



Health Sciences Center

NEW ORLEANS

School of Medicine
Office of Medical Education

School of Medicine
School of Dentistry
School of Nursing
School of Allied Health Professions
School of Graduate Studies
School of Public Health

March 16, 2009

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)

RE: National Provider Identifier Application for Incoming House Officers FY 2009-2010

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, 2009. **Applications initiated after May 1, 2009 could result in an administrative delay in processing your payroll documents and delay the start of your Residency/Fellowship training.**

Incoming residents/fellows with a valid FULL UNRESTRICTED 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.

Incoming residents/fellows 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.

Incoming residents/fellows 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.