Adding a Provider's NPI to your Trading Partner Account

To add a provider's NPI to your Trading Partner Account, follow the steps below:

1. Return to your User home page on the Healthcare Portal.

2. On the left side, select Trading Partner Profile.

3. Scroll to the bottom of the page, to the Covered Provider section to view providers. Select the add button to add a provider.

4. Enter information and hit Save. The box will then ask you to Confirm. Provider's NPI is added.

5. If you receive an error message, it could indicate that the provider's NPI is listed on another Trading Partner account and Tax ID. Click here for instructions for [TAX ID Reassignment for MAPIR](#).