

Provider Identifier

Revised: January 19, 2024

[Manage Provider Identifier](#)

Overview

Use this section in MPSE to view and edit the provider identifier for this enrollment record. You can only edit the information on this page if you are in an [MPSE Request](#).

The Minnesota Provider Screening and Enrollment (MPSE) portal identifies providers by a unique number called a **Provider Identifier**. Your provider identifier is your National Provider Identifier (NPI) or a Unique Minnesota Provider Identifier (UMPI).

An NPI is a standard national unique identifier that is used to submit and process health care claims and other transactions. If you are a provider eligible for an NPI, you must obtain your NPI from the [National Plan and Provider Enumeration System \(NPPES\)](#) before you enroll with Minnesota Health Care Programs (MHCP).

Providers who do not meet the federal definition of a health care provider under [HIPAA](#) may not be eligible to receive an NPI. If you are not eligible or required by MHCP for an NPI and apply for enrollment, MHCP will assign you a UMPI. A UMPI is a 10-digit Unique Minnesota Provider Identifier that MHCP assigns to you at the time of your enrollment. You will receive your UMPI in your welcome letter confirming your enrollment.

Your NPI or UMPI is required on all claims submitted to MHCP and allows you to be paid for MHCP-covered services provided to MHCP members.

For additional information, such as a list of providers who are not eligible for NPIs, go to the [Enrollment with MHCP](#) section of the MHCP Provider Manual.

Portfolio/Profile Information

See [Portfolio/Profile Information](#) on the Recurring Items page of the Minnesota Provider Screening and Enrollment (MPSE) User Manual.

Enrollment Record Information

This is a recurring section that appears on multiple MPSE pages for informational purposes only. See [Enrollment Record Information](#) on the Recurring Items page of the MPSE User Manual.

Provider Identifiers

In the **Provider Identifiers** section, you will find information related to your current and previous provider identifiers. If this is a new enrollment record and you do not yet have a provider identifier, this section will not have any information to display.

View/Edit

Click **View/Edit** to go to the [Manage Provider Identifier](#) page. From this section, you can view and edit your provider identifier information. To have the **View/Edit** option, you must be in an [MPSE Request](#).

You cannot change provider identifiers that MHCP has approved. You can only add an end date. An end date should only be added to the current provider identifier if a new provider identifier is being added.

Delete

Click **Delete** to delete your provider identifier.

You cannot delete provider identifiers that MHCP has approved. If you need to change your portfolio identifier, you must use the **View/Edit** option to add an end date to the current provider identifier and use the **Add a Provider Identifier** button to create the new provider identifier.

View

Click **View** to go to the [Manage Provider Identifier](#) page. From this page, you can view your provider identifier information. You will not be able to make any edits while in view mode.

Add a Provider Identifier

Click **Add a Provider Identifier** to go to the [Manage Provider Identifier](#) page.

Continue

Click **Continue** to go to the next page.

Cancel

Click **Cancel** to go back to the previous page.

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Manage Provider Identifier

On the **Provider Identifier** page, provide information about your NPI or UMPI.

Portfolio/Profile Information

See [Portfolio/Profile Information](#) on the Recurring Items page of the Minnesota Provider Screening and Enrollment (MPSE) User Manual.

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Use UMPI

This option defaults to **No**. Select the **Yes** option if you need MHCP to assign you a UMPI as the provider identifier for this enrollment record. Keep the **No** option if the provider identifier for this enrollment record is an NPI.

NPI/UMPI

Type your NPI in the **NPI/UMPI** field. If you selected **Yes** for **Use UMPI**, this field will be greyed out and you will not be able to add information to it. MHCP will assign you a UMPI once they have reviewed your enrollment information and it will be included on your Welcome Letter.

Effective Date

Enter the effective date of your NPI in the format of MM/DD/YYYY in the **Effective Date** box. If you selected **Yes** for **Use UMPI**, this field will be greyed out and you will not be able to add information to it. MHCP will add an **Effective Date** once they have reviewed your enrollment information and it will be included on your Welcome Letter.

Active

This field is for office use only and is not operational for providers. By default, the **No** option is selected. MHCP will update it to the **Yes** option once they have reviewed and approved your enrollment request.

Previously Assigned UMPI

If you are re-enrolling and want to use the same UMPI assigned to you at your initial enrollment, type your previously assigned UMPI in the **Previously Assigned UMPI** field.

Continue

Click **Continue** to save your changes and go to the next page.

Cancel

Click **Cancel** to go back to the previous page.

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