Registering Multiple NPIs in UAC

November 16, 2021

Delegated Administrators (Del Admins) can follow the steps outlined in this document to register multiple pharmacy provider and prescriber National Provider Identifiers (NPIs) within the same or associated organization through the User Administration Console (UAC).

A Del Admin can manage up to 50 NPIs on their account. If there are more than 50 NPIs requiring registration, additional Del Admin accounts must be created. Del Admin accounts can be created by registering with a different NPI through the UAC, or a Del Admin can request to upgrade a standard (non-Del Admin) user account.

Adding Multiple NPIs to One Del Admin Account

To add multiple NPIs (referred to as "Organization IDs" in the UAC) to your Del Admin account, follow the steps below.

Requesting Another PIN through the Del Admin Account

1. Go to https://magellanhealthsso.okta.com/, sign in, and click the **UAC application**. Once the UAC homepage appears, click the **Log In** tile.

2. Once logged in to the Del Admin account, click on the **Organization Management** section, then click the **Add Org ID** button.

3. Complete the required fields (*), click the **Validate Org** button, and click **Submit**.

> **Notes**
> - **You can request up to a total of 50 organization Personal Identification Numbers (PINs) as necessary.**

4. You will receive your PIN through the mail within 7 to 10 business days.

Completing Registration through the Del Admin Account

1. Upon PIN letter receipt, the Del Admin will log into their account and go to the **Organization Management** tab. Click **Register W/PIN**.

2. Complete the required fields (*) including Organization ID/NPI and PIN, then click **Validate Org**. Once the Organization ID/NPI is added, click **Submit**. This process can be repeated for up to 50 NPIs/PINs per Del Admin account.

> **Notes**
> - **If standard (non-Del Admin) user accounts have already been created, they will need to be assigned access to the newly added Organization ID/NPI and their respective roles added.**
> - **Refer to the UAC Tutorial #3: Granting Access for Yourself and Staff for a video walkthrough.**

If you need further assistance, please contact the Medi-Cal Rx Education & Outreach team at MediCalRxEducationOutreach@magellanhealth.com.