INSTRUCTIONS FOR COMPLETING THE NPI SPREADSHEET - Institutional

Please complete each column for every entry even when the information is

duplicative (ex: a subpart address and Tax ID may be the same as the primary

DBA.) Also please complete the NPI contact information at the bottom of the

spreadsheet.

Item 1: Enter the Doing Business As Name in the first column. Please provide

information for all locations where you service MassHealth members. If you have

additional business locations associated with your Tax ID for which you do not

currently have a separate MassHealth provider number (subparts), please provide

the doing business as information for those locations underneath your primary

provider number(s) information. A sample of a completed spreadsheet entry is

included in the attached documentation.

Item 2: Enter the Doing Business As Street Address in the second column.

Item 3: Enter the City or Town in which the DBA street address is located.

Item 4: Enter the two character abbreviation for the State in which the DBA

street address is located.

Item 5: Enter the five-character zip code for the DBA location.

Item 6: Enter the applicable Federal Tax Identification Number for the DBA

location.

Item 7: Enter the seven-digit legacy MassHealth Pay-To Provider Number for

the DBA location. If you currently do not have a MassHealth provider number for

a particular sub-part of your organization, please enter “None” in this field.

Item 8: If you have already applied for and received your NPI for the DBA

location or subpart, enter it here. If you have not received it yet, please

provide an indication of how you are planning to enumerate by entering NPI 1,

NPI 2, NPI 3, etc., in this field.

Item 9: Enter the applicable Medicare Provider Number for the DBA location. If

you do not have one, please enter “None” in this field.

Item 10: Enter the applicable taxonomy code listed with your NPI application for

the DBA location.

If you have any questions about completing the spreadsheet, please contact

MassHealth Customer Service at 1-800-841-2900, e-mail your inquiry to

providersupport@mahealth.net, or fax your inquiry to 617-988-8974.

Thank you for your cooperation!