

NPI (NATIONAL PROVIDER IDENTIFIER) UPDATE INSTRUCTIONS

FULL-TIME FACULTY: If you are full-time faculty with a faculty appointment through the School of Medicine (SOM) and all of your billing activity will be processed through University Physicians, Inc. (UPI), you will need to update the Business Address, Practice Location, and contact person in your NPI profile.

1. You will need your username and password. If you do not know your username or password, call NPPES (National Plan & Provider Enumeration System) at **1-800-465-3203**. You will need to have your NPI number available. Listen to the system prompts and ask to speak to an NPI Specialist.
2. The NPI Specialist will ask you for your NPI number as well as a few other personal questions. The NPI Specialist will give you your username and a **temporary password**.
3. To update your NPI information you will need to log in to the following website:
<https://nppes.cms.hhs.gov/NPPES/Welcome.do>
4. On the Provider Name Information page near the bottom of the page, there is a question that asks "Is the Provider a Sole Proprietor?" Yes No. Be sure to select No.

Below is the Business Address and Practice Location information you will need to update, NPPES only allows one practice location address in their system.

DOMESTIC BUSINESS MAILING ADDRESS INFORMATION:

University Physicians, Inc. (Don't enter the business name)
PO Box 110429, Aurora, CO 80042-0429
Phone: 303-493-7000

DOMESTIC BUSINESS PRACTICE LOCATION ADDRESS INFORMATION: Select one of the practice locations listed below to update in your NPI profile.

University of Colorado Hospital (Don't enter the hospital name)
12605 E. 16th Avenue
Aurora, CO 80045-2545
Phone: 720-848-0000

The Children's Hospital (Don't enter the hospital name)
13123 E. 16th Avenue
Aurora, CO 80045-7106
Phone: 720-777-1234

CONTACT NAME:

Name: Shanna Smith
Phone: 303-493-7245
E-mail Address: shanna.smith@upicolo.org

FULL-TIME FACULTY ASSOCIATE: If your primary faculty appointment through the School of Medicine (SOM) is at Denver Health Medical Center, National Jewish Medical/Research Center or the Veterans Administration Hospital, you **do not** need to update your NPI Business Address or Practice Location for University Physicians, Inc. (UPI).

PART-TIME or VOLUNTEER FACULTY: If you are employed with another practice and will be billing only part-time through University Physicians, Inc. (UPI) with a Faculty Appointment through the School of Medicine (SOM) you **do not** need to update your NPI Business Address or Practice Location for UPI. If you are part-time or a volunteer and **all of your billing** activity will be through UPI with a Faculty Appointment through the SOM, you **will need** to **update** the Business Address and Practice Location in your NPI profile.

NPI Contact Person

Your NPI username and password are important for several reasons – most importantly they are what you use to access Medicare’s PECOS system which can be used to complete enrollment applications. This includes any updates to your record or revalidations requested by Medicare. UPI would like to be designated as the contact person for your NPI number.

Please make the following change **PRIOR** to your UPI New Provider Orientation.

Instructions for adding UPI as the contact:

Please log in to your NPI account <https://nppes.cms.hhs.gov/NPPES/Welcome.do> and list Shanna Smith as the contact person. Below is the information you will need to complete this:

Shanna Smith

Phone: 303-493-7245

E-mail: shanna.smith@upicolo.org

Check here to indicate you have made UPI the contact for your NPI

- NPI Username: _____
- NPI Password: _____

NOTE: We will call and change the password to your account if one is not provided (to a UPI password) so that we can log in to make changes as needed on your behalf.

Please bring this page with you to orientation or email your username and password to provider.training@upicolo.org