



Louisiana Medicaid Management Information System (LMMIS)

National Provider Identifier (NPI) Data Entry Application User Manual

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PROJECT INFORMATION

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1.0 OVERVIEW

This National Provider Identifier (NPI) Data Entry application has been developed for Louisiana Medicaid Providers to register their NPI(s) with Louisiana Medicaid.

The screenshot shows the Louisiana Medicaid NPI Data Entry Application interface. At the top, there is a header with the Louisiana Department of Health logo and a 'BACK TO LDH' button. Below the header, the title 'LOUISIANA MEDICAID' is displayed in large white letters on a dark blue background. A breadcrumb trail indicates the user's location: 'You are here : Louisiana Medicaid > My Applications > National Provider Identifier'. The main content area features the Gainwell logo and the title 'Welcome to the National Provider Identifier (NPI) Data Entry Application'. A 'PRINT' button is located in the top right corner. A yellow box indicates the user is logged in as 'LDH MGMT/DXC TECH PBM STAFF - [1209996]'. The main text explains the application's purpose and provides instructions for registration. A section titled 'Registered NPI' shows that there is no information registered for this provider ID. Below this, there is a section for 'Add a new NPI' with instructions on how to add a new NPI to the list. A yellow box contains an important note: '*IMPORTANT: Only register One NPI # to One LA Medicaid Provider #. Contact the NPI assistance email or phone listed above with all other situations.' The form includes a text input field for the NPI number, radio buttons for 'Organization' and 'Individual', and a section for 'NPI Contact Information' with fields for First Name, Last Name, Phone, and Email Address. A red asterisk indicates required fields. A blue 'ADD NPI' button is at the bottom right.

My Account
My Profile
My Applications
Logout
Help

Welcome to the National Provider Identifier (NPI) Data Entry Application

You are logged in as **LDH MGMT/DXC TECH PBM STAFF - [1209996]**

This application has been developed for Louisiana Medicaid providers to register their NPI(s) with Louisiana Medicaid.

If you have not requested your NPI(s) from the National Plan Provider Enumeration System (NPES) you must exit this application and request your NPI(s) from <https://npes.cms.hhs.gov>, then return here to register your NPI(s) after you have received it.

This application is currently only accepting NPI information from providers that have requested and received an NPI for each LA Medicaid ID (One NPI to One LA Medicaid provider number relationship).

If you plan to enumerate with the NPES in any other way, such as associating more than one Medicaid ID to a single NPI you will need to exit this application and contact Gainwell Technologies Provider Enrollment at (225) 216-6370 so that we can discuss your NPI enumeration situation and determine the best method for accommodating your circumstance.

Below you will find entry fields for registering your NPI information with Louisiana Medicaid. If you have already registered your NPI, that information will be displayed instead of the entry fields. Corrections to registered NPI information can be made by deleting and re-adding the information.

Registered NPI

There is no NPI information registered for this provider ID.

Add a new NPI

To add an NPI to the list, select Organization or Individual (as applicable) and enter your NPI into the space provided.
The NPI is a numeric 10-digit identifier, consisting of 9 numbers plus a check-digit in the 10th position

*IMPORTANT: Only register One NPI # to One LA Medicaid Provider #. Contact the NPI assistance email or phone listed above with all other situations.

NPI:

Organization
 Individual

NPI Contact Information

(*) Indicates Required Fields

Please enter the contact information for the person that will be responsible for managing your NPI enumeration and will be available for any questions or communications from Louisiana Medicaid. Once you have filled in the required items press the Add NPI button below.

First Name: (*)

Last Name: (*)

Phone: (*) (XXX-XXX-XXXX) Ext:

Email Address:

ADD NPI

2.0 ACCESSING THE APPLICATION

This section provides information on how to access the National Provider Identifier application via Provider Login. It includes instructions on how to establish an online account with Louisiana Medicaid and complete the Login ID and password process.

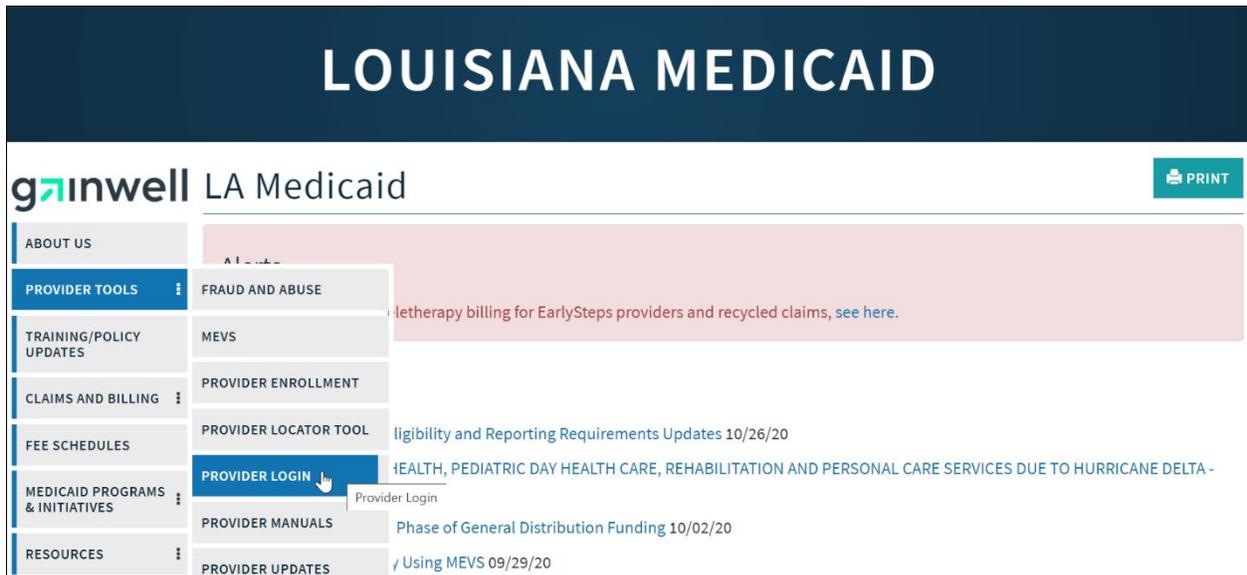
The Louisiana Department of Health (LDH) determines who is an authorized user defining all user access capabilities. Directions for establishing a valid online provider account are available on the Louisiana Medicaid website at www.lamedicaid.com under the **Website Enrollment** link located under **Provider Tools** on the left side of the main menu.



Providers who are experiencing difficulty in establishing an account or with the application may contact the Gainwell Technologies **Technical Support Desk at 1-877-598-8753**, Monday – Friday 8:00 a.m. – 5:00 p.m. CT or request support by e-mailing lamedicaid@gainwelltechnologies.com.

In order to access the **National Provider Identifier application**, or any other secure application, users must navigate through the Provider Login section of the Louisiana Medicaid web site.

Open a web browser and enter the URL for Louisiana Medicaid at www.lamedicaid.com. Click the **Provider Login** link under **Provider Tools** on the left side of the main menu to continue.



At the Provider Login screen, users may read through the Notice to Users. In order to continue, users must enter their 10-digit National Provider Identifier (NPI) or 7-Digit Medicaid Provider ID in the field provided and enter the characters from the CAPTCHA image before clicking the **Next** button.

LOUISIANA MEDICAID

You are here : Louisiana Medicaid > Provider Login



Provider Login

[PRINT](#)

[Help](#)

Please enter your 10-digit National Provider Identifier (NPI) or 7-Digit Medicaid Provider ID

Note: Non-FFS Behavioral Health Providers should use their NPI to login.

For security purposes, please enter the characters from the CAPTCHA image



NOTICE TO USERS

This is Louisiana's Medicaid information and is the property of Gainwell Technologies and Louisiana Department of Health. It is for authorized use only. **Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.**

Any or all uses of this website and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Louisiana Department of Health, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Louisiana Department of Health.**

Unauthorized or improper use of this website may result in administrative disciplinary action and civil and criminal penalties. **By continuing to access this website you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.**

[NEXT](#)

At the User Login screen, users must input their Login ID and Password before clicking the **Next** button to continue.

Note: Login ID and Password are case sensitive.

LOUISIANA MEDICAID

You are here : LAMedicaid.com

User Login

Please enter your Restricted Applications' Login ID and Password.
Remember the Login ID and Password are case sensitive.

Login ID

Password

Need help?

- [Forgot Your Login ID?](#)
- [Forgot Your Password?](#)
- [Forgot login ID and Password?](#)

[PREVIOUS](#) [NEXT](#) ←

Users will be directed to the Provider Applications page where they can access their authorized applications.

You are here : LAMedicaid.com

Provider Applications

The application(s) listed below are for authorized use only. Click on an application link to access the application.

Provider Applications

- LAMEDICAID.COM Fact Sheet

Claim Check

- Clear Claim Connection

Restricted Provider Applications

- Batch Eligibility Verification System
- Batch Eligibility Verification System Pilot
- Claim Status Inquiry (5010 Version)
- EFT Authorization
- Electronic Clinical Data Inquiry - ICD10
- Electronic Clinical Data Inquiry - ICD9
- Electronic Prior Authorization
- Electronic Remit 835
- Friends and Family
- Healthy Louisiana (Previously Bayou Health) Applications
- Medicaid Eligibility Verification System
- National Provider Identifier
- NPI Legacy Search
- Online 1099
- OSS Checks
- PA Requests for Case Managers
- PACE 820 Report System
- Prescriber Practices and Diabetes Management Admin
- Provider Locator Information
- SMO Applications
- Submitter Claims Denied All 9
- Submitter Contact Information
- Submitter Linked Providers
- Weekly Remittance Advices

Once logged in, the Provider Applications Area screen is displayed. Click the **National Provider Identifier** link to continue.

- [Batch Eligibility Verification System](#)
- [Batch Eligibility Verification System Pilot](#)
- [Chisholm Paragraph 10 File Download](#)
- [Claim Status Inquiry \(5010 Version\)](#)
- [EFT Authorization](#)
- [Electronic Clinical Data Inquiry - ICD10](#)
- [Electronic Clinical Data Inquiry - ICD9](#)
- [Electronic Prior Authorization](#)
- [Electronic Remit 835](#)
- [Friends and Family](#)
- [Healthy Louisiana \(Previously Bayou Health\) Applications](#)
- [Medicaid Eligibility Verification System](#)
- [National Provider Identifier](#) 
- [NPI Legacy Search](#)
- [Online 1099](#)
- [OSS Checks](#)
- [PA Requests for Case Managers](#)
- [PACE 820 Report System](#)
- [Prescriber Practices and Diabetes Management Admin](#)
- [Provider Locator Information](#)
- [SMO Applications](#)
- [Submitter Claims Denied All 9](#)
- [Submitter Contact Information](#)

Note: The list of applications shown here is comprehensive; therefore you may not see as many options on the Provider Applications page.

New Functionality

Please note that with the new redesign, backwards navigation throughout any application can be done by clicking on the breadcrumb trail located on the blue ribbon at the top of any screen.

Users also have access to a **Print** screen button located on the top right hand corner of every screen.



3.0 USING THE APPLICATION

The National Provider Identifier (NPI) Data Entry Application has been developed for Louisiana Medicaid Providers to register their NPI(s) with Louisiana Medicaid. It enables users to view Registered NPI information, Add a new NPI, and Delete an existing NPI.



LOUISIANA
DEPARTMENT OF HEALTH

← BACK TO LDH

LOUISIANA MEDICAID

You are here : Louisiana Medicaid > My Applications > National Provider Identifier

gainwell

Welcome to the National Provider Identifier (NPI) Data Entry Application

PRINT

My Account

- My Profile
- My Applications
- Logout
- Help

You are logged in as LDH MGMT/DXC TECH PBM STAFF - [1209996]

This application has been developed for Louisiana Medicaid providers to register their NPI(s) with Louisiana Medicaid.

If you have not requested your NPI(s) from the National Plan Provider Enumeration System (NPES) you must exit this application and request your NPI(s) from <https://npes.cms.hhs.gov> , then return here to register your NPI(s) after you have received it.

This application is currently only accepting NPI information from providers that have requested and received an NPI for each LA Medicaid ID (One NPI to One LA Medicaid provider number relationship).

If you plan to enumerate with the NPES in any other way, such as associating more than one Medicaid ID to a single NPI you will need to exit this application and contact Gainwell Technologies Provider Enrollment at (225) 216-6370 so that we can discuss your NPI enumeration situation and determine the best method for accommodating your circumstance.

Below you will find entry fields for registering your NPI information with Louisiana Medicaid. If you have already registered your NPI, that information will be displayed instead of the entry fields. Corrections to registered NPI information can be made by deleting and re-adding the information.

Registered NPI

There is no NPI information registered for this provider ID.

Add a new NPI

To add an NPI to the list, select Organization or Individual (as applicable) and enter your NPI into the space provided.

The NPI is a numeric 10-digit identifier, consisting of 9 numbers plus a check-digit in the 10th position

*IMPORTANT: Only register One NPI # to One LA Medicaid Provider #. Contact the NPI assistance email or phone listed above with all other situations.

NPI:

Organization

Individual

NPI Contact Information

(*) Indicates Required Fields

Please enter the contact information for the person that will be responsible for managing your NPI enumeration and will be available for any questions or communications from Louisiana Medicaid. Once you have filled in the required items press the Add NPI button below.

First Name: (*)

Last Name: (*)

Phone: (*) (XXX-XXX-XXXX) Ext:

Email Address:

ADD NPI

3.1 Add a New NPI

To add an NPI to the list, select **Organization** or **Individual** (as applicable) and enter the NPI into the space provided.

Note: The NPI is a numeric 10-digit Identifier, consisting of 9 numbers plus a check-digit in the 10th position.

Users must then enter the contact information for the person that will be responsible for managing the NPI enumeration and available for any questions or communications from Louisiana Medicaid. Once the required items are filled, click the **Add NPI** button.

Add a new NPI

To add an NPI to the list, select Organization or Individual (as applicable) and enter your NPI into the space provided.
The NPI is a numeric 10-digit identifier, consisting of 9 numbers plus a check-digit in the 10th position

NPI: *IMPORTANT: Only register One NPI # to One LA Medicaid Provider #. Contact the NPI assistance email or phone listed above with all other situations.

Organization
 Individual

NPI Contact Information

(*) Indicates Required Fields
Please enter the contact information for the person that will be responsible for managing your NPI enumeration and will be available for any questions or communications from Louisiana Medicaid. Once you have filled in the required items press the Add NPI button below.

First Name: (*)
Last Name: (*)
Phone: (*) (XXX-XXX-XXXX) Ext:
Email Address:

A confirmation will appear on the screen along with the NPI information under the Registered NPI section of the page.

The NPI was successfully added to the list.

Registered NPI

Below you will find your registered NPI information. If the information listed is not accurate, click the Delete to remove the registered information, then add the NPI information again. If the information is correct select the Complete button below to exit the application.

	NPI	Type	Contact Name	Contact Phone	Email	TieBreakerType	TieBreaker	Date Created
Delete	1234567893	Organization	LAST, FIRST	[REDACTED]	first.last@email.com			

Other Actions

Additional NPI -Click here if you have an additional NPI that you need to register. Please sign in again to the secured area of the website using a different LA Medicaid ID and repeat the NPI registration process.

Complete - Click here if you do not have any additional NPis to add. You will be returned to the main menu of the provider applications page.

(Organization)

The NPI was successfully added to the list.

Registered NPI

Below you will find your registered NPI information. If the information listed is not accurate, click the Delete to remove the registered information, then add the NPI information again. If the information is correct select the Complete button below to exit the application.

	NPI	Type	Contact Name	Contact Phone	Email	TieBreakerType	TieBreaker	Date Created
Delete	1234567893	Individual	Last, First	[REDACTED]	first.last@email.com			

Other Actions

Additional NPI -Click here if you have an additional NPI that you need to register. Please sign in again to the secured area of the website using a different LA Medicaid ID and repeat the NPI registration process.

Complete - Click here if you do not have any additional NPis to add. You will be returned to the main menu of the provider applications page.

(Individual)

3.2 Delete an NPI

In order to delete NPI information, an NPI must already be registered under the Provider. Click the **Delete** link next to the NPI to remove the registered information.

The NPI was successfully added to the list.

Registered NPI

Below you will find your registered NPI information. If the information listed is not accurate, click the Delete to remove the registered information, then add the NPI information again. If the information is correct select the Complete button below to exit the application.

	NPI	Type	Contact Name	Contact Phone	Email	TieBreakerType	TieBreaker	Date Created
	1234567893	Individual	Last, First	;	first.last@email.com			

Other Actions

Additional NPI -Click here if you have an additional NPI that you need to register. Please sign in again to the secured area of the website using a different LA Medicaid ID and repeat the NPI registration process.

Complete - Click here if you do not have any additional NPIs to add. You will be returned to the main menu of the provider applications page.

The Registered NPI section of the page now reads: **There is no NPI information registered for this provider ID.**

Registered NPI

There is no NPI information registered for this provider ID.

3.3 Other Actions

Other actions users may take in the National Provider Identifier Data Entry Application are:

Additional NPI – Users may click this link if they have additional NPI(s) to register. The link will return them to the Provider Login page where they must sign in again using a different LA Medicaid ID and repeat the NPI registration process.

Complete – Users may click this link to logout and return to the Main Menu of the Provider Applications home page.

Other Actions

 **Additional NPI** -Click here if you have an additional NPI that you need to register. Please sign in again to the secured area of the website using a different LA Medicaid ID and repeat the NPI registration process.

 **Complete** - Click here if you do not have any additional NPIs to add. You will be returned to the main menu of the provider applications page.