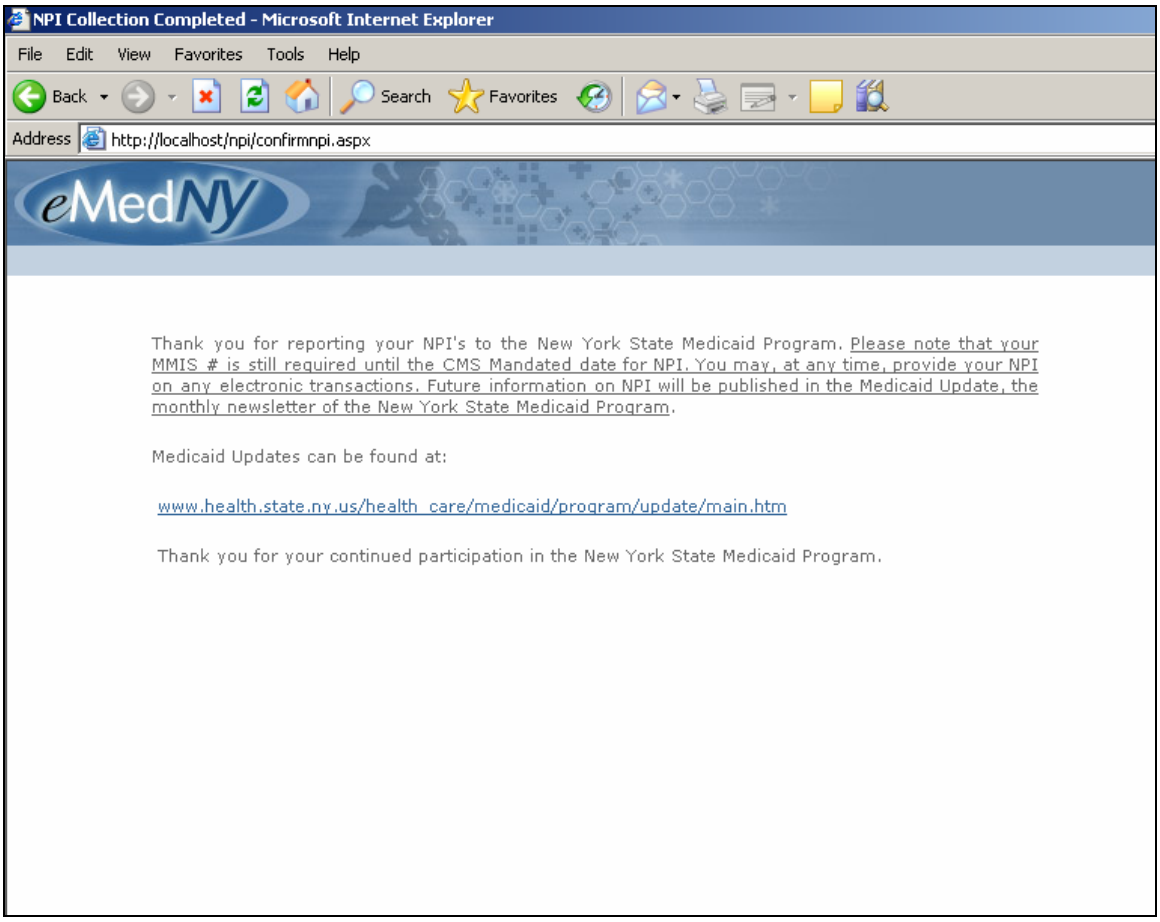
Delete NPI (not shown)

- To delete an NPI the user must first select the NPI by clicking the check box in the delete column (multiple NPIs can be selected). Then click on the ‘Delete’ button in the table footer. This will turn all the selected rows a light shade of red.
- Again, any deleted items will not be removed from the database until ‘Save and Continue’ is clicked.

NPI Confirmation

- This page displays when the user clicks ‘Save and Continue’ on the NPI Entry screen.
- At this point the user can either click ‘Add’ to return to the NPI Entry screen to continue adding more NPIs or ‘Continue’ to finish the process.



NPI Collection Complete

- This page displays when the user clicks on ‘Continue’ from the NPI Confirmation screen.