

MassHealth Enrollment Information Sheet

General Information

Massachusetts state law (M.G.L. c. 112) requires Advance Practice Registered Nurses (APRNs) to enroll in MassHealth, in order to obtain and maintain state licensure. For further details, see the FAQ at the following link: <https://www.mass.gov/doc/ordering-referring-and-prescribing-orp-provider-frequently-asked-questions-faqs-0/download>.

Application Process

1. What is the sequence of steps related to MassHealth requirements to practice?

The MassHealth [Fee-for-Service \(FFS\) enrollment application](#) or the [Nonbilling Ordering, Referring, and Prescribing \(ORP\) application](#) must be completed before submitting the application for authorization to practice in the advanced role as an APRN (i.e., a nurse practitioner, certified registered nurse anesthetist, nurse midwife, psychiatric clinical nurse specialist or clinical nurse specialist). This includes APRNs who do not plan to provide services to individuals, such as academic faculty or other roles.

There are two types of MassHealth enrollments:

- MassHealth Billing Provider Enrollment (Fee for Service (FFS))
 - Use this enrollment if you will be employed independently or at a group practice.
- Nonbilling Provider (Also known as Ordering Referring, and Prescribing Providers) (ORP)
 - Use this enrollment if you are not employed or will be employed by an entity such as a hospital or clinic, or if you don't wish to be a MassHealth FFS provider.
 - Obtain an NPI (National Provider Identifier). The National Provider Identifier (NPI) is or may be included on claims submitted by a MassHealth-participating billing provider; *You must obtain an NPI before submitting this application.* Here is the link: [How to Apply | CMS](#) For additional information about NPI, use this link: [National Provider Identifier Standard \(NPI\) | CMS](#)
 - If you do not have employment yet as an APRN,
 - select the *non-billing provider* application
 - For practice site details, enter your home address. Once you are employed, contact MassHealth to update the practice site location.

2. What if I have not been authorized to practice in my advanced role yet?

Applicants without advanced practice authorization must start the enrollment process and include relevant information about their pending status.

Specific Fields and Requirements

3. What do I enter for my license number if I have not been authorized in my advanced role?

Use your current RN license number. Check the box: “Check box if you are applying or your Massachusetts license is pending”. You must indicate an approximate expected issue date which typically is 4-6 weeks.

What is the difference between enrolling as a Fee for Service (FFS) provider or as a non-billing provider?

- Only FFS providers may submit claims or be listed as a rendering provider for services provided to MassHealth patients for reimbursement.
- Non-billing providers (ORP) do not submit claims. They may order, refer, prescribe, provide, or supervise the ordering, referring, prescribing, or provision of services to MassHealth members within the scope of their licensure, **but are not permitted to submit claims to or receive payments from MassHealth.**
- **Important:** You *must* enroll as a FFS provider if you plan to submit claims or are employed by a group practice, if you initially enrolled as a *non-billing provider*.

Getting Started

4. How do I obtain an NPI (National Provider Identifier)?

Instructions for obtaining an NPI are outlined in the MassHealth provider manual. Here is the link to enroll: [How to Apply | CMS](#)

5. What documents do I need to complete the application?

- Prepare the following:
 - Massachusetts RN license number
 - All licenses from other states
 - NPI number
 - DEA number:
 - check the box: “Check box if you are applying or your DEA application is pending (send DEA number to MassHealth once assigned)”.
 - A DEA number is not required if you will only prescribe schedule VI. Check the box: “Check box if prescribing only Schedule VI drugs”.
 - With the exception of providers prescribing only Schedule VI drugs, providers *must* have a DEA number in order to prescribe medications.
 - Providers authorized to prescribe under their affiliated hospital’s DEA registration number must enter that institution’s DEA number.
 - Input your out-of-state DEA number(s) if applicable
 - Practice site information (if applicable). Input your home address if you are not employed in the advanced practice role yet. **Remember**, you *must* update MassHealth with your practice site information once employed.

Troubleshooting

6. What if I encounter issues completing mandatory fields?

Contact MassHealth Customer Service at 1-800-841-2900 for guidance. Specify the field causing the issue and describe your current licensure/employment status.

Updates and Next Steps

7. What happens after I submit my application?

MassHealth will process your application.

You *must* contact MassHealth to update your enrollment when:

- a. You have received your APRN authorization
- b. You have obtained your DEA number
- c. You have a practice site address or have changed your practice site
- d. You may check the status of your application using the MassHealth self-service tool located at

<https://masshealth.ehs.state.ma.us/ProviderSelfService/Home/ProviderApplication>

8. How do I update my status to a billing provider?

You *must* change your status to Fee for Service (FFS) prior to submitting claims if you or your group practice plan to submit claims pertaining to the care of MassHealth members. This does not apply if you are working in a hospital or clinic.

- Refer to Questions 1 through 3 above.
- Call MassHealth Customer Service at 800-841-2900 or email MassHealth at provider@masshealthquestions.com.

Miscellaneous

Many employers enroll their providers into MassHealth for them. Double check you are enrolled and that you are in the correct status. *This is ultimately your responsibility.* The Board of Nursing receives information from MassHealth pertaining to claims that are denied because either the provider is not enrolled or is enrolled as a non-billing provider. The Board will then send you a letter informing you of this situation. You must ensure your provider status is correct since non-enrollment or enrollment in the wrong status could lead to discipline.

You may use the [MassHealth self-service tool](#) to see if you are enrolled.

You will receive notification that you are enrolled via a letter from MassHealth. This will contain the MassHealth provider identification number. It will be sent to the Primary Service Location or to the home address.

Providers are required to revalidate their information on file with MassHealth **every five years**. Providers will receive notification of this process. In the interim, always remember to keep your information on file with MassHealth up to date.

Additional Resources

MassHealth has a comprehensive [FAQ](#) which contains information about questions related to unenrolled providers, general enrollment questions, and billing/claims.

Additional questions can be answered by calling MassHealth Customer Service at (800) 241-2900 or emailing MassHealth at provider@masshealthquestions.com