



## Retail Pharmacy Step-by-Step Guide: How to Apply for a Long-Term Care NPI

This easy-to-follow guide is for pharmacies that have a Retail National Provider Identifier (NPI) and want to begin billing under CMS guidelines for delivery of pharmacy at-home services but do not have a specific Long-Term Care NPI.

A LTC NPI number is required to contract with payers and be reimbursed for LTC pharmacy at-home services. Follow this step-by-step guide to apply for your pharmacy's LTC NPI.

### Ready to Apply for your LTC NPI?

Step-by-step guidance begins with log-in at <https://nppes.cms.hhs.gov/#/> using the pharmacy's Existing Retail NPI account User ID and Password. Each step outlined below aligns with a "next" step at the website. Click NEXT after each step to access the next screen.

### Have this Information Handy before Starting the Process!

- User ID and Password for Existing Retail NPI account at NPPES (National Plan & Provider Enumeration System)
- Pharmacy Legal Name (Include any DBA)
- Pharmacy's IRS Employer Identification Number (EIN)
- Address for the LTC Pharmacy
- Primary Contact Person for the LTC Pharmacy
- Phone Number (Best # to reach the Primary Contact)

### Once Logged in as Registered User with Your Pharmacy's Retail NPI Account:

- Choose – Apply for an NPI for an Organization
- Choose – Employee of the Organization
- Fill in – EIN – Add the pharmacy's IRS Employer Identification Number
- Address – 1st the BUSINESS Address / 2nd the Practice Location – These may be the same, or the practice location may be different.
- Office Hours – Fill in hours completely for every day
- "Endpoint for Exchanging Healthcare Information" – Simply Click NEXT
- "Other Identifiers" – Simply Click NEXT
- Choose Taxonomy – Choose "Pharmacy – Long Term Care Pharmacy"
- Review the page, verify correct information – edit if needed
- Click the "I Certify" – then Click NEXT
- You are taken to a Confirmation Page – Print this page / Save this Page as a PDF

*LTC NPI numbers are delivered by email within 3-5 business days. Be sure to check the email listed with your pharmacy's NPPES account profile!*



**Questions? Ready to Get Started?**  
**Contact us today at [LTC@cpesn.com](mailto:LTC@cpesn.com)**

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