

# MEDICAL COLLEGE OF WISCONSIN AFFILIATED HOSPITALS, INC.

TO: Incoming Housestaff

SUBJECT: National Provider Identifier (NPI) Number

As a health care provider, you are required to obtain a NPI number. It is the single number you will use and maintain throughout your medical career. It will never change and it will never expire. This 10 digit numeric identifier will be required when any entity bills for service provided or ordered by you. The Affiliated Hospitals and MCW will need your number to obtain reimbursement for lab or other diagnostic services ordered by you.

## If you already have a NPI number

Go to: <https://nppes.cms.hhs.gov> and make these **required updates**:

- **Update your Business Practice address if it has changed.** Use your Residency/Fellowship program address. **Do NOT list a FAX#.**
- **Update your taxonomy code if/when you have obtained a full medical license to practice.** The taxonomy code should be updated from student to the specialty of your training program.

Complete and return this **fillable** form with your name and your 10-digit NPI # to the MCWAH office:

Name: \_\_\_\_\_ NPI #: \_\_\_\_\_  
Print Print

## If you do not already have a NPI number

Apply online at <https://nppes.cms.hhs.gov> **within the next two weeks.**

- **You must have a social security number (SSN) to apply for a NPI #.** We understand that some International Medical Grads will not have a SSN until they arrive in the US. Please ensure that you obtain the NPI # as soon as you receive your SSN.
- See the step-by-step guide at <https://www.mcw.edu/education/graduate-medical-education/mcwah-gme-resources/mpi-application-guide>. **Do NOT list a FAX#.**
- Note the following from the step-by-step guide:

### Housestaff who are **not licensed as a physician or dentist in the United States**

- Select Individual Provider Type **Code 39 for Student, Health Care**, click **Next**
- For Classification Name-Area of Specialization **Select: 39020000X- Student in an Organized Health Care Education/Training Program.**
- Indicate yourself as the contact person. Do not indicate MCWAH staff.
- You will receive email notification of your NPI within a couple days of completing your online application.
- **Retain the notification information.** You will need your user ID and password to access the online system to update the information in your file throughout your medical career.

Complete and return this **fillable** form with your name and your 10-digit NPI # to the MCWAH office:

Name: \_\_\_\_\_ NPI #: \_\_\_\_\_  
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