NPI Enrollment Instructions

- Go to the **NPI Enrollment Site**: NPPES (hhs.gov) ,
- Select "Create or Manage an Account" *(be sure to read the application instructions carefully before proceeding)*
- If you do not yet have a Social Security Number you can still apply for your NPI by requesting a paper application
- Create a User ID and Password
- Select Entity Type - Type 1 *(individual provider)*
- Provider Profile:
  - Provider Name
  - Credentials (MD, DO, etc)
  - SSN
  - Provider DOB
  - Country of Birth
  - State of Birth (if in the US)
  - Provider Gender
  - Sole Proprietor? – NO
- **Domestic Business Mailing Address Information:**
  - Program Office Address - Not Medical Staff Services
- **Domestic Business Practice Location and Phone Number:**
  - Same as above. Phone number should be most appropriate number to be reached at for any patient related calls. It is advisable NOT to include a fax number.
- Add Other Identification Numbers (if applicable)
- Taxonomy Code/License Information: The Taxonomy Code is a 10-character alphanumeric descriptor used to identify a health care provider's current specialty:
  - If the provider is currently licensed:
    - Select Provider Type Code Allopathic and Osteopathic Physicians OR Dental Providers
    - Select the correct Taxonomy code (current specialty)
    - Enter the provider's state license number
  - If the provider is not currently licensed:
    - Select Provider Type Code Student, Health Care
    - The Taxonomy code will be pre-selected on the next page as *390200000X - Student in an Organized Health Care Education/Training Program*
    - Once the provider becomes licensed, the license number will need to be added and the taxonomy code updated with the current specialty.
- Contact Information – should be the Provider
- Certification Statement

NPI confirmation emails are sent within 15 minutes and contain the provider's login, NPI number and information on how to log in to the system and update information. It is important that providers keep a copy of the confirmation email for their records.

**If the resident already has an NPI, they must obtain their login information from their current program and update their information via the website once they arrive at UMMC.