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

Effective May 23, 2005, it is a HIPAA requirement that all providers obtain a **National Provider Identifier** (**NPI**) number. Neither the hospitals nor the practice plans will be reimbursed for patient care costs unless everyone who treated the patient has an NPI number. That said, NPI numbers need to reflect the correct provider taxonomy, practice location, etc. at all times. Since you already have an existing NPI, you need to update your NPI enumerator to reflect your employment as a resident at the University of Colorado.

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 below instructions are provided from the National Plan and Provider Enumeration System (NPPES) FAQ page. For additional questions you may have, please view their [FAQ page](#).

1. Go to the NPPES Home page: https://nppes.cms.hhs.gov
2. Enter your Identity & Access Management System (I&A) user ID and password
3. Once logged in, select the magnifying glass icon to view your NPI application
4. Select the pencil icon to edit
   a. To access the information you want to edit, select the 'Next' button located at the bottom of each page or select the desired page from the left hand navigation bar
   b. Make sure the following match throughout your application:
      i. Verify Personal Information
      ii. Sole Proprietor: NO
      iii. 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
      iv. Use 303-724-1784 as Program Coordinator phone number
      v. For Provider Taxonomy Code, use the following "trainee" code 390200000X
         1. Delete any previous taxonomy codes
      vi. Unless you already know your Colorado training license number, leave blank
      vii. For Contact Person, use Jennifer Weber (Program Coordinator):
         Jennifer.Weber@cuanschutz.edu
         303-724-1784
5. Once all information is updated continue through to the submission page.
6. Check the certification statement box at the bottom of this page and select submit.

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

Once you have submitted your updated NPI, the NPI enumerator will send Jennifer Weber an e-mail confirmation containing your updated NPI number information. 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).