INSTRUCTIONS FOR COMPLETING THE NPI SPREADSHEET - Professional

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 MassHealth providers that are part of your office. Also,

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 Social Security Number or 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, Part A & B 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. Your

completed forms should be sent to npi@mahealth.net.

Thank you for your cooperation!