From the Barnestorm Main Menu, click on Codes > Other Basic Codes > Doctors.

a. Look up the doctor by last name.

b. You will see an item labeled **National Provider ID** (**NPI**). **Option 1**: You can validate the NPI number for the doctor by using the **Validate using NPPES** button; or **Option 2**: Use the <u>NPI registry</u>. Note: Barnestorm is not responsible for finding or maintaining NPI numbers for your doctors; your agency is responsible for looking up and maintaining this information.

c. Enter the correct NPI number.

d. Click the Save button.

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle50694.aspx