

**COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF PUBLIC HEALTH  
BUREAU OF HEALTH PROFESSIONS LICENSURE  
Bureau Staff Action Policy 17 – 01**

<b>Title</b>	<b>Social Security Numbers and Department of Revenue License Actions</b>
<b>Purpose</b>	The Bureau of Health Professions Licensure adopts this policy to authorize staff action implementation of statutory requirements set forth in M.G.L. c. 30A, §13A and M.G.L. c. 119A §16, relating to the collection of social security numbers, reporting of licensee data to the Department of Revenue and processing of license suspensions and reinstatements pursuant to Department of Revenue notices.
<b>Dates Adopted</b>	<p>Bureau: January 5, 2017</p> <p>Board of Registration in Pharmacy: January 5, 2017</p> <p>Board of Registration in Dentistry: January 18, 2017</p> <p>Board of Registration in Nursing: February 8, 2017</p> <p>Board of Registration in Nursing Home Administrators: January 20, 2017</p> <p>Board of Registration in Respiratory Care:</p> <p>Board of Registration of Physician Assistants: January 12, 2017</p> <p>Board of Registration of Perfusionists: June 6, 2017</p> <p>Board of Registration of Genetic Counselors: January 5, 2017</p> <p>Board of Certification of Community Health Workers: <b>7/10/18</b></p>
<b>Board Authorization</b>	1. A Board's adoption of this policy authorizes the Board's Executive Director to act on the Board's behalf as specified in this policy, with the assistance of Bureau staff, including Bureau information technology staff, as needed.
<b>Collection of SSNs as precondition of initial licensure and renewal</b>	<p>2. Except as provided in paragraph 3, the Executive Director may not issue or direct the issuance of a license to an applicant who has not provided his or her social security number to the Board.</p> <p>3. In the case of an applicant for initial licensure who submits a signed and dated affidavit averring that:</p> <ul style="list-style-type: none"> <li>a. is a foreign national and not physically present in the United States at the time of applying for licensure, or</li> <li>b. his or her visa for lawful entry is related to employment that requires such licensure,</li> </ul> <p>the Executive Director may accept, or direct the acceptance, of the affidavit in lieu of a social security number.</p> <p>4. The Executive Director may not renew or direct the renewal of the license of any licensee unless the licensee has provided his or her social security number to the Board.</p>

<b>Reporting of SSNs</b>	<p>5. The Bureau may, on behalf of the Board, report licensee information, including but not limited to social security numbers, to persons or entities that are entitled to receive this information by law, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. The Department of Revenue, in accordance with M.G.L. c. 30A, § 13A and M.G.L. c. 119A, § 16; and</li> <li>b. Persons authorized to receive such information in accordance with the Fair Information Practices Act, M.G.L. c.66A, §2.</li> </ul>
<b>Authority to act upon receipt of DOR Notices</b>	<p>6. Upon receipt of a Notice to Suspend License or Certificate from the Massachusetts Department of Revenue concerning a licensee to whom the Board has issued a license, the Executive Director, is authorized to take actions in accordance with the table attached to this policy.</p>
<b>Report to the Board</b>	<p>7. The Executive Director shall provide a written report to the Board on an annual basis identifying actions taken pursuant to this policy.</p>

### Social Security Numbers and Department of Revenue License Actions

	Licensee's status prior to receipt of first DOR Notice is <i>something other than</i> Revoked, Suspended, Voluntary Surrender (or expired variations of those statuses)	Licensee's status prior to receipt of DOR Notice is Revoked, Suspended, Voluntary Surrender (or expired variations of those statuses)
DOR Notice of Suspension	<ol style="list-style-type: none"> <li>1. Open a complaint against the Licensee identifying the Department of Revenue as the complainant;</li> <li>2. Send notice on behalf of the Board to the licensee that his or her license will be suspended pursuant to the DOR notice, effective in five days;</li> <li>3. On the effective date, change the licensee's license status to "suspended" or, if currently in an expired status, to "suspended; expired"; and</li> <li>4. Close the complaint file with disposition of "DOR suspension."</li> </ol>	<ol style="list-style-type: none"> <li>1. Open a complaint against the Licensee identifying the Department of Revenue as the complainant;</li> <li>2. Send notice on behalf of the Board to the licensee that an additional discipline of suspension will be imposed upon his or her license pursuant to the DOR notice, effective immediately, and that such suspension must be resolved separately from the existing discipline on his or her license; and</li> <li>3. If the existing license status is "voluntary surrender," change the status to "suspended," or "suspended; expired" if the existing status is in an expired state.</li> <li>4. Close the complaint file with disposition of "DOR suspension."</li> </ol>
DOR Notice of Revocation	<ol style="list-style-type: none"> <li>1. Open a complaint against the Licensee identifying the Department of Revenue as the complainant;</li> <li>2. Send notice on behalf of the Board to the licensee that his or her license will be revoked pursuant to the DOR notice, effective in five days;</li> <li>3. Change the licensee's license status to "revoked" or, if currently in an expired status, to "revoked; expired"; and</li> <li>4. Close the complaint file with disposition of "DOR revocation."</li> </ol>	<ol style="list-style-type: none"> <li>1. Open a complaint against the Licensee identifying the Department of Revenue as the complainant;</li> <li>2. Send notice on behalf of the Board to the licensee that an additional discipline of revocation will be imposed upon his or her license pursuant to the DOR notice, effective immediately, and that such revocation must be resolved separately from the existing discipline on his or her license; and</li> <li>3. If the existing license status was "suspended" or "voluntary surrender," change the status to "revoked," or "revoked; expired" if the existing status is in an expired state.</li> <li>4. Close the complaint file with disposition of "DOR revocation."</li> </ol>

<p>DOR Notice of Reinstatement</p>	<ol style="list-style-type: none"> <li>1. Send notice on behalf of the Board to the licensee that his or her license will be reinstated pursuant to the DOR notice, effective immediately; and</li> <li>2. Change the licensee's license status to the status that would apply but for the DOR suspension or revocation.</li> </ol>	<ol style="list-style-type: none"> <li>1. If the licensee has not yet successfully petitioned for reinstatement of his or her license the pre-existing discipline, send notice on behalf of the Board to the licensee that the DOR suspension on his or her licensee has been lifted pursuant to the DOR notice, but that it will be restored to the pre-existing status until he or she successfully petitions for reinstatement in accordance with the terms of the pre-existing discipline;</li> <li>2. If the license has already successfully petitioned for reinstatement of his or her license the pre-existing discipline, send notice on behalf of the Board to the licensee that his or her licensee will be reinstated pursuant to the DOR notice, effective immediately; and</li> <li>3. Change the licensee's license status to the status that would apply but for the DOR suspension or revocation.</li> </ol>
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