

# NAME CHANGE CHECK LIST

- Social Security Card**

One of the first steps you need to take is to change the name on your Social Security Card. You can download the documents online. The following link will give you instructions:  
<https://www.ssa.gov/forms/ss-5.pdf>
- Human Resources**

After changing your name, complete the Official Name Change Form and a new W-4 Withholding Form located on the HR website. You will need to use your MUSC login/password:  
<https://horseshoe.musc.edu/-/sm/horseshoe/human-resources/univ/f/hr-forms/name-gender-change-packet.ashx?la=en>
- MUSC ID Badge**

Once Human Resources has updated your information in the system, you are then able to have a new ID badge printed. Go directly to the Public Safety Office for a new badge. Please remember you will need to have your new badge activated with the cafeteria and each of the departments you need to gain access (your department will assist you with the access to the departments). You will need to notify Parking Services if your badge is your access card to your parking garage. If you rotate at the VA, you will also need to notify the VA Education Office of your name change. You can change your name in SIMON Paging via this link. You will need to use your MUSC login/password:  
<https://www.musc.edu/medcenter/formsToolbox/simon/forms/contact.htm>
- Licenses (Physician/Dental License, SC DHEC, and Federal DEA)**

Contact Rob Chisholm in the GME Office (Room 202 Main Hospital) to sign letters requesting name changes for all three licenses. Please bring or email a copy of your marriage license, divorce decree, or other legal paperwork to document the legal name change. I will need to know your (now legal) First, Middle, and Last name. Email me: [chisholr@musc.edu](mailto:chisholr@musc.edu) I will also notify the GME IT Manager in our office to change your name listing in MedHub.
- National Provider Identifier (NPI)**

After changing your SS# and medical license, log into the NPI database <https://nppes.cms.hhs.gov> to update your name. You are able to list two names, so MUSC suggests listing both new name and former name. If you do not remember your NPI log in, contact the NPI Enumerator at 1-800-465-3203. Any NPI issues within MUSC, contact Sonya Floyd, [floyds@musc.edu](mailto:floyds@musc.edu)
- Epic Information Change**

After your SS# and name with MUSC has been changed, notify Epic Security of your name change. Call the IT Help Desk, 792-9700, and they will need your Net ID and other information.
- If you have any questions or problems with the name change process, please contact Rob Chisholm in the GME Office at 792-7365 or [chisholr@musc.edu](mailto:chisholr@musc.edu).