



Contra Costa Mental Health Plan

How to make changes to your NPPES NPI Registry

This document covers the following questions:

- How do I change my name and/or contact information?
- How do I change my Primary Taxonomy?
- How do I add or delete a taxonomy code?

How do I change my name and/or contact information?

Updates can be made online by accessing <https://nppes.cms.hhs.gov> and completing the steps below:

1. On the Home Page of the NPPES website, enter your User ID and password
2. Select the “Magnifying Glass” ICON to View the desired NPI application.
3. Select the “Pencil” ICON to Edit the desired NPI application
4. Access the page that contains the information to be updated by selecting the ‘Next’ button located at the bottom of each page or by selecting the desired page from the left hand navigation bar.
5. Update the necessary information.
6. Once all desired information is updated navigate to the Submission page. Check the Certification Statement box at the bottom of this page.
7. Select Submit. This button will not be enabled until you check the Certification Statement box at the bottom of this page.

How do I change my Primary Taxonomy Code?

You can change the Primary Taxonomy online by accessing <https://nppes.cms.hhs.gov> and completing the steps below:

1. On the Home Page of the NPPES website, enter your User ID and password.
2. Select the “Pencil” ICON in the Action column of the NPI you wish to modify.
3. Navigate to the Taxonomy page by either:
 - Selecting Taxonomy from the left navigation panel.

- Selecting Taxonomy on the top progression bar.
 - Selecting Next until you are navigated to the Taxonomy page.
4. To change the **Primary** Taxonomy code, select the radio button next to the Taxonomy to designate which of the codes listed is the primary Taxonomy.
 5. Once done making changes, navigate to the Submission page and select Submit.

How do I add or delete a Taxonomy Code?

You can add or delete the Taxonomy codes online by accessing <https://nppes.cms.hhs.gov> and completing the steps below:

1. On the Home Page of the NPPES website, enter your User ID and password.
2. Select the “Pencil” ICON in the Action column of the NPI you wish to modify.
3. Navigate to the Taxonomy page by either:
 - Selecting Taxonomy from the left navigation panel.
 - Selecting Taxonomy on the top progression bar.
 - Selecting Next until you are navigated to the Taxonomy page.

To Add a Taxonomy Code:

- Select Add Taxonomy.
- Once you have selected the desired Taxonomy code, it will allow you to input an associated license and state of issue, if applicable.
- Select Save to store the new information and return to a list of all Taxonomy and licenses currently on the record.
- Once done making changes, navigate to the Submission page and select Submit.

To Delete a Taxonomy code:

- Select Delete associated with the Taxonomy code you wish to remove.
- Once done making changes, navigate to the Submission page and select Submit.