



EXECUTIVE OFFICES OF HEALTH AND HUMAN SERVICES
Health Safety Net

INET Bad Debt User Guide

INET Bad Debt User Guide

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1 Document Revisions

Date	Version Number	Document Changes
04/15/2026	1.01	Initial release of INET Bad Debt User Guide
04/23/2026	1.02	Initial Review (GPT)
04/25/2026	1.03	Updated text, added screenshots, edited layout, etc. for better readability (JQT)
04/25/2026	1.04	Updated iNet to INET, Grammar
04/25/2026	1.04	Reviewed and Approved
05/18/2026	1.05	Updated via CA# 3840918



2 Application Overview

The Health Safety Net INET Provider Portal (HSNPP) is a web-based application providing an interface for Providers, Billing Intermediaries, etc. to submit reports and filings to the Health Safety Net, as well as download provider reports from the Health Safety Net. The purpose of this document is to help users of the application to upload, create & submit, and search & view submitted Bad Debt filings for Organization(s) assigned access to by the HSN Help Desk.

Bad Debt is a web-based application accessible within the HSN INET Provider Portal, and allows for submitting Bad Debt filings to the HSN as outlined in [101 CMR 613.00: Health Safety Net Eligible Services | Mass.gov](#) .

3 How to Prepare for Application Submission

- Determine residency and availability of patient information.
- Collect required information.
- Determine whether patient has an assigned MMIS ID.

3.1 Determine Residency and Availability of Patient Information

When you enter a Bad Debt application you must indicate whether you have all patient information and whether the patient resides in the US.

Bad Debt displays three options:

- “By selecting this option, provider affirms that they have exhausted all efforts and have been unable to capture patient information.”

This option should be selected when a provider does not have patient information as noted in [No Patient Information](#) below.

- “By selecting this option, provider affirms that patient is not a resident of the United States.”

This option should be selected when a provider is submitting a bad debt application for a patient who is not a resident of the United States (please refer to [Non-US Residents](#) below).

- “None of the above”

This button should be selected when a provider has all required information (as noted in [Collect Required Information](#)) for an individual residing in the United States.

3.1.1 Screenshot of Options

*** Select an option below :**

- By selecting this option, the provider affirms that they have exhausted all efforts and have been unable to capture patient information.
- By selecting this option, the provider affirms that patient is not a resident of the United States.
- None of the above



3.2 Collect Required Information

Based on the option you selected in the previous section you must collect the following information about the patient:

Information	Required for Option 1? No Patient Information	Required for Option 2? Non-US Resident	Required for Option 3? US Resident
First Name	Auto-Filled	Yes	Yes
Middle Initial	Optional	Optional	Optional
Last Name	Auto-Filled	Yes	Yes
SSN	Auto-Filled	Yes, or 000000000 or 999999999	Yes, or 000000000 or 999999999
Birth Date	Yes, estimated	Yes	Yes
Gender	Yes	Yes	Yes
MMIS Id	See MMIS ID Verification	See MMIS ID Verification	See MMIS ID Verification
MMIS ID Checked	See MMIS ID Verification	See MMIS ID Verification	See MMIS ID Verification
Street Address	Auto-Filled	Auto-Filled	Yes
City	Auto-Filled	Auto-Filled	Yes
State	Auto-Filled	Auto-Filled	Yes
Zip	Auto-Filled	Auto-Filled	Yes
Race	Yes	Yes	Yes

3.3 Determine Whether Patient has an MMIS ID / Check for MMIS ID

You must check whether a patient has an MMIS ID by searching the MMIS Provider Online Service Center (POSC) before you enter an application for the patient.

You must perform this check when you have full information about the patient.

When you enter a new application for a patient you will need to:

- Enter the patient’s MMIS Id;
- Or; specify you have checked for an MMIS ID for this patient.

To prepare for application submission:

1. Obtain the patient’s first name, last name, and DOB.
2. Search MMIS POSC by the patient’s first name, last name, and DOB.
3. When you find a patient in MMIS POSC note the exact spelling of the first and last name and record the MMIS ID.



3.4 Collection Period Verification

Bad Debt now checks whether the new application you are entering is within or beyond the collection period since the last application was entered for the same patient.

The current collection period is 120 days.

You may enter additional applications for the same patient after 120 days of the previous application.

3.4.1 Example

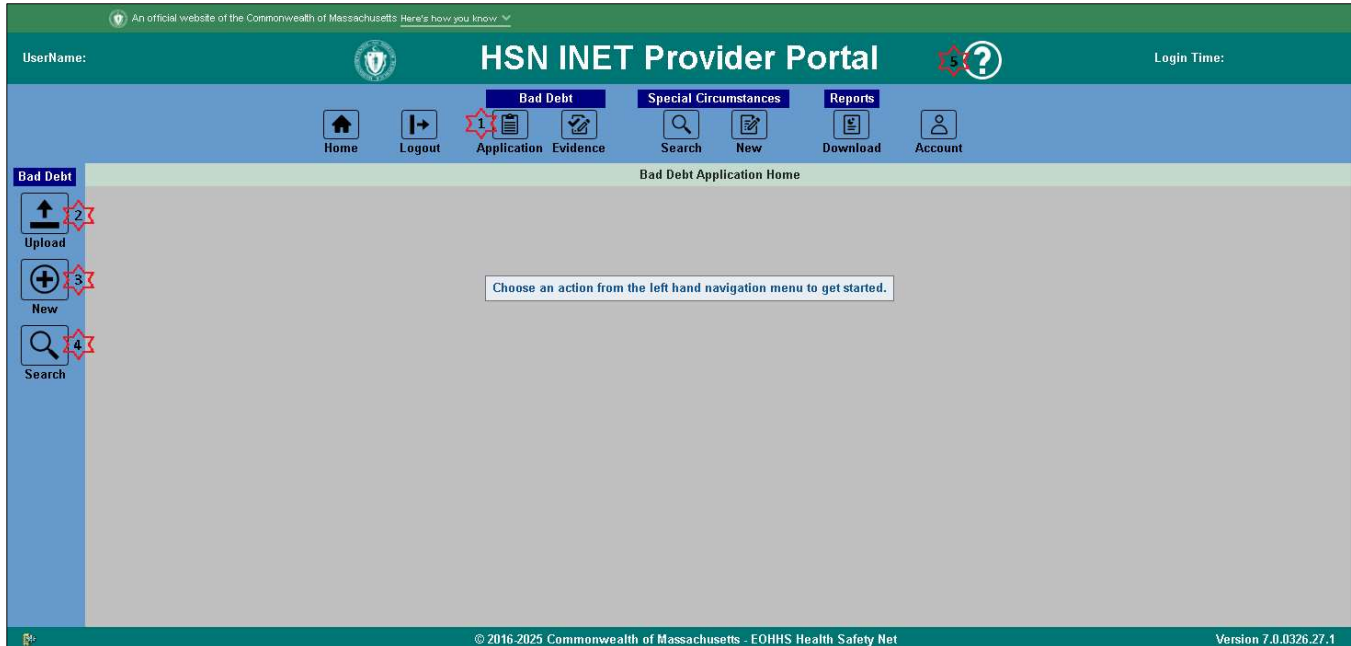
Suppose you enter an application for Mary Test on January 1, 2019. Then you attempt to enter a second application for Mary on the dates in the table below:

App Entry Date	Description
February 1 st , 2019	Bad Debt detects the second application is within the 120 day collection period. Bad Debt prevents you from entering the second application.
May 1 st , 2019	Bad Debt detects the second application is beyond the 120 day collection period. Bad Debt saves the new second application (assuming all other patient information is valid).



4 How to Access the Bad Debt Application

You must register with the HSN INET Provider Portal system to enter Bad Debt applications. The HSN INET Provider Portal is a subscription site and requires registration with the Health Safety Net prior to accessing. All users must sign a User Agreement form provided by the HSN Help Desk, with whom can be contacted at hsnhelpdesk@massmail.state.ma.us or by calling 1-800-609-7232.



1. Click the “Application” icon found under the Bad Debt heading on the top navigation bar. You will be brought to the Bad Debt home page, and the Bad Debt side navigation bar will appear.
2. Click the “Upload” icon on the side navigation bar to access the Bad Debt upload page.
3. Click the “New” icon on the side navigation bar to enter a new Bad Debt application.
4. Click the “Search” icon on the side navigation bar to access the Bad Debt search page where you can search for, locate, and view submitted Bad Debt applications.
5. Click the “Help” icon on the top navigation bar to view this user guide in your browser. You will then be able to save this user guide from your browser’s PDF viewer.

Once you are on the Bad Debt home page you can:

- Batch upload applications.
- Submit a new application.
- View existing applications, and Export applications to a CSV file.



5 New Bad Debt Applications

New Bad Debt application form:

The screenshot shows the 'Create New Bad Debt Application' form in the HSN INET Provider Portal. The form includes the following fields and options:

- Facility:** HSN Test Organization - 12400
- Application Date:** 04/24/2026
- Select an option below:**
 - By selecting this option, the provider affirms that they have exhausted all efforts and have been unable to capture patient information.
 - By selecting this option, the provider affirms that patient is not a resident of the United States.
 - None of the above
- * Last:** [Text Field]
- * Middle:** [Text Field]
- * First:** [Text Field]
- * SSN:** [Text Field]
- * DOB:** MM/dd/yyyy [Calendar Icon]
- * Sex:** [Dropdown Menu]
- * MMIS ID:** [Text Field]
- I could not find an MMIS ID for this patient.
- * Address:** [Text Field]
- * City:** [Text Field]
- * State:** MA [Dropdown Menu]
- * Zip:** [Text Field]
- Race:** Race Unknown [Dropdown Menu]

* = Required Field

Submit

After a new application is submitted successfully, you will get a notification in upper left corner:

✔ The application was submitted successfully. Application ID: 313415 ✕



5.1 How to Manually Submit an Application

This section describes how to enter bad debt applications manually.

This submission process is for patients for which you have all patient information. For patients who reside outside the U.S. or patients for whom you don't have all information see the later sections.

You should prepare to enter an application by following the instructions provided in "[How to Prepare for Submitting Applications](#)."

Once you have collected all required patient information, providers can enter the application following these steps:

1. Log into the HSN INET Provider Portal and navigate to the Bad Debt application as described in [How to Access the Bad Debt Application](#).
2. Click on the "New" Application icon on the left hand navigation bar.
3. Bad Debt displays the New Application page.
4. Select the provider you want to use for this application.
5. Bad Debt automatically fills in the current date for the application date.
6. Since you have all patient information leave the option "None of the above" selected.

*** Select an option below :**

- By selecting this option, the provider affirms that they have exhausted all efforts and have been unable to capture patient information.
- By selecting this option, the provider affirms that patient is not a resident of the United States.
- None of the above

When you don't have all patient information go to "[How to Enter Applications When You're Lacking Information](#)".

When the patient is a non-U.S. resident go to "[How to Enter Applications for Non-U.S. Residents](#)".

7. Enter the patient's information into the form.
 - a. Enter birth date in the format mm/dd/yyyy.
 - b. Enter SSN in the format 000000000.
8. When you determined the patient has an MMIS ID:
 - a. Enter the patient's MMIS Id;
 - b. and; leave the "I could not find an MMIS ID for this patient." checkbox unchecked

*** MMIS ID :** I could not find an MMIS ID for this patient.

9. When you determined the patient does not have an MMIS ID:
 - a. Leave the MMIS Id field blank;
 - b. and; check the "I could not find an MMIS ID for this patient." checkbox.

*** MMIS ID :** I could not find an MMIS ID for this patient.

10. Enter the patient's street address, city, state, and 5-digit zip code.
11. Click on the Submit button.
12. Bad Debt validates patient information. If errors are detected, Bad Debt highlights the fields with the color red that are invalid.

[See Validation below for more information.](#)



13. Correct these errors and then click on the Submit button again.
14. Bad Debt matches the patient data you entered to the MMIS Provider Online Service Center (POSC) patient data when you key in an MMIS ID. Bad Debt matches these fields:
 - a. First name
 - b. Last name
 - c. DOB
 - d. Gender
15. When the items you entered does not match the MMIS Provider Online Service Center (POSC) patient data, Bad Debt displays errors indicating which things don't match.
16. Bad Debt checks for duplicate applications by comparing application you entered to existing applications in Bad Debt. When a duplicate application is detected Bad Debt displays an error message. Update the application and attempt to submit it again. [See Duplicate Applications below for more information.](#)
17. When the patient information is valid, Bad Debt saves the patient information and displays a confirmation message indicating the information was successfully saved and displays the application id.

You may want to save the Bad Debt application id for future reference.
18. Providers needing to enter more applications can repeat the process, since the form clears to a New state after successfully submitting each application.



5.2 How to Enter Applications for Non-U.S. Residents

There may be cases where a patient has a non-U.S. (foreign) address. For these cases only, providers should perform the following steps.

1. Log into HSN INET Provider Portal and navigate to the Bad Debt application as described in How to Access the Bad Debt Application.
2. Click on the “New” Application icon on the left hand navigation bar.
3. Bad Debt displays the New Application page.
4. Select the provider you want to use for this application.
5. Bad Debt automatically fills in the current date for the application date.
6. Select option 2: “By selecting this option, provider affirms that patient is not a resident of the United States.”

*** Select an option below :**

By selecting this option, the provider affirms that they have exhausted all efforts and have been unable to capture patient information.

By selecting this option, the provider affirms that patient is not a resident of the United States.

None of the above

7. The system populates the address, city, state and zip code fields with the provider’s address information.

* Last : <input type="text"/>	Middle : <input type="text"/>	* First : <input type="text"/>
* SSN : <input type="text"/>	* DOB : <input type="text"/>	* Sex : <input type="text"/>
* MMIS ID : <input type="text"/>	<input type="checkbox"/> I could not find an MMIS ID for this patient.	
* Address : <input type="text"/>	* State : <input type="text"/>	* Zip : <input type="text"/>
* City : <input type="text"/>		
Race : <input type="text"/>		

NOTE: HSN staff may, at any time, request written proof from a provider verifying that a patient is not a resident of the United States.

8. Enter the patient’s name, SSN and birth date. When the patient doesn’t have an SSN enter 000000000.
9. Select the gender of the patient.
10. Select the race of the patient.
11. Click Submit.
12. Bad Debt validates the information you entered. If any patient information is invalid, Bad Debt highlights the fields with the color red that are invalid.

[See Validation below for more information.](#)

13. Correct these errors and then click on the Submit button again.
14. When the patient information is valid, Bad Debt saves the patient information and displays a confirmation message indicating the information was successfully saved and displays the application id.

You may want to save the Bad Debt application id for future reference.



5.3 How to Enter Applications with Insufficient Information

There may be cases where you do not have full patient information to submit a Bad Debt application. These cases should be rare and occur after you have performed due diligence and exhausted all available means of trying to collect patient information. For these cases only, providers should complete the following steps.

1. Log into HSN INET Provider Portal and navigate to the Bad Debt application as described in How to Access the Bad Debt Application.
2. Click on the “New” Application icon on the left hand navigation bar.
3. Bad Debt displays the New Application page.
4. Select the provider you want to use for this application.
5. Bad Debt automatically fills in the current date for the application date.
6. Select option 1: “By selecting this option, provider affirms that they have exhausted all efforts and have been unable to capture patient information.”

*** Select an option below :**

- By selecting this option, the provider affirms that they have exhausted all efforts and have been unable to capture patient information.
- By selecting this option, the provider affirms that patient is not a resident of the United States.
- None of the above

7. Bad Debt fills in the first name, last name, street address, city, state, and zip code with the name and address of the provider you selected.

* Last : .12400.50 Middle : * First : HSNERBD
* SSN : 000-00-0000 * DOB : MM/dd/yyyy * Sex :
* MMIS ID : I could not find an MMIS ID for this patient.
* Address : 5 Main Street
* City : Boston * State : MA * Zip : 02116
Race : Race Unknown
* = Required Field

8. Bad Debt fills in 000000000 for the SSN.
9. Enter the estimated birth date of the patient.
10. Select the gender of the patient.
11. Select the race of the patient.
12. Click Submit.
13. Bad Debt validates the information you entered. If any patient information is invalid, Bad Debt highlights the fields with the color red that are invalid.

[See Validation below for more information.](#)

14. When the patient information is valid, Bad Debt saves the patient information and displays a confirmation message indicating the information was successfully saved and displays the application id.

You may want to save the Bad Debt application id for future reference.

HSN BAD DEBT CLAIMS FOR THE CASES ABOVE (WHERE PATIENT INFORMATION IS NOT AVAILABLE) SHOULD NEVER BE SUBMITTED UNLESS A PROVIDER HAS SUBMITTED A BAD DEBT APPLICATION AS NOTED ABOVE.



5.4 Validation

When you click on the Submit button to submit an application Bad Debt validates the patient information as follows:

- Form Level Validation
- MMIS ID Validation
- Duplicate Validation

5.4.1 Form Level Validation

Bad Debt validates the individual fields first as follows:

Field	Validation Description
First name Last name Street Address City	Bad Debt validates that these fields contain a value.
SSN	The SSN is nine digit value
Birth Date	The birth date is a valid date and is not in the future.
MMIS Id	The MMIS Id is a 12-digit value.
Zip	The Zip is a five digit value.

Bad Debt displays errors when any of the above validations fail. Correct the problems and click Submit again.

5.4.2 MMIS Id Validation

Bad Debt performs the next level of validation once the first level validation succeeds.

“I could not find an MMIS ID for the patient” checkbox	Validation Action
Checked	Bad Debt performs Duplicate Validation.
Unchecked	Bad Debt matches the patient’s first name, last name, and DOB with the patient information available in our systems. When this validation fails Bad Debt displays a list of patient data items which do not match our patient information.

5.4.3 Duplicate Validation

Bad Debt checks for duplicate applications by comparing the application you entered to existing applications. When a duplicate application is detected Bad Debt displays an error message.

Update the application and attempt to submit it again.



6 How to Batch Upload Applications

This section describes how to batch upload multiple applications.

1. Prepare a CSV file containing the Bad Debt applications to be uploaded based on the table titled [Batch File CSV File Format](#).
2. Log into the HSN INET Provider Portal and navigate to the Bad Debt application as described in How to Access the Bad Debt Application.
3. Click on Batch File “Upload” icon on the left hand navigation bar.
4. Select the provider for these applications.
5. Click on the “Click here to select file for upload.” button and browse to the Bad Debt CSV file on your system that you created in step 1, or drag and drop that same file into the upload drop zone that states “Drag and drop files here”.
6. The application automatically processes the file.
7. Bad Debt reads and validates the CSV file. When errors are detected Bad Debt displays those errors at the bottom of the page. Correct the problems and attempt to upload the CSV file again. You can export the list of errors to CSV or Excel by clicking the Export List To “Excel” / “CSV” button above the errors list. The file will be downloaded to your default Downloads folder.

Example of upload with errors:

The screenshot shows the 'Bad Debt Application Upload' interface. At the top, the 'Facility' is set to 'HSN Test Organization - 12400'. Below this, there is a file upload area with a button 'Click here to select file for upload.' and a 'Drag and drop files here' zone. The uploaded file is 'TEST_BD_BatchFileUpload_Test05 - Column Headers Good - Data Bad.csv'. A red message states: 'Fix the following errors and upload the file again. Number of errors : 20'. Below this, there are buttons for 'Excel' and 'CSV' to export the error list. The error list table is as follows:

Row	Error Message
4	The application is a duplicate of an application in our system: Application ID 128521. We match on these fields to determine whether an application is a duplicate: First name, middle initial, last name, birth date, and SSN.
5	The application is a duplicate of an application in our system: Application ID 128521. We match on these fields to determine whether an application is a duplicate: First name, middle initial, last name, birth date, and SSN.
6	The application is a duplicate of an application in our system: Application ID 128521. We match on these fields to determine whether an application is a duplicate: First name, middle initial, last name, birth date, and SSN.
6	State invalid. The required format = NN.
7	The application is a duplicate of an application in our system: Application ID 128521. We match on these fields to determine whether an application is a duplicate: First name, middle initial, last name, birth date, and SSN.
7	Zip invalid. The required format = #####.
8	The application is a duplicate of an application in our system: Application ID 128521. We match on these fields to determine whether an application is a duplicate: First name, middle initial, last name, birth date, and SSN.
9	The application is a duplicate of an application in our system: Application ID 128521. We match on these fields to determine whether an application is a duplicate: First name, middle initial, last name, birth date, and SSN.
9	Gender invalid. The required format = N.
10	SSN invalid. The required length is 9 digits to 11 digits and in format = ##### or ##-##-####.
11	The application is a duplicate of an application in our system: Application ID 128521. We match on these fields to determine whether an application is a duplicate: First name, middle initial, last name, birth date, and SSN.

At the bottom of the error list, there is a pagination control showing 'Page 1 of 1', '50' items per page, and '1 - 20 of 20 items'.



Example of successful upload:

The screenshot shows the 'Bad Debt Application Upload' interface. At the top, the facility is set to 'HSN Test Organization - 12400'. Below this is a file upload area with a message: 'Click here to select file for upload. Drag and drop files here'. A green success message reads: 'The applications were uploaded successfully for the file TEST_BD_BatchFileUpload_Test05Z - Column Headers Good - Data Good.csv'. Below the message is an 'Export List To:' section with buttons for 'Excel' and 'CSV'. A table displays the uploaded data:

First Name	M. I.	Last Name	SSN	DOB	Gender	MMIS ID	Street Address	City
George05Z	Z	Washington05Z	111111114	09/04/2013			1601 Pennsylvania Ave	Springfield
Martha05Z	Z	Washington05Z	111111114	09/04/2013			1601 Pennsylvania Ave	Springfield

At the bottom of the table, there is a pagination control showing '1' and '1 - 2 of 2 items'.

8. Bad Debt validates the patient information per the Validation section above.
9. When no errors are detected Bad Debt saves the Bad Debt applications and displays a message indicating the number of applications read from the CSV file and saved successfully.
10. NOTE: Batch upload applications cannot be submitted for cases where no patient information is available or for patients with a foreign address.



7 Bad Debt Search page

Bad Debt Search

Facility: HSN Test Organization - 12400

Date Range: From MM/dd/yyyy To MM/dd/yyyy

App ID:

MMIS ID:

First Name:

Last Name:

SSN:

Find Reset

Export List To: Excel CSV

Application ID	Org ID	Application Date	First Name	M. I.	Last Name	SSN	DOB	Gender	MMIS ID	Street Address
313415	12400	04/24/2026	HSNERBD		:12400.53	000000000	04/21/2026	Male	345614651465	5 Main Street
313408	12400	04/13/2026	Martha05Z	Z	Washington05Z	111111114	09/04/2013	Female		1601 Pennsylvania
313408	12400	04/13/2026	George05Z	Z	Washington05Z	111111114	09/04/2013	Male		1601 Pennsylvania
304284	12400	12/13/2025	HSNERBD		:12400.42	000000000	01/01/1955	Male		5 Main Street
298716	12400	10/20/2025	Jack	D	Doe	000000000	01/01/1947	Male		1300 Mockingbird L
267249	12400	12/09/2024	HSNERBD		:12400.30	000000000	01/01/2000	Female		5 Main Street

1. Click Up/Down arrow to collapse/expand the search criteria panel.
2. Select the Organization you want to search Bad Debt applications for. This will only contain Organizations that you have access to.
3. Other search criteria fields (Optional) are:
 - a. Date Range (From Date and To Date)
 - b. Bad Debt Application ID
 - c. MMIS ID
 - d. First Name
 - e. Last Name
 - f. SSN/TIN
4. Click the Find button to retrieve the list of Bad Debt applications that matched the search criteria.
5. Click the Reset button to clear the fields to their default values.
6. The Bad Debt applications that matched the search criteria will display in the search results grid. Clicking the Application ID for a record will open the Bad Debt application in View Only mode.
7. Click the "Excel" or "CSV" buttons to export the search results to an Excel or CSV file, which will be downloaded to your default Downloads folder.



8 How to Export Applications

1. Log into the HSN INET Provider Portal and navigate to the Bad Debt application as described in [How to Access the Bad Debt Application](#).
2. Click on the “Search” BD Applications icon on the left hand navigation bar.
3. Select the provider that you want to export the list of applications for.
4. Select the search criteria, if any, and click the Find button. You can search for applications by Date Range, Application ID, MMIS ID, First Name, Last Name, and/or SSN.
5. You will see all results returned for the search criteria.
6. To export the list of applications to an Excel or CSV file, click the Export List To : “Excel” or “CSV” button above the search results list.
7. The file will be downloaded to your default Downloads folder.

9 How to Search and View Applications

1. Log into the HSN INET Provider Portal and navigate to the Bad Debt application as described in [How to Access the Bad Debt Application](#).
2. Click on the “Search” icon on the left hand navigation bar.
3. Select the provider that you want to export the list of applications for.
4. Select the search criteria, if any, and click the Find button. You can search for applications by Date Range, Application ID, MMIS ID, First Name, Last Name, and/or SSN.
5. You will see all results returned for the search criteria.
6. To view an application, click the Application ID for the application you want to view.
7. The application will be loaded in view only mode.
8. Once finished reviewing, click the “Close Application” button to return to the Search page.



10 Batch Upload File CSV Format

You must follow these rules when creating a CSV Batch Upload File:

1. Create the CSV file using a text editor like notepad, or you may generate the CSV using a software program.
2. The first record in the CSV must contain the column headers as shown in the table below.
3. Separate the column header names with a comma.
4. Spell the column header names precisely as shown in the table below.
5. Write the column header names in the case exactly as shown in the table below. For example, for “last name” the name must be “Last Name”.
6. List the column headers in the order shown in the table below.
7. The 2nd and subsequent records must contain the patient records you want to submit to HSN as Bad Debt applications.
8. You must create separate CSV batch files for each provider you are submitting Bad Debt applications for.
9. The number of characters in each data item must be less than or equal to the maximum length of the field as listed in the Length column in the table below.
10. You must separate data items with a comma.
11. You must surround each data item with double quotes.
12. You can put as many Bad Debt application records as possible into the CSV file if they are for one provider.
13. Name the file as desired.
14. The file extension must be “csv”. Example: BadDebts.csv.



10.1 Batch File Upload Columns

This table describes the Batch File Upload columns:

Column	Column Header	Length	Required?	Description
A	Last Name	20	Yes	The patient's last name.
B	First Name	15	Yes	The patient's first name.
C	Middle Initial	1	No	The patient's middle initial.
D	Street Address	30	Yes	The patient's street address.
E	City	30	Yes	The patient's city.
F	State	2	Yes	Two-letter state abbreviation. Use Code from States table below.
G	Zip	5	Yes	5-digit zip code.
H	Birth Date	8	Yes	Format YYYY-MM-DD. Example: If the person was born on May 12, 1956, the birth date is formatted like 1956-05-12. The birth date must be equal to or greater than January 1, 1912.
I	Gender	1	Yes	M or F.
J	SSN	9	Yes	You may leave out hyphens between the number groups, or you may use hyphens: Examples: 000000000 000-00-0000
K	Race	6	Yes	Use the Code from the Races table below. Example: When the patient is Caucasian put WHITE into this column.
L	MMIS Id	12	Maybe	The 12-digit MMIS Id. See MMIS ID Verification for detailed instructions on how to fill in this column.
M	MMISID_Checked	1	Maybe	T or F. See MMIS ID Verification for detailed instructions on how to fill in this column.



10.2 Example Batch Upload CSV File

Your Batch Upload File should look something like this:

```
"Last Name","First Name","Middle Initial","Street Address","City","State","Zip","Birth Date","Gender","SSN","Race","MMIS_Id","MMIS_ID_Checked"
"Washington05A","George05z","z","1600 Pennsylvania Ave","Springfield","MA","01432","2012-09-04","M","111-11-1113","WHITE","","T"
"Washington05A","Martha05Z","Z","1600 Pennsylvania Ave","Springfield","MA","01432","2012-09-04","F","111-11-1113","WHITE","","T"
```

10.3 Races

Use these codes for the Races column in the Batch Upload CSV File.

Description	Code
Race Unknown	UNKNOW
Asian or Pacific Islander	ASIAN
Black-Not of Hispanic Origin	BLACK
Hispanic	HISPAN
American Indian or Alaskan American	INDIAN
Interracial	INTER
Caucasian	WHITE



10.4 States

Use these codes for the State column in the Batch Upload CSV file.

Full State Name	Code
Alaska	AK
Alabama	AL
Arkansas	AR
Arizona	AR
California	CA
Colorado	CO
Connecticut	CT
District of Columbia	DC
Delaware	DE
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Iowa	IA
Illinois	IL
Indiana	IN
Kansas	KS
Kentucky	KY
Louisiana	LA
Massachusetts	MA
Maryland	MD
Maine	ME
Michigan	MI
Minnesota	MN
Missouri	MO
Mississippi	MS

Montana	MT
North Carolina	NC
North Dakota	ND
Nebraska	NB
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
Nevada	NV
New York	NY
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Virginia	VA
Virgin Islands	VI
Vermont	VT
Washington	WA
Wisconsin	WI
West Virginia	WV
Wyoming	WY