



**DEFENSE HEALTH AGENCY**  
7700 ARLINGTON BOULEVARD, SUITE 5101  
FALLS CHURCH, VIRGINIA 22042-5101

DHA-Policy Memorandum 24-013  
June 18, 2024

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: National Provider Identifier Registration and Usage

- References:
- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
  - (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013, as amended
  - (c) DHA-Procedural Instruction 5025.01, "Publication System," April 1, 2022
  - (d) Assistant Secretary of Defense for Health Affairs Memorandum, "Guidance for Military Health System Use and Disclosure of the Health Insurance Portability and Accountability Act National Provider Identifier," September 26, 2008
  - (e) Defense Health Agency (DHA)-Procedures Manual 6025.13, "Implementation Guidance for Defense Health Agency Procedures Manual, Clinical Quality Management in the MHS, Enclosure 2 of Volume 4," August 29, 2019
  - (f) MHS GENESIS Revenue Cycle Fast Facts: Maintaining Accurate Credentialing for Providers Fast Facts
  - (g) Title 45, Code of Federal Regulations (CFR) Parts 160 and 162

This Defense Health Agency (DHA) Policy Memorandum, based on the authorities of Reference (a) and (c), and in accordance with guidance in References (d) through (g), provides guidance on the registration and usage of the National Provider Identifier (NPI) within the military medical treatment facilities (MTF). The NPI serves as a unique identification number for health care providers under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and is essential for accurate administrative and financial management.

Health care providers that practice within the Military Health System (MHS), to include those that bill TRICARE and meet the definition of "health care provider" as defined in Section 160.103 of Reference (g), must obtain an NPI and maintain currency. Providers must apply for an NPI at their assigned or local MTF through the National Plan and Provider Enumeration System (NPPES) website. Medical staff professionals and managers must verify NPIs during initial privilege requests and renewals. Verification will occur using the Centralized Credentials Quality Assurance System and the MHS GENESIS P0630 Discern Reporting Portal. Providers will validate their primary HIPAA taxonomy code to ensure it accurately reflects their qualifications and specialty as well as their demographic data associated with their NPI when applying for privileges, at the time of renewal and during any changes/updates to their HIPAA taxonomy.

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The MTF graduate medical education (GME) training office is the point of contact for NPIs for providers in GME training programs. HIPAA Taxonomy and You (Attachment 1) provides background information and how to check and update HIPAA Taxonomy. The Fast Facts: Maintaining Accurate Credentialing for Providers (Attachment 2) includes provider responsibilities for updating credentialing, highlights the impact of inaccurate information, and provides steps for providers to update the NPPES.

Personnel must adhere to this policy in compliance with Section 5.b.(1)(g) of Enclosure 2 of Volume 4, Reference (e).

This DHA Policy Memorandum is cleared for public release and available on the internet from the Health.mil site at <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at <https://info.health.mil/cos/admin/pubs/>.

Please address questions regarding this DHA-Policy Memorandum to the Healthcare Optimization Division, Performance Support Team at [dha.san-diego-ca.healthcare-ops.list.hco-ihdd-pst@health.mil](mailto:dha.san-diego-ca.healthcare-ops.list.hco-ihdd-pst@health.mil).

CROSLAND.TEL  
ITA.1017383040

Digitally signed by  
CROSLAND.TELITA.1017383040  
Date: 2024.06.18 12:30:54 -0400

TELITA CROSLAND  
LTG, USA  
Director

Attachments:

1. HIPAA taxonomy and you
2. MHS GENESIS Revenue Cycle Fast Facts: Maintaining Accurate Credentialing for Providers Prevent Inaccurate Credential Documentation and Financial Capture.

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