

## **National Provider Identifier (NPI) Implementation FOR TRIBAL SITES**

For Tribal pharmacies (currently using a NCPDP number) that do not yet have a tribal NPI. *This does NOT apply to IHS pharmacies.*

The transition to using NPI in place of the Pharmacy NCPDP takes place on May 23, 2007. If you do not yet have a pharmacy NPI (not the same as the clinic or facility NPI), here are instructions on how to obtain it. It is important that this be done as soon as possible to ensure you are in the patch that NCPDP distributes each month. The NCPDP database is distributed to almost every processor. Otherwise, you would need to contact each prescription processor separately to update them with your NPI. The distribution takes place around the first of each month.

To verify whether your NPI is already in the database, check this link:

<http://www.ncdp.org/npi/>

**If you already have a pharmacy NPI and it is not part of the NCPDP database, this is what you can do to be part of the database:**

Verify that the provider taxonomy (found on the letter from the enumerator – NPPES) is as follows:

**332800000X Indian Health Service/Tribal/Urban Indian Health (I/T/U)  
Pharmacy**

1. [Click here](#) to download the Standard Update Form.
2. Submit the form to NCPDP. Please make sure you include:
  - The complete 4 page application
  - A copy of the state pharmacy license (if available)
  - A copy of the NPPES Confirmation letter or email - The first correspondence you received declaring you NPI number from the NPI Enumerator

3. Send to NCPDP:

Via fax: (480) 767-1042 or (480) 767-1043

Via Mail: 9240 E Raintree Dr.

Scottsdale, AZ 85260

Via PDF format email: [ksteven@ncdp.org](mailto:ksteven@ncdp.org)

**If you need to apply for a Pharmacy NPI, here is what you can do:**

1. Go to <https://nppes.cms.hhs.gov/NPPES/Welcome.do> and apply on line.

a. Be sure to select the following for the Provider Taxonomy (under Supplier):

**332800000X Indian Health Service/Tribal/Urban Indian Health (I/T/U)  
Pharmacy**

2. After receiving your pharmacy NPI, the following instructions (from NCPDP) need to be done to ensure your pharmacy NPI is in the NCPDP database:

a. [Click here](#) to download the Standard Update Form. In order to be processed all sections and all bold and underlined fields must be completed. Incomplete forms will be shredded upon receipt. If you do not include a properly completed four page update form with your request, we will not be able to add your NPI. If you have questions about filling out the four page form, please check [this document](#) first. If you have other NPI related questions, please check the [NPI FAQ](#). Please do not call NCPDP with questions before checking the [FAQ page](#) and the [form instructions](#).

b. Submit the form to NCPDP. Please make sure you include:

- The complete 4 page application
- A copy of the state pharmacy license (if available)
- A copy of the NPPES Confirmation letter or email - The first correspondence you received declaring you NPI number from the NPI Enumerator

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**Please allow 3 weeks for processing. Please DO NOT re-submit your form if you have already sent one in. This will only DELAY your processing. Thank you.**