

Dear Onboarding Provider,

Re: Medicare Enrollment and NPPES Update Process thru Surrogacy

Purpose: The process below is to help Renown enroll you with Medicare and update your NPI Registry. We use a surrogacy process (others appointed to act on your behalf) to manage your Medicare enrollment(s) and NPPES information using staff user names and passwords keeping your user names and passwords private.

Instructions:

Logon to I&A [Identity & Access Management System - CMS Warning \(hhs.gov\)](#)

Go to My Connections

Click the + next to your name

Scroll down and click on Add Surrogate

In the NPI search box enter 1861445892 and search

Click the radio button for Hometown Health Management Company

If you are an employed provider, select all three options. If you are a contracted provider, select PECOS only.

- PECOS
- EHR Incentive Program
- NPPES

Click Continue

Scroll to Additional E-mail Address: and enter DinaJo.Cabral@renown.org and click Submit.

Scroll down and click Done.

You may sign out.