



NPI Instructions

You must have an NPI# to be added to the hospital's patient records system. If you do not already have an NPI#, follow instructions below to apply for one. Otherwise, mark this step as complete and enter your NPI# in the next checklist step.

1. If you do not have an NPI#, please go to <https://nppes.cms.hhs.gov/> and apply for one.
2. Apply as an "Individual Provider," *not* as an "Organization."
3. If you do not have a US Social Security Number, you cannot apply for NPI# online. You can apply using a paper application ([Form CMS-10114](#)) and include two proofs of identification along with a letter explaining why you don't have an SSN. *Most training hospitals will need your NPI# to activate your training and access.*
4. If you do not have a GA Training Permit or GA medical license, **apply as a student/healthcare in the taxonomy menu** and update your information when you get your permit or license.
5. Note your **Taxonomy Code** from the [NPI registration site](#), or search [here](#) to enter on NI Onboarding Checklist where it is requested as well.
6. *Use your INCOMING training program address and contact phone number.* If your training program address is not accepted, use:
1364 Clifton Rd., Atlanta, GA 30322.
This is the address for Emory University Hospital.
7. *Under section 5A, check the box for "Check here if you are the same person in 2A", and use your incoming training program contact phone number if needed.*
8. You should receive your NPI# within 24 hours if you apply online.
9. International trainees without a US social security number may skip this section **but** must apply as soon as you receive your social security number. You will not have access to some training hospitals until the NPI# is received. Try paper application as noted under item #3 above.
10. Questions: call 800-465-3203 or email customerservice@npienumerator.com.