



Checklist to Become a Massachusetts ATR Provider

ORGANIZATION INFORMATION

Organization Name:

City:

CHECKLIST

- Complete, sign, and return the **ATR Participating Provider Authorization Application** *Be as descriptive and precise as possible! Clearly define what services you would like to provide, giving details about where, when, length of the service, etc. The more details you provide, the easier it will be for us to process.*
- Complete, sign and return the **W-9** form for your organization
- Complete, sign and return the form about your **Bank Information**
- Complete, sign, and return the **Participating Provider Agreement**
- Print out, complete, and return copies of the signed **Confidentiality Pledge** for each staff person who will have access to confidential information in any form about MA-ATR clients. The provider must keep the original signed Confidentiality Pledge(s) on file. Provider must submit a copy of all Confidentiality Pledges to MDPH/BSAS. *Keep original Confidentiality Pledges in your files.*
- Complete and return the **Provider Staff Authorization Form** *(Note- the names on this form must match the names on the Confidentiality Pledges)*
- Return the **Articles of Organization** from the MA Secretary of State
- Return confirmation of your **Professional and Commercial General Liability Insurance** *(Some providers may need to carry additional insurance including workers compensation)*
- Return **building and fire inspection certificates** for all facilities/addresses listed. *(Certificates must be current within the last year and be from the respective city's inspectional department and fire department.)*

RECOVERY COACH PROVIDERS ONLY

- Return a list of the staff names that have completed **Recovery Coach training**. List **names and the specific training attended**.



OTHER

If your organization is licensed by another regulatory body, return a copy of the current license.

Return copies of any licenses or documents that are relevant to the service you propose providing. Please describe as needed.

Read the **Confidentiality Agreement**
Keep in your files.

Read the **Standard Terms and Conditions**
Keep in your files.

Read the **Provider Manual**
Keep in your files.

Complete this check list form, sign, and return it along with all of the above materials.

Scan and email this packet to:

kjoseph@ahpnet.com

Signature _____ Date _____