



Sharing Your National Provider Identifiers (NPIs) With Aetna

Aetna Service OptionsSM for Health Care Professionals

Two Ways to Share Your NPI With Aetna

Through our secure provider website

You can notify us of individual and organizational NPIs associated with your practice or facility through the "Update Profiles" section of our secure provider website. This self-service option is ideal for individual providers or groups who do not have multiple NPIs or subparts. Once you're logged in to the secure provider website, select "Update Profiles," then "Add/Update National Provider Identifier (NPI)."

Not registered for our secure website? Go to www.aetna.com. Select "Physician Self-Service," then "Register Now!" and follow the prompts. **Please note:** there will be a 10-day wait to access the Update Profiles section as well as some other features on the website.

Through file transfer

We've also created a file transfer spreadsheet for larger, more complex physician groups, hospitals, IPAs and other providers who are sharing multiple NPIs at once. This allows submission of individual, entity and subpart NPIs in one file and is based on the format designed by the industry Workgroup for Electronic Data Interchange (WEDI). Please be sure to **complete all required data fields** and answer all required questions. This helps us understand how the NPI will be used.

Please click on the below link and complete the short form to request a spreadsheet. Within 24 hours you will receive a secure email with the spreadsheet file attached. Please complete all required fields and return the spreadsheet via secure email to PDSDallas@aetna.com.

[Request Spreadsheet](#)

As you prepare to submit your NPI, you should know:

- Your NPI entity type (organizational or individual).
- If an organizational NPI, the level at which the NPI has been enumerated (for example, per TIN, service location, billing organization, provider type or specialty).
- Which provider(s) are affiliated with the NPI(s) you are submitting.
- Which subpart you plan to use when conducting business with Aetna.
- If you are enrolled in ERA/EFT, which NPI you want returned in your ERA(s).

Sharing your NPI with Aetna can be accomplished in two ways:

1. Through our secure provider website
2. Through file transfer

Remember to share your NPIs with Aetna before using them in electronic transactions with us.