

Making Changes Online to NPI registration

Updates can be made online by accessing <https://nppes.cms.hhs.gov> and completing the steps below:

NOTE: The following changes cannot be completed online and require a Paper Application/Update Form: Changes to Date of Birth, Changes to Social Security Number, Reactivation of an NPI and Deactivation of an NPI. Please follow the instructions below regarding making changes with a Paper Application/Update Form.

- On the Home Page of the NPPES website, enter your I&A User ID and password

Note: If you continue to have issues accessing your NPI(s), contact the NPI Enumerator at the telephone number listed below for further assistance. Please be aware that there are privacy guidelines that govern to whom the NPI Enumerator can disclose information.

Your info will be on the screen in a line.

- Select the “Magnifying Glass” ICON to View the desired NPI application. (Magnifying glass is on your info line somewhere)
- **Select the “Pencil” ICON to Edit the desired NPI application**
 - Access the page that contains the information to be updated by selecting the ‘Next’ button located at the bottom of each page or by selecting the desired page from the left hand navigation bar.
 - Update the necessary information.
 - Once all desired information is updated navigate to the Submission page. Check the Certification Statement box at the bottom of this page.
 - Select Submit. This button will not be enabled until you check the Certification Statement box at the bottom of this page.

NPI Enumerator Contact Information

The NPI Enumerator is responsible for dealing with providers on issues relating to unique identification. Enumerator staff will be available to assist health care providers with questions regarding the processing of an NPI application. Please note that Enumerator staff will not be able to assist with questions such as which of your subparts should receive NPIs or where NPIs are to be placed in claims transactions.

Questions related to NPI legislation and regulation or other HIPAA-related matters cannot be answered by the Enumerator.

Questions regarding the use of the NPI in health plan billing should be directed to the individual health plans.

The NPI Enumerator may be contacted Monday through Friday, 9am to 5pm (Eastern Time)* as follows:

By Phone:

1-800-465-3203 (NPI Toll-Free)

1-800-692-2326 (NPI TTY for the deaf, hard of hearing or those with speech difficulties)

By Email:

customerservice@npienumerator.com

By Mail:

NPI Enumerator

7125 AMBASSADOR RD STE 100

WINDSOR MILL MD 21244-2751

*Holiday hours may vary



