To update Taxonomy on an NPI Record

1. Log on to NPPES website at: [https://nppes.cms.hhs.gov](https://nppes.cms.hhs.gov)
2. Enter the User ID and Password in the box on the left of the NPPES home that was created when you originally applied for the NPI
3. Select “Login”

**NOTE:** DO NOT use backspace or the back button on your web browser to navigate. Use only the controls in the webpage (e.g. “Previous” and “Next” buttons).
- Using the backspace key or back button in your web browser may cause your profile to be locked and all changes may be lost.
- If this occurs, contact the NPI Enumerator at 1-800-465-3203.

Forgotten User ID or Password
a. Click the link under the login button: Forgot “User ID” or “Password?” OR
b. Send an email to customerservice@npienumerator.com OR
c. Contact the NPI Enumerator at 1-800-465-3203
4. Select “View/Modify NPI Data”

5. Select the “Next” button located at the bottom of each page until you reach Taxonomy
6. Select “Add Taxonomy”

7. Select Provider Type Code: 18 Pharmacy Service Providers
8. Select Classification Name - Area of Specialization:
   1835P0018X – Pharmacist – Pharmacist Clinician (PhC)/Clinical Pharmacy Specialist
9. Enter your License Number and State Where Issued
10. Select “Save”
11. Continue through the NPI record until the Certification Statement page
    Check the box at the top of the page
12. Select “Submit”

Additional Notes:
- If more than one taxonomy is chosen, a primary must be selected.
- Allow 24 hours to update.