

**If you already have an NPI, STOP and complete only steps 2 & 3 starting on page 4.
If you do not have an NPI complete steps 1 & 2 only.**

STEP 1: Applying for your NPI

Use the instructions below to complete the electronic NPES application.

DO NOT complete these steps until you have a Social Security number.

PLEASE VERIFY THAT YOUR NAME MATCHES YOUR SOCIAL SECURITY CARD (INCLUDE HYPHENS, MIDDLE, AND SURNAMES)

- Click CMS Identity & Access Management System (I&A) link:
<https://npes.cms.hhs.gov/IAWeb/warning.do?fwdurl=/login.do>
 - Help with **CREATE ACCOUNT NOW** steps are provided within the following link:
https://npes.cms.hhs.gov/IAWebContent/Quick_Reference_Guide.pdf
- Upon completing I&A, select **Continue to Home Page**, then select [register for an NPI](#)
 - Your Username and Password will follow you through your professional career, please keep your user ID/password for future reference**
- Enter User ID and password created in ‘*CREATE ACCOUNT NOW*’ step above
- Complete Multi-Factor Authentication (MFA)
- Select **Apply for an NPI for myself** - on the next screen select “Submit New NPI Application”
- Profile page – complete all required fields indicated with an asterisk (*)
 - First, middle, & last name should match your Social Security card exactly**, as enrollment applications are verified through the Social Security Administration
 - Select “No” for sole proprietor question
- Complete Business Mailing & Practice Location Addresses; use appropriate address below
 - Practice Location; select “Same As Business Mailing Address”

Jacksonville	4500 San Pablo Rd Jacksonville, FL 32224	(904) 953-2000
Rochester	200 First Street SW Rochester, MN 55905-0001	(507) 284-2511
Scottsdale	13400 E Shea Blvd. Scottsdale, AZ 85259	(480) 301-8000
SE MN	1000 1 st Dr NW, Austin, MN 55912	(507) 433-7351
SW MN	1025 Marsh St, Mankato, MN 56001	(507) 625-1811
NW WI	1400 Bellinger St. Eau Claire, WI 54703	(715) 838-5222
SW WI	800 West Ave S. La Crosse, WI 54601	(608) 785-0940
- Endpoint for Exchanging Healthcare Information – leave blank
- Other Identifiers – leave blank
- Taxonomy - add your taxonomy if known, otherwise use the student and we will update on your behalf
 - Enter state Medical License (NOTE: license is not applicable for Students)
 - If license is pending, select taxonomy: Student 390200000X**
- Select “Contact Person is same as Myself” (your name appears)
- Error check should show as COMPLETE
- Check the certify checkbox and Submit

An email will follow in 1-5 days with your NPI. **Send to:**

Jacksonville	mcpproviderenrollment@mayo.edu
Scottsdale	Arzproviderenrollment@mayo.edu
Rochester, SE/SW MN & NW/SW WI	rstproviderenrollment@mayo.edu

An NPI is a unique ID that is required for all providers to provide services and will follow you through your entire professional career. Note USERID and Password for future reference

CMS Centers for Medicare & Medicaid Services
Logged in as [redacted] Sign Out

Identity & Access Management System Help

Home My Profile My Connections

Home

Welcome to the Identity and Access Management System!

Are you an Individual Provider?

We have not been able to locate an NPI record that matches the information you provided. If you are an individual who provides health care services, please [register for an NPI](#) (or update your existing information) before you login to any additional CMS systems.

Are you responsible for an Organization?

If you are the Authorized or Delegated Official for a Healthcare Organization (or a 3rd Party Company, such as a billing or credentialing management company that does not provide health care services, but works on behalf of health care providers), select the My Profile section and add your employers to begin the approval process.

None of above?

If you do not match either description above, please review the Frequently Asked Questions (FAQ) below and/or contact your supervisor and ask that they invite you to register as a member of their staff. If they have not registered already, they will need to do so.

News & Alerts

① **EUS Contact Information:**
External User Services (EUS)
PO Box 792750
San Antonio, Texas 78279
Phone: 1-866-484-8049
TTY: 1-866-523-4759
✉ EUSsupport@cgi.com

Quick Reference Guide
Overview of features and tools to manage your account.

Video: How to Create an Account
Video on how to create an account if you are an individual provider, an Authorized or Delegated Official for

Video: How to register as an Authorized Official for your Organization
Video on how to register with CMS as an Authorized or Delegated Official

04-23-2014 08:56:11 Mayo Info

NPPES
National Plan & Provider Enumeration System

Log in to view/update your National Provider Identifier (NPI) record.

User ID

I&A User ID, used to access NPPES, EHR & PECOS

Password

SIGN IN

FORGOT USER ID OR PASSWORD?



National Provider System Main Page

Apply for a National Provider Identifier (NPI)

Apply for a Type 1 Individual Provider NPI or Type 2 Organization NPI. Individual Providers can only have one NPI, however, Organization Providers can have mul



Apply for an NPI for myself



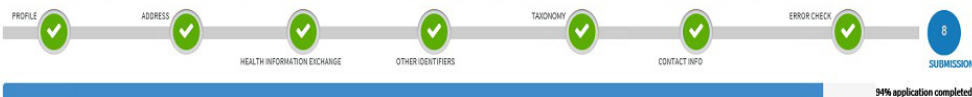
Apply for an NPI for another Individual



Apply for an NPI for an Organization

Manage Provider Information

You currently have access to the NPIs associated with the providers listed below. Select the provider you wish to view or modify NPI data for. If the provider curre



Submission Certification

After reading the terms and conditions listed below, check the box at the bottom of this page then click "Submit" to submit your application.

* Indicates Required fields.

- I have read the contents of the application and the information contained herein is true, correct and complete. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the NPI Enumerator of this fact immediately.
- I authorize the NPI Enumerator to verify the information contained herein. I agree to keep the NPPES updated with any changes to data listed on this application form within 30 days of the effective date of the change.
- I have read and understand the [Privacy Act Statement](#).
- I have read and understand the **Penalties for Falsifying Information** on the NPI Application / Update Form as stated in this application. I am aware that falsifying information will result in fines and/or imprisonment.

Penalties for Falsifying Information:

18 U.S.C. 1001 authorizes criminal penalties against an individual who in any matter within the jurisdiction of any department or agency of the United States knowingly or willfully falsifies, conceals, or covers up by any trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. Individual offenders are subject to fines of up to \$250,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to \$500,000. 18 U.S.C. 3571(d) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount specifically authorized by the sentencing statute.

☐ I certify that this form is being completed by, or on behalf of, a health care provider as defined at 45 CFR § 160.103.

← PREVIOUS

SUBMIT

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STEP 2: CMS Identity & Access

Note: You must have an NPI number to begin Step 2

Use the instructions below to establish your Identity and Access connection with Mayo Clinic which will:

- Allow Mayo Clinic Provider Enrollment staff to submit and manage your CMS/Medicare enrollments
- Update NPES (NPI) with applicable identifiers for billing
- Maintain Ordering and Referring Privileges
- Allow Reimbursement to Mayo Clinic for your services

1. Login into I&A link with the following link:

<https://npes.cms.hhs.gov/IAWeb/warning.do?fwdurl=/login.do?fwdurl=/>

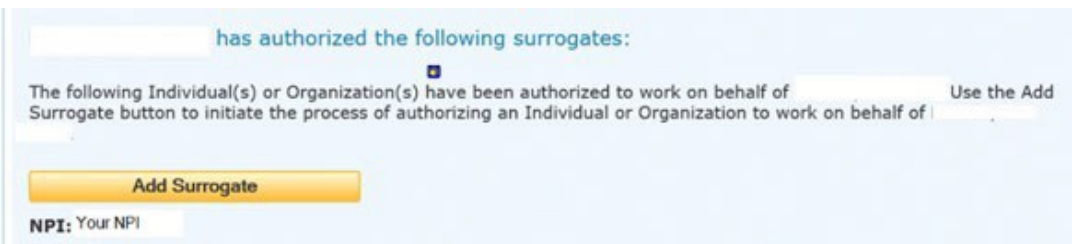
- Select **Retrieve Forgotten User ID or Forgot Password** if username and/or password are unknown
- For issues retrieving your login, please contact PECOS External User Services (EUS) Help Desk: Phone: **1-866-484-8049**

2. Go to My Connections tab

3. Click + next to your name



4. Select Add Surrogate



5. Add NPI for your primary practice facility from the chart below and search
(Only one selection is needed; this allows access to all locations)

Primary practice facility	Site	NPI
Rochester	MAYO CLINIC	1922074434
AZ all sites	MAYO CLINIC ARIZONA	1558332494
FL all sites	MAYO CLINIC JACKSONVILLE	1790772317
Albert Lea/Austin, Cannon Falls, Lake City, Owatonna/ Faribault, Red Wing	MAYO CLINIC HEALTH SYSTEM – SOUTHEAST MINNESOTA REGION	1891701637
Fairmont, Mankato, New Prague, St. James, Waseca	MAYO CLINIC HEALTH SYSTEM – SOUTHWEST MINNESOTA REGION	1578545422
Eau Claire, Northland/Barron, Chippewa/Bloomer, Oakridge/Oseo, Red Cedar/Menomonic	MAYO CLINIC HEALTH SYSTEM – NORTHWEST WISCONSIN REGION, INC.	1235588831
LaCrosse, Caledonia, Sparta	MAYO CLINIC HEALTH SYSTEM - FRANCISCAN MEDICAL CENTER INC	1629056049

Organization Name: NPI:

First Name: Last Name:

City: State: SE - Select One ZIP:

6. Select your site, PECOS and NPPES, and CONTINUE

Search Results

Name	Business Mailing Address
☒ Mayo Clinic View Other Name(s)	200 1st St SW Rochester, MN 55905-0001

Select the business function(s) you would like the surrogate to access on your behalf:

☒ PECOS

☒ NPPES

7. **Submit**

Surrogate Information

Name: Mayo Clinic

Business Mailing Address: 200 1st St SW, Rochester, MN 55905-0001

Business Function(s) Selected:

- PECOS
- NPPES

To send this connection request notification to a another e-mail address in addition to what is currently on file for this surrogate, enter the additional e-mail address below.

Additional E-mail Address:

8. **Done**

Connection Request Status: Pending
Tracking ID: S5724891
Business Function(s) Selected: • PECOS
Date Request Submitted: 04/21/2022
Connection Request Status: Pending
Tracking ID: S5724890
Business Function(s) Selected: • NPPES
Date Request Submitted: 04/21/2022
Connection Request Status: Pending
Tracking ID: S5724892

Done

NOTE: You will receive a total of three emails. One email initially showing your request. Then two additional emails for the PECOS and NPPES connections, once approved/accepted by Mayo Clinic staff.

STEP 3: NPI information

Using the instructions below with the same username and password, update your NPI with the information below. If you have newly created an NPI you may skip this step.

<https://nppes.cms.hhs.gov/#/>

- Using the same User ID and Password
- **First, middle, & last name** **PLEASE VERIFY THAT YOUR NAME MATCHES YOUR SOCIAL SECURITY CARD (INCLUDE HYPHENS, MIDDLE, AND SURNAMES)**
- Select “No” for sole proprietor question
- Mailing & Practice Location Addresses – our team will update on your behalf
- Endpoint for Exchanging Healthcare Information – our team will update on your behalf
- Other Identifiers – leave blank
- Taxonomy number - our team will update on your behalf
- Medical License - our team will update on your behalf
- Select “Contact Person is same as Myself” (your name appears)
- Error check should show as COMPLETE
- Check the certify checkbox and Submit

Log in to view/update your National Provider Identifier (NPI) record.

User ID ⓘ

I&A User ID, used to access NPPES, EHR & PECOS

Password

Manage Provider Information

You currently have access to the NPIs associated with the providers listed below. Select the provider you wish to view or modify NPI data for. If the provider currently has more than one NPI, click the expand icon to expand the provider and view all NPIs associated with the provider.

Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions

Type	TIN	Legal Business Name	Primary Practice Location	NPI	Primary Taxonomy	Status	Action
	XXX-XX-3214	Jones, Henry				In Progress	

PROFILE

ADDRESS

HEALTH INFORMATION EXCHANGE

OTHER IDENTIFIERS

TAXID NUMBER

CONTACT INFO

ERROR CHECK

SUBMISSION

94% application completed



Submission Certification

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* Indicates Required fields.

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