

# NPI

National Provider Identifier

What does the Provider need to update on the NPPES website in order to get a UNMH/SRMC/UNMMG Provider ID#?

- Providers Legal Name/Name as shown on their Professional License Number
- On the Taxonomy Section:
  1. Taxonomy/Specialty is correct for what they are being credentialed
  2. NM State
  3. NM Professional License Number

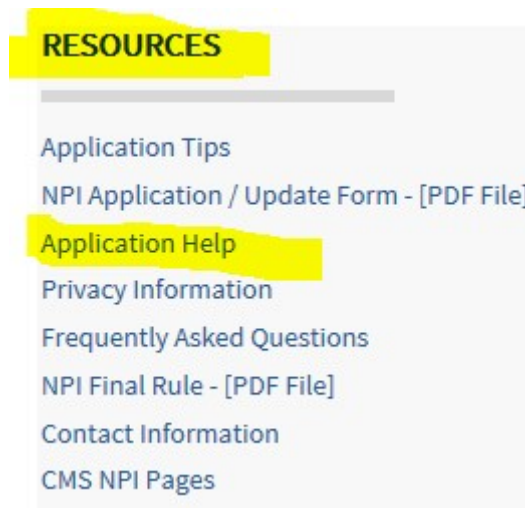
**\*\* note\*\* a provider can have up to 15 Taxonomy's listed**

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NPPES website

<https://nppes.cms.hhs.gov/#/>

If you need HELP scroll to the bottom of the page to:



A screenshot of the NPPES website resources menu. The word "RESOURCES" is highlighted in yellow at the top. Below it, a list of links is shown: "Application Tips", "NPI Application / Update Form - [PDF File]", "Application Help" (highlighted in yellow), "Privacy Information", "Frequently Asked Questions", "NPI Final Rule - [PDF File]", "Contact Information", and "CMS NPI Pages".

If you still need assistance call NPPES @ 1-800-465-3203 and speak with a NPI specialist.

**Other helpful information:**

**It will ask for your mailing address we suggest you put our office address:  
(Do not use your home address this is public information)**

**933 Bradbury Dr. SE  
Suite 2222  
Albuquerque, NM 87106-4374**

**It will ask for your practice location we suggest you put your clinic address, phone & fax number.**

**Below are the main locations:**

<b>UNMH</b>	<b>UNMMG</b>	<b>SRMC</b>
<b>2211 Lomas Blvd. NE</b>	<b>933 Bradbury Dr. SE #2222</b>	<b>3001 Broadmoor</b>
<b>Albuquerque, NM 87106</b>	<b>Albuquerque, NM 87106</b>	<b>Rio Rancho, NM 87144</b>

# UPDATING NPI TIP SHEET

<https://nppes.cms.hhs.gov/#/>

Search by NPI:

Click under actions the pencil to edit.

The screenshot shows the NPPES website interface. At the top, there is a navigation bar with the NPPES logo, a search bar for the NPI registry, and user information for Yvonne Jane Cordova. Below the navigation bar, a message prompts the user to scroll to the right to see all available columns and actions. A search bar is visible with a 'Search by NPI:' field and a 'Search' button. Below the search bar, there is an 'Action' menu with a pencil icon. A horizontal progress bar shows eight steps: 1. INTRODUCTION (checked), 2. ADDRESS, 3. HEALTH INFORMATION EXCHANGE, 4. OTHER IDENTIFIERS, 5. TAXONOMY (highlighted with a red circle), 6. CONTACT INFO, 7. ERROR CHECK, and 8. SUBMISSION. Below the progress bar, the 'TAXONOMY' section is active, displaying a message: 'You have indicated on the Provider Profile page that the Provider is a Sole Proprietor.' The 'Practice Type' is set to 'Not a Group'. There are three radio buttons for 'Practice Type': 'Not a Group', '193200000X-Multi-Specialty', and '193400000X-Single Specialty'. Below this, there are three input fields: 'Choose Taxonomy Filter:' (with a search icon), 'Choose Taxonomy:' (a dropdown menu), and '\* Classification Name/Specialization:' (a text input field). To the right of the 'Classification Name/Specialization:' field are two more input fields: 'License Number:' and 'State Issued:' (a dropdown menu). At the bottom right of the form, there are two buttons: 'CLEAR' and 'SAVE'. A final message at the bottom of the page prompts the user to scroll to the bottom of the page and hit 'SUBMIT'.

Scroll to bottom of page and hit **SUBMIT**.