

## INSTRUCTIONS TO COMPLETE THE EMPLOYEE ROSTER

### Required Employer Information:

**Provider Name:** Business Name

**DBA:** Doing Business as name (if relevant)

**Provider Type:**

30                    **List the corresponding**  
48                    **NPI next to the provider**  
58                    **type number**  
83

### Required Employee Information:

Column A	<b>NPI</b>	Employee's NPI Number
Column B	<b>Last Name</b>	Employee's Last Name
Column C	<b>First Name</b>	Employee's First Name
Column D	<b>Date of Birth (DOB)</b>	Employee's Date of Birth (MM/DD/YYYY)
Column E	<b>Date of Hire (DOH)</b>	Employee's Date of Hire (MM/DD/YYYY)

**Please return this list in Excel format, not PDF.**



