

NATIONAL PROVIDER IDENTIFIER (NPI) INSTRUCTIONS

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).45 CFR § 162.410-162.414 and 162.610 all health care providers are required to obtain a National Provider Identifier Number (NPI).

If you already have an NPI number, please provide the number in the application form.

Please note that when you change status from medical student to physician, switch institutions and/or City/State, you are required to go back to the NPI website and update your information.

If currently you **DO NOT** have an NPI number, it is your responsibility to obtain one and to provide this number to the institutions for which you are working and/or rotating. To obtain an NPI numbers please go to the following website: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>

When completing your application the addresses and taxonomy code which you must identify as your billing and practice address on the application for an NPI should be as follows:

ALL PROGRAMS PLEASE USE THESE ADDRESSES

The billing mailing address should reflect:

5323 Harry Hines Boulevard
Dallas, Texas 75390
(Telephone number is not required)

The business practice location address should reflect:

5323 Harry Hines Boulevard
Dallas, Texas 75390

The taxonomy code should be **STUDENT IN AN ORGANIZED HEALTH CARE EDUCATION/TRAINING PROGRAM (390200000X)**

Answers to these questions should be;
Sole Proprietor: NO
Entity Type: INDIVIDUAL
Contact Person: SAME AS PROVIDER