CU Graduate Medical Education
Instructions to Obtain National Provider Identifier (NPI) Number

Effective May 23, 2005, it is a HIPAA requirement that all providers obtain a **National Provider Identifier** (**NPI**) number. Because residents write orders for tests and referrals, you are considered a provider and need to apply for this NPI number if you do not already have it. Neither the hospitals nor the practice plans will be reimbursed for patient care costs unless everyone who treated the patient has an NPI number.

The NPI number will stay with you throughout your medical career. It is extremely important that you keep a copy of your confirmation e-mail the enumerator will send to you. Also, anytime you have changes to your profile such as specialties, practice locations etc, you must update this information with the NPI enumerator.

Please note that the National Plan and Provider Enumeration System (NPPES) website will time out after 15 minutes of inactivity. If you pause during the application process for 15 minutes or more, the application will be timed out and you will need to start the application again with a new User ID. Please also note that NPPES does not allow the use of the Back browser button. The navigation buttons at the bottom of each application page should be utilized instead.

The online application is available at this secure website: https://nppes.cms.hhs.gov

1. Select "CREATE or Manage AN ACCOUNT". Note: You will be redirected to the Identity & Access Management System (I&A) website.
2. Follow the steps to complete your I&A Registration.
3. Once you have successfully obtained an I&A User ID, you may return to the NPPES Home page (https://nppes.cms.hhs.gov) and log into the NPPES website under the "Registered User Sign-in" on the left hand of the page with your newly created I&A User ID.
4. Once logged in, select the Submit a New NPI Application to begin the NPI application process.
5. Continue to Completing the Online Application below.
   a. Verify Personal Information
   b. Sole Proprietor: NO
   c. For Business Mailing Address **and** Practice Location information, use
      University of Colorado Internal Medicine Residency Program
      12631 East 17th Ave, Mailstop B177 *(you can omit the mailstop if it will not let you add this)*
      Aurora, CO 80045
   d. Use 303-724-1784 as Program Coordinator phone number
   e. For Provider Taxonomy Code, use the following "trainee" code 390200000X
   f. Unless you already know your Colorado training license number, leave blank
   g. For Contact Person, use Jennifer Weber (Program Coordinator):
      Jennifer.Weber@cuanschutz.edu
      303-724-1784
6. Check the box to indicate that you certify to the following and submit

If you have questions with the application process, call 1-800-465-3203

Once you have submitted your request, the NPI enumerator will send Jennifer Weber an e-mail confirmation containing your NPI number. We will forward this to you once we receive it.
DO NOT DELETE OR LOSE THIS NPI CONFIRMATION E-MAIL.

Save the email in jpg, txt, doc, or docx file types. Upload the saved file into MedHub as part of your onboarding package (Sent in April).