

## How to Manage Your NPI Record

Please ensure that your name, business mailing address, phone number, and taxonomy code are up to date. Instructions on how to update are below.

For issues with this process, contact [NPPES Enumerators/Help Desk at 800.465.3203](tel:800.465.3203).

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**Online Updates** (This method is recommended for the fastest and most efficient way to manage your NPI.)

1. Go to <https://nppes.cms.hhs.gov>
  2. Log in using your I&A User ID and password.
  3. Select the **Manage Applications** button to view your application(s).
  4. To view or make modifications to an application, select the **Manage** button associated with that record. Only applications with a status of **In Progress** can be updated.
  5. Navigate through the pages and update as needed (one of these pages should be where you can update your contact information).
  6. On the Submission page, select the box next to the Certification Statement and select the **Submit** button.
  7. Print out your confirmation email after the change or screenshot the changed information to submit with your exit documents.
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### Additional NPI Information, not pertaining to UTHSC GME's Exit Process

**Note:** The following changes must be made via paper form:

- Date of Birth
- Social Security Number
- NPI Reactivation

### Paper Updates

Download the [NPI Application/Update Form](#). Completed signed paper forms must be mailed to:

CMS NPI Enumerator Services  
Mail Stop DO-01-51  
7500 Security Blvd.  
Baltimore, MD 21244