

## INTEROFFICE CORRESPONDENCE

**To:** All New MetroHealth Medical Center Residents and Fellows

**From:** Mary Hout, Manager; Graduate Medical Education (GME)

**Subject:** National Provider Identifier Number (NPI)

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The MetroHealth System requires that all new MetroHealth-based residents obtain and present verification of a National Provider Identifier (NPI) number.

The NPI was adopted as the standard unique health identifier for healthcare providers and is a lasting identifier that will remain unchanged even if a health care provider changes his or her name, address, provider taxonomy, or other information that is furnished as part of the original application process.

### **You must have a Social Security Number before applying for an NPI.**

If you do not yet have a social security number, you will be exempt from the NPI requirement until you have obtained your social security number.

### **To Apply:**

1. **If you do not have an NPI**, visit the [National Plan and Provider Enumeration System website](#). If you already have a number, please submit it to the GME office.
2. **Set up** your account with user name and password
3. **Under Select Entity**, choose "Type 1: Individual"
4. **Under Provide Hospital Address and GME phone number**, use the following, *not your personal address/phone*:  
2500 MetroHealth Drive  
Cleveland, OH 44109-1998  
216-778-4486
5. **Select Taxonomy**:
  - o If you are directly out of medical school and **do not yet have a medical license** choose "student, healthcare". (This will allow you to continue with the application without filling in a License number.)
  - o **If you do have your medical license** choose "20 Allopathic & Osteopathic Physicians" or "Dental Providers" whichever is appropriate for your license. (This option will require you to enter your Medical License number before complete the remainder of the application.)
6. **Provide Your Assigned Number to the GME Office**: Enter the email address [gme@metrohealth.org](mailto:gme@metrohealth.org) to ensure that your NPI is sent to MetroHealth directly. The GME Office will forward a copy to your department.