


Instructions to look-up a physician UPIN

Action / Instruction	Screen Shot																
Scenario: You need to find the UPIN for a new physician entry																	
1. ADMINISTRATIVE – Clinical Maintenance – Physicians: Click UPIN field label	<p style="text-align: center;">Physician Contact Maintenance</p> <p>Name </p> <table><tbody><tr><td>Title: <input type="text"/></td><td>First Name: Jason</td></tr><tr><td>Middle Initial: <input type="text"/></td><td>Last Name: Tucker</td></tr><tr><td>Suffix: MD <input type="text"/></td><td>Cellular Number: <input type="text"/></td></tr><tr><td>E-Mail Address: <input type="text"/></td><td>UPIN: <input type="text"/></td></tr><tr><td>Credentials: [Select] <input type="text"/></td><td>Specialty: [Select] <input type="text"/></td></tr><tr><td>Taxonomy Code: <input type="text"/></td><td>State License Number: <input type="text"/></td></tr><tr><td>National Provider ID: <input type="text"/></td><td>Tax ID Number: 000000000</td></tr><tr><td>Medicare ID Number: <input type="text"/></td><td>Office: <input type="text"/></td></tr></tbody></table>	Title: <input type="text"/>	First Name: Jason	Middle Initial: <input type="text"/>	Last Name: Tucker	Suffix: MD <input type="text"/>	Cellular Number: <input type="text"/>	E-Mail Address: <input type="text"/>	UPIN: <input type="text"/>	Credentials: [Select] <input type="text"/>	Specialty: [Select] <input type="text"/>	Taxonomy Code: <input type="text"/>	State License Number: <input type="text"/>	National Provider ID: <input type="text"/>	Tax ID Number: 000000000	Medicare ID Number: <input type="text"/>	Office: <input type="text"/>
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<p>2. A second browser window will open to allow to search/find the UPIN for the physician.</p>	<p>The screenshot shows a web browser window displaying the NEBOECARE® UPIN Lookup SYSTEMS application. The page has a blue header with navigation links: Home, About Us, Contact Us, Nebo Systems, and NEBOECARE. The main content area is titled "NEBOECARE® UPIN Lookup SYSTEMS" and contains a form for entering doctor information. The form is divided into two sections: "1 Enter Doctor Info:" and "2 Click a button:". The "Enter Doctor Info" section includes input fields for Last Name, First Name, UPIN, State (a dropdown menu currently set to "All States"), Zip Code, and Specialty (a dropdown menu currently set to "All Specialties"). The "Click a button" section contains two buttons: "Process Request" and "Clear Form". To the right of the main form, there is a sidebar with additional form fields for "First Name" (filled with "Jason"), "Last Name" (filled with "Tucker"), "Star Number", "UPIN", "Specialty" (a dropdown menu), "Phone Number", "ID Number" (filled with "00000"), and "Office".</p>