

March 1, 2013

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)

2013-2014 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, 2013. **Applications initiated after May 1, 2013 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.