THREE Simple Ways to Submit Your Provider Number

As of May 23, 2007 all healthcare providers must use a National Provider Identifier (NPI) when conducting standard electronic transactions. As outlined in HIPAA (The Health Insurance Portability and Accountability Act of 1996, physicians must also share their NPI with other providers, health plans, clearinghouses, and any entity that may need it for billing purposes. The NPI also eliminates the need for providers to use different identification numbers to identify themselves when conducting standard transactions with multiple health plans.

Once enumerated, a provider's NPI will not change and remains with the provider regardless of job or location changes.

To obtain an NPI, applications can be completed online at: https://nppes.cms.hhs.gov. Written applications can be obtained by calling 1-800-465-3203.

All physicians must submit their provider number to Cedars-Sinai by April 10.

After April 10, Medical Staff will be considered delinquent if they have not provided their NPI number and will be subject to the delinquency process as exists in their department. Physicians may be placed on administrative suspension as of May 23, 2007 until they provide their NPI number or until the end of their current reappointment cycle.

Use one of these three simple ways to submit your NPI Number:

1) While in Web/VS, click on User Profile. Enter your 10-digit NPI in the labeled box and click on Update My Profile. If the NPI number has been updated in the system, it will be displayed as part of the user profile.

2) E-mail your NPI number to the Medical Staff Services Office at: GroupMedicalStaffNPI@cshs.org

3) Write your 10-digit NPI below and fax to the Medical Staff Services Office at 310-423-0448.

Name_____ **ID#**_____ **Phone**_____

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