

# To update Taxonomy on an NPI Record

1. Log on to NPPES website at: <https://nppes.cms.hhs.gov>
2. Enter the User ID and Password in the box on the left of the NPPES home that was created when you originally applied for the NPI
3. Select "Login"

**NOTE:** DO NOT use backspace or the back button on your web browser to navigate.

Use only the controls in the webpage (e.g. "Previous" and "Next" buttons).

- Using the backspace key or back button in your web browser may cause your profile to be locked and all changes may be lost.
- If this occurs, contact the NPI Enumerator at 1-800-465-3203.

Forgotten User ID or Password

- a. Click the link under the login button: Forgot "User ID" or "Password?" OR
- b. Send an email to [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com) OR
- c. Contact the NPI Enumerator at 1-800-465-3203

The screenshot shows the NPPES website in Internet Explorer. A red arrow labeled "Step 1" points to the address bar containing the URL <https://nppes.cms.hhs.gov/NPPES/Welcome.do>. Another red arrow labeled "Step 2" points to the login form on the left side of the page, which includes fields for "User ID:" and "Password:" and a "Login" button. A third red arrow labeled "Step 3" points to the "Forgot User ID or Password?" link located below the login form. The page also features a "Manage or Apply for NPI Records for an Organization" section on the right and a "New Individual Provider" section at the bottom left.

#### 4. Select "View/Modify NPI Data"

Application Status - Windows Internet Explorer  
https://nppes.cms.hhs.gov/NPPES/Status.do

NPPES  
National Plan & Provider Enumeration System

Welcome to the National Provider System

User Name: Jane Smith  
Entity Type: 1  
NPI: XXXXXXXXX  
NPI Status: Active

**NPI Options:** Manage existing NPI, Generate NPI Assignment Notification and View the NPI record in a single page view.

**Account Options:** Update your account in the Identity & Access (I&A) Management System. You will be navigated to the I&A Management System, which will require you to sign in with I&A User ID and password. Upon successful login, you will be navigated to the appropriate page.

**View/Modify NPI Data** (Step 4)

View/Update Existing NPI

Send E-mail Notification

Send NPI Assignment Notification to the Contact Person e-mail address

Go to I&A

Manage your Profile

Change Password

Update the Password

#### 5. Select the "Next" button located at the bottom of each page until you reach Taxonomy

Individual Profile - Windows Internet Explorer  
https://nppes.cms.hhs.gov/NPPES/AppPage3.do

Individual Profile

National Plan & Provider Enumeration System

Main Menu | Logoff | Help

Application Sections

- Provider Profile
- Mailing Address
- Practice Location
- Other Identifiers
- Taxonomy
- Contact Person
- Certification

**NPI Application Form - Provider Profile**

**Provider Name Information:** \* Indicates Required Field

Prefix: \* First: Middle: \* Last: Suffix:

Jane Smith

Credential(s): (M.D., D.O., etc.)  
Pharm.D.

**Other Name: (if applicable)**

Prefix: First: Middle: Last: Suffix:

Credential(s): (M.D., D.O., etc.) Type of Other Name:

**Other Identifying Information:**

State of Birth: (\* If U.S.) Country of Birth:

NJ - NEW JERSEY United States

\* Gender: Male Female

\* Is the Provider a Sole Proprietor? Yes No

Next > (Step 5)

## 6. Select "Add Taxonomy"

The screenshot shows the 'NPI Application Form - Taxonomy / License Information' page. The 'Taxonomy' section is highlighted in the left sidebar. A red box highlights the 'Add Taxonomy' button. A red arrow labeled 'Step 6' points to this button. Below the button is a table with one row of taxonomy information.

**Please Enter Provider Taxonomy (Provider Type/Specialty):** \* At least one taxonomy is required

**NOTE: DO NOT** report the Social Security Number (SSN), IRS Individual Taxpayer Identification Number (ITIN) in the License Number field.

*Primary Taxonomy	*Selected Taxonomy	State	License Number	
<input checked="" type="radio"/>	18350000X - Pharmacist	MD		<input type="button" value="Delete"/>

< Previous    Next >

**Note:** Please use the Previous and Next buttons to navigate between the pages in the application.

## 7. Select Provider Type Code: 18 Pharmacy Service Providers

The screenshot shows the 'NPI Application Form - Select Individual Taxonomy Page 1 of 2' page. The 'Taxonomy' section is highlighted in the left sidebar. A red box highlights the list of provider type codes. A red arrow labeled 'Step 7' points to the '18 Pharmacy Service Providers' option, which is highlighted in blue.

**Please Select Provider Type Code:**

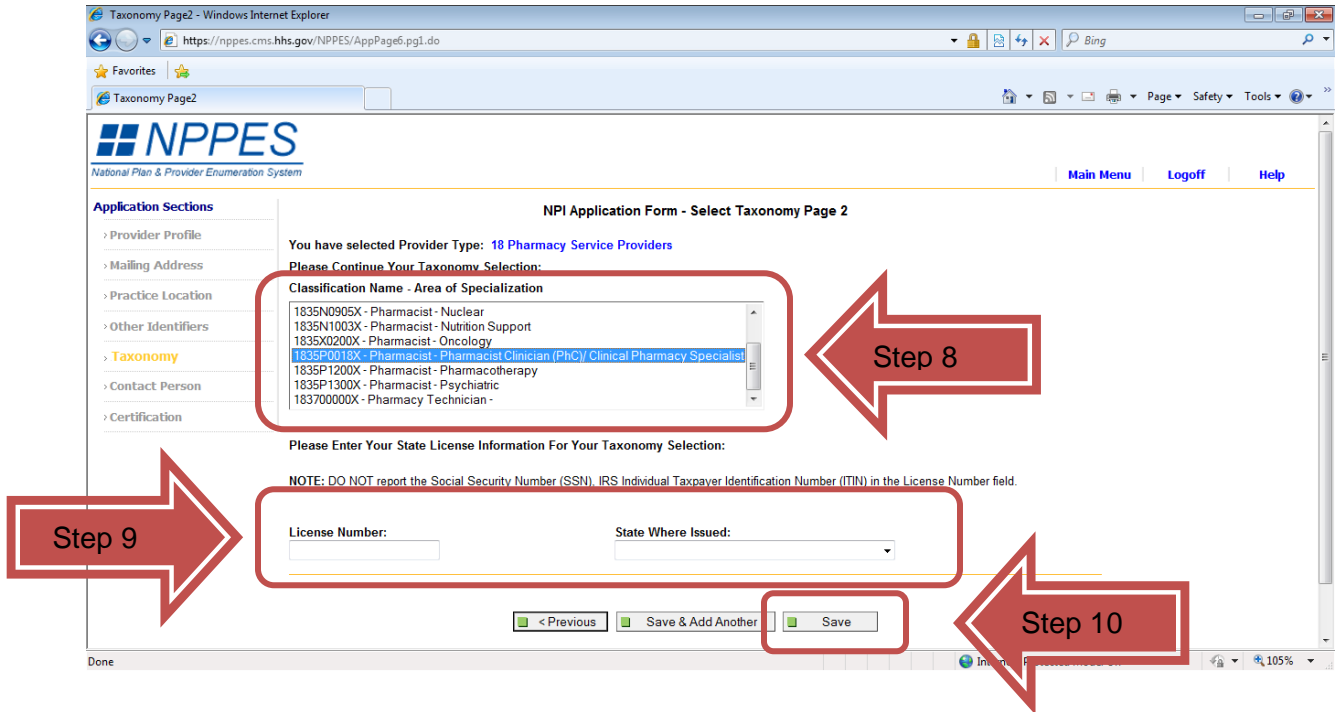
Individual Provider Type Code	Organization Provider Type Code
<b>18 Pharmacy Service Providers</b>	25 Agencies
36 Physician Assistants & Advanced Practice Nursing Providers	26 Ambulatory Health Care Facilities
21 Podiatric Medicine & Surgery Service Providers	19 Group
22 Respiratory, Developmental, Rehabilitative and Restorative Services Providers	27 Hospital Units
23 Speech, Language and Hearing Service Providers	28 Hospitals
39 Student Health Care	29 Laboratories
24 Technologists, Technicians & Other Technical Service Providers	30 Managed Care Organizations

< Previous    Next >

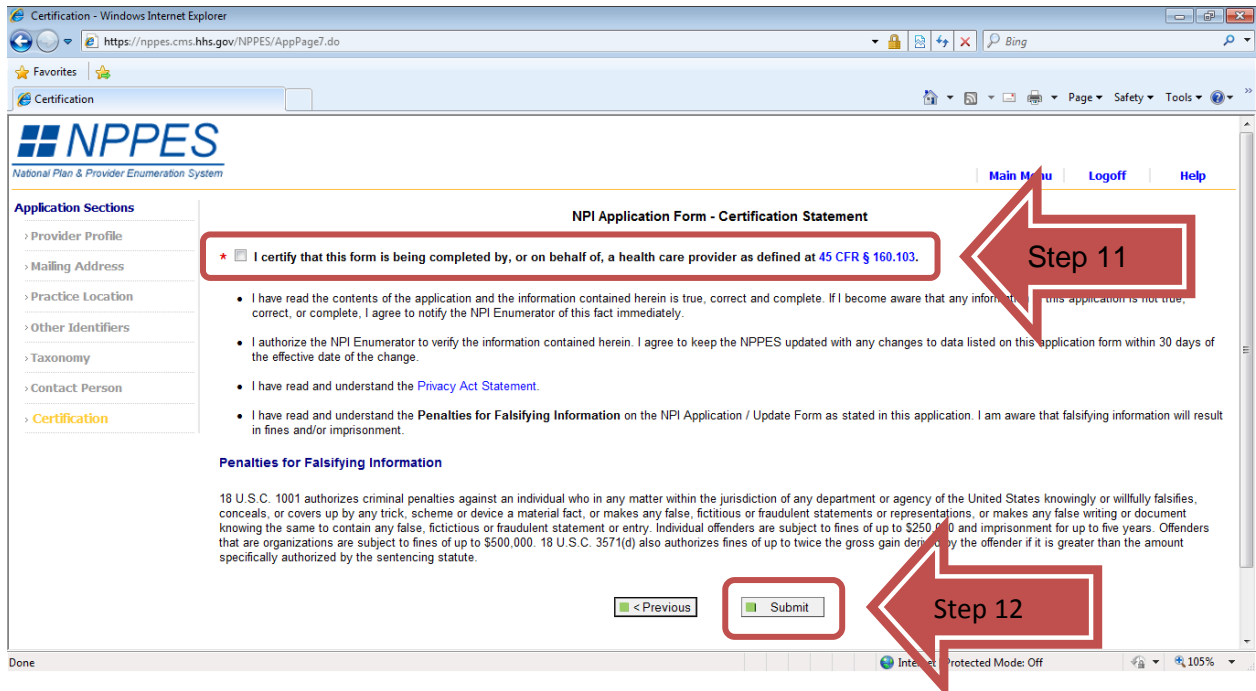
**Note:**

- The Provider Type Code is the first two digits of the taxonomy number.
- A complete listing of provider taxonomy codes can be obtained from <http://www.wpc-edi.com/codes/taxonomy>.
- Please use the Previous and Next buttons to navigate between the pages in the application.

8. Select Classification Name - Area of Specialization:  
1835P0018X – Pharmacist – Pharmacist Clinician (PhC)/Clinical Pharmacy Specialist
9. Enter your License Number and State Where Issued
10. Select “Save”



11. Continue through the NPI record until the Certification Statement page  
 Check the box at the top of the page
12. Select “Submit”



**Additional Notes:**

- If more than one taxonomy is chosen, a primary must be selected.
- Allow 24 hours to update.