

You will not see your SS#, TIN or DOB on the online application in the mandatory fields (those marked with a red asterisk). Our concern is the OPTIONAL areas. If you have this information in the optional areas it will be published. We just want everyone to check their optional information to make sure there is nothing there that you do not want public.

Alert! Alert! Alert! Alert! Alert! Alert!

Alert!

Very important – please read entire email & follow instructions!

Physician NPI and other information made public very soon!

CMS says the federal *Freedom of Information Act* requires the information to be released.

The Harris County Medical Society, Texas Medical Association and the AMA have sharply rebuked the Centers for Medicare & Medicaid Services (CMS) for its plan to post national provider identifiers (NPIs) and other physician data on the CMS Web site within the next couple of weeks. Organized medicine urged them to reconsider the decision "before publishing this data, over the Internet, to the entire globe." So far, CMS is moving forward.

CMS posted a notice in the May 30 *Federal Register* that the public will have access to physician data through a query-only online database on the CMS Web site as of August 1, 2007. ***Physicians' Social Security, tax ID numbers and their dates of birth will not be posted. But, if this information is in the optional fields of the NPI application it will be public information.***

Instructions to delete information that you do not want to go public: Physicians can delete data elements on the NPI applications that are considered optional (HCMS recommends that you delete any information in the optional area that you do not want to go public before CMS makes the database available). If you are a group (medical school, Kelsey Seybold, etc) and you

used a 3rd party to administrate your NPI numbers, please contact that entity to initiate your changes.

FYI - Once you Login you must Logout or your application will lock-up and you will not be able to make changes. If this happens call the Enumerator at 1 (800) 465-3203.

I - To remove information online follow these instructions:

- 1. Go to <https://nppes.cms.hhs.gov>**
- 2. Go to “If you are a Health Care Provider, the National Provider Identifier (NPI) is your standard unique identifier” and click on the blue print stating “the National Provider Identifier.”**
- 3. Click on “Login” - you will need your User ID and Password that you created when you applied for your NPI number. If you do not have any Login information because you sent in a paper application, see below.**
 - a. If at this point you do not remember your Login information, call the enumerator at 1 (800) 465-3203. If no one answers, wait until it prompts “NPI Specialist” and hit that prompt number. The contact person listed on the NPI application will be the person that can get the Login ID information. If you have more than one NPI number, ask for Login information for all NPI numbers.**
 - b. If at this point you did not have any Login information in the system because you sent in a paper application, click on “Create Login to View or Update your NPI Data”.**
- 4. After Login is complete, you should be at your application for the NPI. Any information that does not have a red asterisk is optional information. This is the information you CAN delete. Legacy numbers are optional, but health plans may need these numbers and after full implementation of the NPI, the legacy numbers will not be valid. At this time, you can also update or change any information in the “red asterisk” areas.**
- 5. At the end of the application you will need to check the box at the top to indicate you certify the changes, then hit “submit”.**
- 6. If you have another NPI number you must start the process over by going back to the Enumerator Home Page at <https://nppes.cms.hhs.gov> and putting the Login information to that NPI number into the system to pull up that application. Follow the same instructions as above.**

II - To remove or change any information via “paper change form” follow these instructions:

FYI – Only delete the information as instructed below. The rest of the information is mandatory. You may change or update any information by writing the changes in the fields.

- 1. Download the NPI “paper” change form at <http://www.cms.hhs.gov/cmsforms/downloads/CMS10114.pdf> ...**
- 2. Select A-2, put in your NPI number and check “replace information”.**
- 3. In B-2 “Entity type” pick the entity that matches the NPI number you put in A-2.**
- 4. Section 2 – Identifying information - A. Individuals – You may WRITE “delete” in the following fields A7, A8, A9, A10, A11 and A12.**
- 5. Section 2 – B. Organizations (includes Groups) – You may WRITE “delete” in the following fields B3 & B4.**
- 6. Section 3 – Business addresses and other information – A. Business mailing address information – You may WRITE “delete” in the following fields A7 & A8.**
- 7. Section 3 – B. Business practice location information – You may WRITE “delete” in field B8.**
- 8. Section 3 – C. Other provider ID numbers - You may WRITE “delete” in all fields. (FYI - Legacy numbers are optional, but health plans may need these numbers and after full implementation of the NPI, the legacy numbers will not be valid).**
- 9. Section 3 – D. Provider taxonomy code - You may WRITE “delete” in fields D4, D5, D6, D7, D8 & D9.**
- 10. Section 4 – Certification Statement – A. Individual Practitioner signature – sign and date if appropriate.**
- 11. Section 4 – B. Authorized official’s information and signature for the association – All information is mandated and must be signed if revised Group NPI number.**

12. Section 5 – Contact person – A. Contact person’s information – Check the box if appropriate. All information is mandated. You may change this information.

Call the enumerator if you have any questions about the online or paper process at 1 (800) 465-3203.

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This message sent from Harris County Medical Society (HCMS) to a member of that Society.

HCMS maintains a Physician Alert System for use in emergencies. Routine message traffic is used to update and maintain the accuracy of that database.

If you do not wish to receive further e-mails, which include emergency information notifications, please do so by replying to this e-mail.

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