HOW TO OBTAIN AN NPI NUMBER

Already have an NPI number? Simply include it on your new hire welcome packet AND update your contact information on the NPPES website: [https://nppes.cms.hhs.gov/NPPES/Welcome.do](https://nppes.cms.hhs.gov/NPPES/Welcome.do) Under the teal colored section (login with your username & Password).
If you have questions, contact NPI directly at 1-800-465-3203.

Follow instructions below to apply for an NPI number?

In order to write prescriptions in the state of Utah, if you are training in a University of Utah residency/fellowship program, you must have six things:
1. National Provider Identifier (NPI) Number
2. Utah medical license
3. Utah controlled substance license (Exempt: All Pathology programs and Pediatric Critical Care – unless you plan to moonlight)
4. Federal DEA registration, registered to a Utah address (Exempt: All Pathology programs and Pediatric Critical Care – unless you plan to moonlight)
5. Register as a Medicaid Limited Provider (Exempt: All Pathology programs)
6. Register as a Medicare PECOS Provider (Exempt: All Pathology programs)

NOTE: Dental Residents must obtain an NPI number, but will not apply for any licensure until after residency.

Due to insurance billing requirements, many pharmacies nationwide are now requiring an NPI (National Provider Identifier) number from any practitioner writing a prescription. NPI numbers are now being issued as a replacement for UPIN numbers. Once issued, your NPI number will stay with you throughout your career and follow you from state to state.

Applying for an NPI number is a quick, on-line process. There is no fee for an NPI number.
1. Go to [https://nppes.cms.hhs.gov](https://nppes.cms.hhs.gov)
2. Under the “Individual Providers section”, click on the blue “Create a Login through the Identity & Access Management System (I&A)”
3. Create a unique username & password (make sure it is one that you will remember forever)
4. Begin Application
   - Your practice location should be listed as University Hospital (or Primary, Huntsman, or Moran…wherever you have your business mail sent).
   - The **Taxonomy Code**: this is your primary medical specialty and the on-line application includes a drop-down menu to choose from. Choose the number specific to your program.
   - If you do not have a license please select number 39(Student Healthcare) and leave the license number blank.
   - List yourself as the Contact Person.
   - List your U of U Program’s mailing address and phone number (do not list the GME Office number)
5. Answer initial questions (Choose 2 security questions)
6. Choose “Individual Type 1”
7. Enter Name, SSN, other biographical data
   o On this page, select “Yes” for Sole Proprietor
8. Your **Entity Type**: “Sole Proprietor/Individual” (NOT organization or institution)
9. Enter Mailing Address: It is ok to put the program/department address (skip other identifiers)
10. Complete the application, and then submit.

The application will take approximately 20 minutes to complete. You should receive it within 10 minutes to 10 days. **You will need this number throughout your entire career as a physician—don’t lose it!!**

**E-mail the GME Office @ [breanna.stoll@hsc.utah.edu](mailto:breanna.stoll@hsc.utah.edu) with your NPI number as soon as you receive it (only if you did not include it on your welcome packet)!