Completing the Mass HIway Provider Directory Template

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Liz Reardon
Manager, Provider Directory and Accounts, MeHI
reardon@masstech.org
Mass HIway Provider Directory 2.0 (PD 2.0)

Demonstration: How to complete the template

Common mistakes when completing the template
The Mass HIway Provider Directory (PD) is a searchable directory of individual and organizational Direct Addresses belonging to Mass HIway participants and users of other DirectTrust Member HISPs.

**Purpose of the Mass HIway PD (PD 2.0)**
- Provides destination addresses for Direct Messaging (i.e. Direct Address)
- Stores the specific details such as organization name, provider name, contact info, NPI and Direct Address

**What’s new with PD 2.0**
- Includes expanded list of clinicians and other providers who participate in HIE and the Mass HIway
- Provides enhanced features for easier searching of providers and their Direct Addresses such as: provider type, specialties, credentials, demographics, and service locations

**Account Manager will assist you in operationalizing the Mass HIway PD (PD 2.0)**
- Identifies your trading partners in the Mass HIway community
- Shows how to engage additional trading partners to exchange on the HIway
Mass HIway Provider Directory 2.0 (PD 2.0)

Demonstration: How to complete the template

Common mistakes when completing the template
How to complete the template

Template demonstration

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity (Participant)</td>
<td>Preferred Name for communication purposes</td>
<td>Organization's Primary Address</td>
<td>Federal Tax ID</td>
<td>NPI</td>
<td>Organization's URL</td>
<td>Main Phone Number</td>
<td>Fax Number</td>
<td>Name of Authorized</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Name</td>
<td>Alias/other name</td>
<td>Address Line 1</td>
<td>Address Line 2</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Federal Tax ID</td>
<td>NPI</td>
<td>URL</td>
<td>Phone Number</td>
<td>Fax Number</td>
<td>Name of Authorized</td>
</tr>
<tr>
<td>Sub Organization / Member Legal Name</td>
<td>Preferred Name for communication purposes</td>
<td>Sub Organization's Primary Address (Physical location)</td>
<td>Federal Tax ID</td>
<td>NPI</td>
<td>Sub Org's URL</td>
<td>Sub-Org's Phone Number</td>
<td>Sub-Org Fax number</td>
<td>Same as Above</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Name</td>
<td>Alias/other name</td>
<td>Address Line 1</td>
<td>Address Line 2</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Federal Tax ID</td>
<td>NPI</td>
<td>URL</td>
<td>Phone Number</td>
<td>Fax Number</td>
<td></td>
</tr>
</tbody>
</table>

Please fill in the light blue and light yellow cells above.
White cells below green headers will fill in automatically.

Link to template: [Provider Directory Template](#)
Mass HIway Provider Directory 2.0 (PD 2.0)

Demonstration: How to complete the template

Common mistakes when completing the template
Common mistakes when completing the template

Erroneous symbols/spaces
- If copying and pasting into form, be careful not to include punctuation marks and spaces
- Only include special characters permitted to that field per the specifications

Zip code missing leading zero
- Template has these fields formatted as “text”

Incorrect phone number format
- Should be XXX-XXX-XXXX

Not using specified “Specialty” and “Provider Type” options
- Use provided drop-down options when available

Missing data in Required Fields
- Provider’s NPI ([NPPES NPI Search Tool](#))
- Individual’s Direct Address
- Required, if available: Organizational Direct Address
The Massachusetts Health Information Highway (Mass HIway)

*Phone:* 1.855.MA-HIWAY (1.855.624.4929)

*Email for general inquiries:* MassHIway@state.ma.us

*Email for technical support:* MassHIwaySupport@state.ma.us

*Website:* www.MassHIway.net

Thank you!
To learn more about the PD 2.0 and to view or download the provider directory template, please go to: https://mehi.masstech.org/programs/mass-hiway/hiway-provider-directory

To listen to this recorded webinar, please go to: https://mehi.masstech.org/programs/mass-hiway/hiway-provider-directory. Recording will be posted within 7-10 days after live webinar takes place.