

**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 NPPES 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://nppes.cms.hhs.gov/IAWeb/warning.do?fwdurl=/login.do>
  - Help with **CREATE ACCOUNT NOW** steps are provided within the following link:  
[https://nppes.cms.hhs.gov/IAWebContent/Quick\\_Reference\\_Guide.pdf](https://nppes.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
  - Business Mailing Address

Jacksonville	P.O. Box 860912 Minneapolis, MN 55486-0912	(904) 953-2000
Rochester	P.O. Box 860912 Minneapolis, MN 55486-0912	(507) 284-2511
Scottsdale	P.O. Box 860912 Minneapolis, MN 55486-0912	(480) 301-8000
SE MN	P.O. Box 860912 Minneapolis, MN 55486-0912	(507) 433-7351
SW MN	P.O. Box 860912 Minneapolis, MN 55486-0912	(507) 625-1811
NW WI	P.O. Box 860912 Minneapolis, MN 55486-0912	(715) 838-5222
SW WI	P.O. Box 860912 Minneapolis, MN 55486-0912	(608) 785-0940

- Practice Location Address

Jacksonville	4500 San Pablo Rd Jacksonville, FL 32224	(904) 953-2000
Rochester	200 1 <sup>st</sup> St. S.W. Rochester, MN 55905-0001	(507) 284-2511
Scottsdale	13400 E Shea Blvd. Scottsdale, AZ 85259	(480) 301-8000
SE MN	1000 1 <sup>st</sup> 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 39020000X**

- 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	<a href="mailto:mcjproviderenrollment@mayo.edu">mcjproviderenrollment@mayo.edu</a>
Scottsdale	<a href="mailto:Arzproviderenrollment@mayo.edu">Arzproviderenrollment@mayo.edu</a>
Rochester, SE/SW MN & NW/SW WI	<a href="mailto:rstproviderenrollment@mayo.edu">rstproviderenrollment@mayo.edu</a>

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



## 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



94% application completed



### 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 NPES 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

SAVE & RETURN TO MAIN PAGE

## 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 NPPES (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://nppes.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**

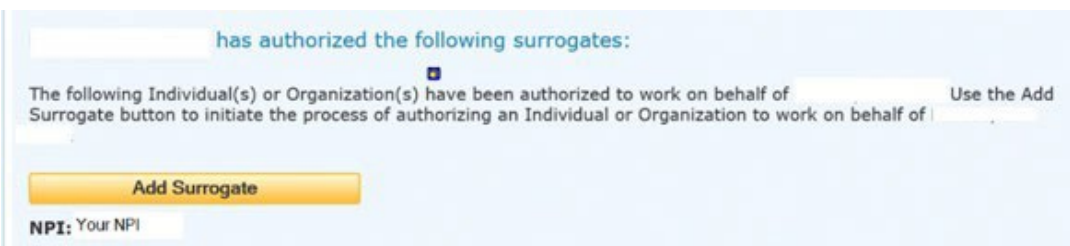
2. Go to My Connections tab

3. Click + next to your name



The screenshot shows the CMS Identity & Access Management System interface. At the top, there is a header with the CMS logo and the text 'Centers for Medicare & Medicaid Services'. On the right side of the header, it says 'Logged in as [redacted] Sign Out' and 'Last Logged on 04/08/2022 03:33PM'. Below the header, the main title is 'Identity & Access Management System' with a 'Help' link. There are four navigation tabs: 'Home', 'My Profile', 'My Connections', and 'My Staff'. The 'My Connections' tab is selected. Below the tabs, there is a section titled 'My Connections' with a sub-header 'Connections will allow you to create surrogate relationships between Providers and individuals or organizations that work on the Providers' behalf.' Below this, there is a search bar with the text 'Search By: \*Employer Name' and a 'Search' button. A dropdown menu is open, showing a '+' icon next to 'Your Name & NPI'.

4. Select Add Surrogate



The screenshot shows the CMS Identity & Access Management System interface. At the top, there is a header with the CMS logo and the text 'Centers for Medicare & Medicaid Services'. On the right side of the header, it says 'Logged in as [redacted] Sign Out' and 'Last Logged on 04/08/2022 03:33PM'. Below the header, the main title is 'Identity & Access Management System' with a 'Help' link. There are four navigation tabs: 'Home', 'My Profile', 'My Connections', and 'My Staff'. The 'My Connections' tab is selected. Below the tabs, there is a section titled 'My Connections' with a sub-header 'Connections will allow you to create surrogate relationships between Providers and individuals or organizations that work on the Providers' behalf.' Below this, there is a search bar with the text 'Search By: \*Employer Name' and a 'Search' button. A dropdown menu is open, showing a '+' icon next to 'Your Name & NPI'.

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/Osseo, Red Cedar/Menomonic	MAYO CLINIC HEALTH SYSTEM – NORTHWEST WISCONSIN REGION, INC.	1235588831
LaCrosse, Caledonia, Sparta	MAYO CLINIC HEALTH SYSTEM – SOUTHWEST WISCONSIN REGION, INC	1629056049

Organization Name:  NPI:  Search

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
<input checked="" type="radio"/> <b>Mayo Clinic</b> <input type="button" value="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, you can click the expand icon to 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/IDN/IDR CONTACT INFO ERROR CHECK SUBMISSION

94% application completed

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- 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](#).
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