

**MHA Roster Submission Process
Quick Reference Guide
January 2013**

This document is a quick reference guide for participants of the Massachusetts Hospital Association roster distribution list. Please reference the FAQ document for more detailed information on this initiative.

Suggested Tips for Creating an e-mail Distribution List in Microsoft Outlook

- Go to File > New > Distribution List
- Select the “Add New” button
- Cut and Paste the email addresses from the excel spreadsheet

Submission Process

On a monthly basis after your hospital’s board vote, send an updated roster and cover letter to the e-mail distribution list of health plan and hospital participants.

Roster

The following provider data elements should be included on the roster:

- Full Name
- Degree
- Specialty
- Initial Appointment Date
- Re-Appointment Date

Cover Letter

A cover letter is required to satisfy Primary Source requirements. Key elements include:

- Current date
- Institution logo
- Signature of Medical Staff Office administrator
- Language stating that each provider on the roster is credentialed in accordance with Massachusetts state laws

We recommend that you work with your legal counsel for approval of the language included in the cover letter.

Hospitals with Online Verification Systems

If you would like to add the link to your online system, please email Mathieu Gaulin at Boston Children's Hospital (Mathieu.gaulin@childrens.harvard.edu).

Updates to the Distribution List

- Updates to your organization's information on the distribution list can be sent via email to Mathieu.gaulin@childrens.harvard.edu
- An updated distribution list will be sent to participants every month

If you have any questions or comments regarding this process please feel free to contact a member of the roster workgroup.

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