



This is an email template.

Subject: Update Your Taxonomy Code – Your Taxonomy in PEMS does not match NPPES

Dear Provider Name:

We've reviewed your enrollment information for National Provider Identifier (NPI) NPI in the Provider Enrollment and Management System (PEMS). Your taxonomy codes in PEMS don't match the taxonomy codes in the National Provider Plan and Enumeration System (NPPES). It's possible that your claims will be denied by the Texas Health and Human Services Commission, the Texas Medicaid & Healthcare Partnership (TMHP), managed care organizations, or dental maintenance organizations if your PEMS taxonomy codes don't match the codes in NPPES.

You Must Correct Your Taxonomy Codes

Compare your taxonomy codes in PEMS to the taxonomy codes in NPPES. Make any necessary corrections by [DATE].

PEMS Taxonomy Codes by NPI
<NPI>- <Taxonomy1> at <Location 1>
<NPI>- <Taxonomy2> at <Location 2>

To Correct Your Taxonomy Codes in PEMS

Important: You must close any existing maintenance requests to create an Existing Enrollment request type (see step 4).

1. [Go to PEMS](#).
2. View your Enrollment Record.
3. Click **Edit Enrollment Record**.
4. Create an Existing Enrollment request.
5. Enroll in a new or duplicate program to select the correct taxonomy. You can view instructions for this by visiting [Provider Enrollment Help | TMHP](#), selecting "Video Tutorials and Demos", and clicking "Add Practice Location".
6. Disenroll from all the programs associated with incorrect taxonomy. You can view instructions for this by visiting [Provider Enrollment Help | TMHP](#), selecting "Video Tutorials and Demos", and clicking "Disenroll a Provider".

Important: If you need step-by-step instructions for submitting PEMS requests, you can use the [PEMS Instructional Site](#).

To Correct Your Taxonomy Codes in NPPES

1. Go to the [NPPES website](#).
2. Login to your account.
3. Follow the instructions there for editing your taxonomy codes.



Contact Us

If you have any questions about this email or need help with PEMS, contact the TMHP Contact Center at 800-925-9126. You can also contact your [local provider relations representative](#) for additional help.

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