

PHARMACISTS Checklist for New Applications

New pharmacist (PT PH) group applications include the following:

| Information | Documentation |
|--|--|
| Legal name (as listed with the IRS) | |
| Doing Business as Name (DBA, if applicable) | DBA statement |
| Federal Tax ID (TIN), or Employer Identification Number (EIN) | |
| State Department of Assessment and Taxation Number (SDAT) | |
| National Provider Identifier (NPI) | |
| Entity type (ex: corporation) | Supporting documentation (ex: articles of incorporation) |
| Pharmacy licensure | Active pharmacy license |
| Rendering provider (at least 1) | Legal name, NPI, any adverse actions, professional license |

New pharmacist (PT PH) rendering applications include the following:

| Information | Documentation |
|--|---------------------------|
| Group information: NPI, name, service address | |
| Applicant's Social Security Number | |
| Applicant's professional licenses | Active pharmacist license |

As a group, you may need to disclose information about any individuals and entities with control interest in the group. This includes board members, directors, managing employees, agents and owners (associations/family relations). Managing control means general management, administration, direction or managerial control.

Disclosure Requirements

| Information | Documentation |
|---|--|
| Individuals and subcontractors: legal name, address, SSN, EIN/FEIN, NPI, all fines/debts | Documentation of any adverse actions including terminations, suspensions, convictions and reinstatements |