



January 2007

Dear Business Office Manager:

MHNet Behavioral Health is pleased to have contracted with a national network of quality facilities such as yours. As you may already know, the healthcare industry is moving towards one standardized identification number, the **National Provider ID (NPI) number**. Beginning May 23, 2007, the NPI is to be used in lieu of previous identification numbers. To that end, we are contacting all of our contracted facilities, in order to obtain this number for our records. For additional information regarding the NPI, please visit the following website: <https://nppes.cms.hhs.gov>.

While we are obtaining your NPI, we would also like to verify your demographic information, to ensure our records are complete and accurate. We *require* your NPI number as soon as it becomes available; we respectfully request that you also take the time to complete the information requested below in addition to the included Facility Survey sheet to give you an opportunity to note your current programs. This information is most helpful in directing members to your facility. Thank you for your assistance in this matter.

Facility Name: _____ DBA (if applicable): _____
National Provider ID (NPI): _____

Primary Service Address: _____ Billing/Mailing Address: _____ Main Phone Number: _____

**** Please Note:** If the billing/ mailing address differs from the one to which we sent this letter we will require an updated W-9 to make the change.

Contacts (please provide all applicable information)

Business Office	Admissions	Utilization Review
Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____
Phone: _____	Phone: _____	Phone: _____
Extension: _____	Extension: _____	Extension: _____
Fax: _____	Fax: _____	Fax: _____
Email: _____	Email: _____	Email: _____

If there is any additional information you would like to provide us, please attach a separate sheet.

MHNet Behavioral Health appreciates your commitment to providing quality mental health services to our members. For questions, please contact MHNet Facility Relations at (888) 646-6889. Please fax this response back to the number below.

MHNet Behavioral Health
Attn: Facility Relations
Fax: (512) 340-4295

The Total Behavioral Health Solution

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