

March 1, 2014

TO: All Incoming LSUHSC House Officers

CC: Clinical Department Heads/Clinical Business Managers
Residency and Fellowship Program Directors/Residency and Fellowship Program Coordinators

FROM: Charles Hilton, MD
Associate Dean for Academic Affairs
Designated Institutional Official (DIO)

2014-2015 National Provider Identifier Application for Incoming House Officers

All Incoming House Officers must have a National Provider Identifier number to begin their Residency/Fellowship training. Please follow the attached instructions and complete the online application on or before May 1, 2014. **Applications initiated after May 1, 2014 could result in an administrative delay in processing your payroll documents and delay the start of your Residency/Fellowship training.**

For Incoming House Officers applying for Louisiana permit:

Complete the NPI online registration for an individual choosing the “**Student in an Organized Health Care Education/Training Program - 390200000X**” taxonomy code, which is located under the “**Student, Health Care**” category.

For Incoming House Officers with a valid Louisiana medical license:

Complete the NPI online registration **for an individual** choosing the taxonomy code for the enrolled program, providing the Louisiana medical license number.

For Incoming House Officers with a valid out-of-state medical license:

Complete the NPI online registration **for an individual** (if not already done) or update current NPI registration choosing the appropriate taxonomy code for the specialty formerly in (whether an outside practice or previously enrolled in a program), providing the state license information. When granted a full unrestricted Louisiana medical license, update the NPI registration to include the enrolled specialty taxonomy code with the Louisiana license number.

2014-2015 Drug Testing for Incoming House Officers

In order for incoming house officers to begin training and be paid through the payroll system, they must undergo pre-employment drug testing on or after April 1st, 2014. Testing after May 15th, 2014 could result in an administrative delay in processing your payroll documents and delay the start of your residency/fellowship training.

*Instructions regarding the drug testing procedures will follow your initial communication with your department coordinator.

****All incoming House Officers must contact their program coordinator to schedule the drug test. ****

2014-2015 House Officer Pager Service

The Graduate Medical Education Office provides pagers to all LSUHSC New Orleans House Officers. The pager unit rental fee and cost of monthly service are of no charge to house officers. We provide local (Louisiana and Mississippi) service to all pagers. The pager is, however, the house officer's responsibility. If a pager is lost or stolen there is a \$55.20 fee that is paid for by the house officer to LSUHSC (PERSONAL CHECKS OR CASHIERS CHECKS MADE PAYABLE TO "LSUHSC" ARE ACCEPTED. **NO CASH**). Any damaged pagers can be returned to the GME office at no charge to the house officer.

Coordinators: Please maintain New Innovations with any pager number changes, as these pager numbers need to always be accurate, especially for the yearly swap every June. **For the swaps involving outgoing and incoming HO's, please utilize the GME website to make your swaps. (go to Program Resources, then Pager Management).**