

Healthcare Provider (HCP) NPI Search Enablement Guide

It's easy!

Enablement of the *Healthcare Provider (HCP) NPI Search* iFrame app is a simple two-step process. The steps outlined in this guide should be completed by your company's Coupa Administrator.

STEP 1 - DOWNLOAD & ENABLE

1. From the Coupa Admin Home page, click **Community**, then **App Marketplace**
2. Search for *Healthcare Provider (HCP) NPI Search*
3. Download the app and enable it within your Coupa instance



The image shows two screenshots of the Coupa Admin Home page. The top screenshot shows the navigation menu with 'Community' highlighted, and the 'App Marketplace' link in the top right. The bottom screenshot shows the 'App Marketplace' page with the search results for 'Healthcare Provider (HCP) NPI Search'.

Top Screenshot: Coupa Admin Home Page

- Search bar: "What do you need?"
- Navigation menu: Home, Travel & Expenses, Requests, Orders, Invoices, **Community**, Payments, Inventory, Sourcing, Support
- Top right: Community Exchange, App Marketplace, Messages, People, Topics

Bottom Screenshot: App Marketplace

- Search bar: "Healthcare Provider (HCP) NPI Search"
- Featured App: Healthcare Provider (HCP) NPI Search
- Categories: Approval Notifications, Business Intelligence, Category Intelligence, Contingent Workforce, Contracts, ERP Accelerators, ESG, Financial Planning & Analysis, Governance, Risk & Compliance, Human Capital Management, Inventory
- Table: IFrame and Panel Apps

Actions	Id	Name	Description	Application URL	Status
 	20	Healthcare Provider (HCP) NPI Search	DataMap provides direct access within Coupa to search the National Provider Identifier (NPI) registry. Life Sciences industry leaders partner with Coupa and DataMap to solve critical HCP (Healthcare Professional) compliance challenges introduced by Open Payments, Sunshine Act and other HIPAA compliance requirements. This empowers you to maintain compliance reporting when spending money with HCPs for things like meals, travel, prototypes, research, gifts, speaking engagements, entertainment, and education.	https://uinpi.coupadata.com/	active

Per page 15 | 45 | 90

STEP 2 - CREATE MENU ITEMS TO DISPLAY THE APP

1. From within **Setup (Platform) -> Menu Configuration** of your Coupa Instance, create a primary menu item.

DataMap What do you need? DAVID | [bell icon] | CART

Home Travel & Expenses Requests Orders Invoices Community Payments Inventory **Setup** More...

All Setup Items Company Info Accounts Users Approvals Budget Periods Budget Lines

Apps Edit

Primary menu items will be displayed on the same level as the home icon. These are parents to secondary items, and are only displayed on the primary menu when an active secondary menu item is associated to it. Secondary menu items will be displayed below the primary menu that is selected.

* **Menu Location** Add as primary menu item Secondary menu for the menu(s)

Apps
Community
Contracts
Inventory
Invoices

* **Display Name** Apps

Active

Cancel Save

coupa

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STEP 2 - CREATE MENU ITEMS TO DISPLAY THE APP (continued)

1. From within **Setup (Platform) -> Menu Configuration** of your Coupa Instance, create a secondary menu item in which the app will be displayed.

The screenshot shows the 'Menu Configuration' page for 'Healthcare Provider (HCP) NPI Search'. The page includes a search bar at the top with the text 'What do you need?'. The navigation menu includes 'Travel & Expenses', 'Requests', 'Orders', 'Invoices', 'Community', 'Payments', 'Inventory', 'Setup', and 'More...'. Below the navigation menu, there are sub-menus for 'All Setup Items', 'Company Info', 'Accounts', 'Users', 'Approvals', 'Budget Periods', and 'Budget Lines'. The main content area is titled 'Healthcare Provider (HCP) NPI Search' with an 'Edit' link. Below the title, there is a paragraph explaining menu item hierarchy: 'Primary menu items will be displayed on the same level as the home icon. These are parents to secondary items, and are only displayed on the primary menu when an active secondary menu item is associated to it. Secondary menu items will be displayed below the primary menu that is selected.'

The configuration form includes the following fields:

- * Menu Location:** Radio buttons for 'Add as primary menu item' and 'Secondary menu for the'. The 'Secondary menu for the' option is selected, and a dropdown menu is open showing 'Apps', 'Community', 'Contracts', 'Inventory', and 'Invoices'. A yellow arrow points to the 'Secondary menu for the' radio button.
- * Object:** Radio buttons for 'Custom Object', 'IFrame Apps', and 'Policy'. The 'IFrame Apps' option is selected, and a dropdown menu is open showing 'Capital Project', 'Healthcare Provider (HCP) NPI Search', and 'Oilfield Services Policy'. A yellow arrow points to the 'Healthcare Provider (HCP) NPI Search' dropdown.
- * Display Name:** A text input field containing 'Healthcare Provider (HCP) I'. A yellow arrow points to the input field.
- Permission Name:** A text input field containing 'Npi Registry'.
- Active:** A checkbox that is checked. A yellow arrow points to the checkbox.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons. A yellow arrow points to the 'Save' button.

Note: This app can also be displayed within a secondary menu under pre-existing menu items in your instance, like Travel & Expenses, and/or Suppliers.

The footer of the page includes the Coupa logo, 'Business Spend Management', 'English', 'Accessibility', and 'Coupa Cares'.

What to Expect After Enabling

- Users with visibility to the menu item/s you've created will see the **Healthcare Provider (HCP) NPI Search** window after selecting the menu item.
- Three search types can be performed by entering known values or combinations of known values: Individual, Organization, or NPI Number.
- Within the search results, users can click through to record details to see secondary addresses or other information in the NPI record.
- For additional support, contact DataMap Support at support@datamapllc.com.
- Visit our website at <https://www.datamapllc.com/> to learn more about DataMap.

The image displays two screenshots of the DataMap web application interface, illustrating the placement of the 'Healthcare Provider (HCP) NPI Search' feature.

Top Screenshot: Shows the 'Healthcare Provider (HCP) NPI Search' menu item highlighted in the primary navigation bar. A yellow callout box states: "Displayed within a new primary menu item." Below the navigation, the 'NPI Record Search' form is visible, featuring tabs for 'Individual', 'Organization', and 'NPI Number'. The form includes input fields for 'First Name', 'City', and 'Country' (set to 'Any'). A checkbox option is present: "Check this to search for Exact Matches only. E.g., First Name=Ro will no longer return Providers with the first name of Robert and Ronald. City of Overland will no longer return Overland Park." Buttons for 'Submit' and 'Clear' are located below the form. A 'Please Note' section at the bottom states: "Issuance of an NPI does not ensure or validate that the Health Care Provider is Licensed or Credentialed. For more information please refer to [NPI: What You Need to Know](#)".

Bottom Screenshot: Shows the 'Healthcare Provider (HCP) NPI Search' menu item as a secondary option within a pre-existing primary menu. A yellow callout box states: "Displayed as a secondary menu within a pre-existing primary menu item." The search form below is identical to the one in the top screenshot, but the 'NPI Number' tab is selected. The 'Search Results' table below the form has columns for 'NPI', 'Name', 'Address', 'Primary Taxonomy', and 'Individual or Organization?'.

 DataMap is a technology and services company focused on helping customers maximize their investment in cloud systems.

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