

ORGANIZATIONAL/FACILITY APPLICATION

This form is also used for facilities that DON'T require credentialing. The information is necessary to add into the Provider Directory and payment system for claims processing.

Initial Credentialing—Failure to legibly complete all sections of this application and submit current copies of all required documentation may result in processing delays. If a question does not apply, please put N/A in that section to ensure a complete application.

Recredentialing—Submission of recredentialing information is a contractual obligation. Failure to complete all sections of this application and submit current copies of all required documentation in a timely manner will be considered a request to terminate the facility's participation in our network. If a question does not apply, please put N/A in that section to ensure a complete application.

PLEASE NOTE: FOR EVERY ORGANIZATION/FACILITY TYPE, A SEPARATE APPLICATION MUST BE COMPLETED.

- New organizational providers will receive written confirmation of their effective date with the health plan.
 - Members <u>may not be seen</u> until written confirmation has been received and AHCCCS registration has been completed. You <u>cannot receive payment</u> for services provided without AHCCCS registration.
- Please use the Organizational/Facility Supplemental form (last page) for additional addresses. Each of the location must have the same AHCCCS ID#, License #'s and NPI. If not, complete a new application.

INSTRUCTIONS:

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY INCLUDING PROVIDING ANY ATTACHMENTS, TO PREVENT DELAYS IN PROCESSING YOUR REQUEST.

Include the following items for each location with your completed and signed application:

	Current State License	and business	license for	r each location	(if applicable)
ш	Current State License	and business	ilcerise for	each location	(ii applicable)

Medicare Certification letter (if applicable)

Certifications and/or Accreditation Certificates (e.g. TJC,CHAP, etc), if applicable

CLIA Certificate (if applicable)

Current *Professional Malpractice, Comprehensive General Liability and Workers Comp* Insurance Policies IRS form 941 voucher or accurate W9

Maintenance vehicle schedule (Transportation only)

Documentation of age-appropriate car seats (Transportation only)

Behavioral Health Facilities Only—if you employ Behavioral Health Technicians (BHTs) and/or Paraprofessionals (BHPP), please **provide your Policies and Procedures** that outlines your process for monitoring/supervision of the BHTs and BHPPs'.

Electronic Visit Verification (EVV) Training and Office Contact Name—see page 5

EVV Attestation—further instructions can be found on pages 15-18. Attestation on page 17

If you have any questions, please contact the Provider Network/Operations Department of the Health Plan (s) you are applying to (see page 14).



ORGANIZATIONAL/FACILITY APPLICATION

Each health plan will provide instruction as to where the completed application and required documents should be submitted.

1099 Registered Name (Required):						Tax ID#	# :			
Organiz	Organizational/Facility Name/DBA (if applicable):									
Organiz	Organizational/Facility Name/DBA (If applicable):									
Lines of	Business:				L	icense #		State	Exp Date	
ľ	Medicaid Medic	are Com	mercial							
				T			1			
AHCCCS	S ID #	AHCCCS Provid	er Type	Organiz	zation N	IPI#		CLIA#	_	
								Expiration Date	e	
Is Facilit	ty a Medicare participa	ting provider?			Medic	are # (PTAN):				
☐ YES	□ NO	and broaders								
ORGANIZATIONAL/FACILITY TYPE AS LISTED ON LICENSE OR ACCREDITATION: Check all that apply										
	Acute Rehab		☐ Habilita	tion Provi	riders		☐ Pharmacy			
	Ambulatory Surgery Ce	enter	☐ Home Health Agency				□ PT/ST			
	Attendant Care Agency	Attendant Care Agency Hospice					☐ Radiology—locations only			
	Assisted Living Center		☐ Hospital					sing Facility		
	Assisted Living Home		☐ Infusion Agency					☐ Transportation		
	Behavioral Health		☐ Intensive Outpa			atment (BH)		Transportat Emergency	tion—Air and Non-	
	Behavioral Health Resident	dential	☐ Laborat	tory				•	c Behavioral Health	
	Facility (BHRF)			1/D+-1 C	? - l l -				ne/Group Home	
	Dialysis			I/Dental S				- 0	<u>e</u>	
	DME/Enteral			cs & Prost		ah Contor		Other		
□ FQHC/RHC □ Outpatient Medical Rehab Center OPGANIZATIONAL / FACILITY TYPE SPECIALTIES — HSD SPECIALTY CODE AND SPECIALTY NAME: Chock all that apply										
ORGANIZATIONAL/ FACILITY TYPE SPECIALTIES—HSD SPECIALTY CODE AND SPECIALTY NAME: Check all that apply □ 040 Acute Inpatient Hospitals □ 046 Skilled Nursing Facilities □ 050 Occupational Therapy										
	□ 040 Acute Inpatient Hospitals □ 046 Skilled Nursing									
□ 041 Cardiac Surgery Program □ 047 Diagno					gy	□ 051 Speech Therapy		• •		
□ 042 Cardiac Catheterization Services □ 048 Mam			ammogra	aphy			•	chiatric Facility		
							Service			
□ 043 Critical Care Services -Intensive □ 049 Phys			ysical The	erapy		□ 057 Outpatient				
Care Units (ICU)						Infusion	n/Chemother	ару		
□ 045 Surgical Services (Outpatient or ASC)										



ACCREDITING AUTHORITIES: Please indicate if this location has been reviewed by any of the accrediting authorities listed below and provide a copy of the most recent accreditation report for each location.											
☐ Accreditation Commission for Health Care, INC.					Оро	Commission on Office Laboratory Accreditation				itation	
								ty Health Ac			
Surgery Fa				,				,			
		for Ambulato	ry Hea	lth Care		□ De	et Norsk	e Veritas Na	tional Inte	grated A	ccreditation
								care Organi			
	College of Ra							e Facilities A	ccreditatio	on Progra	ım
	Osteopathic					+		mission			
☐ Commissi	on on Accred	litation of Re	habilita	ation Facilities		□ 0·	ther:				
PRIMARY ADD	RESS: Phys	ical location	where	services are pe	rforn	ned. Comple	te a sup	plemental f	orm for ea	ch additi	onal location
Address					City				State:		Zip Code
Appointment Pho	ينا مط النييرا مم	ctad in direct	on ()	Fax				County	Locat	ion NDI/-	/+
Appointment Pho	ne (will be il:	stea in airect	.ory)	rax				County			an't be processed digit NPI) if applicable
											, ,,,,,
Modalities						List Address in Directories					
ivioualities						List Address in Directories					
Office Hours	DAY	Open	Close	d DAY		Open	Closed	Special	Considera	tions: (i.e	e., closed for lunch
	Mon			Fri				etc.)			
☐ Check if 24hrs	Tues			Sat							
	Wed			Sun							
Languages spoker	Thurs	·•									
Languages spoker	i by Frovidei	•									
Languages spoker	n by Office St	aff:									
ORGANIZATION	IAL/FACILI	TY CONTA	СТ								
Contact Name/Title							Phon	e:		Fax:	
,											
Org/Facility Email:						Organizatio	onal/Fac	cility Website	e Address:		
Mailing Address:					Cit	.v:			State:		Zip Code:
ivialing Address.				·1·			3.0.0.		p cccc.		



BILLING SERVICE							
Name of Service:				Contact Name	:		
Address:				'	Phone:		
City:				State:		Zip Code	::
PAY TO ADDRESS				T <u>-</u>			
Name:				Contact:			
							T
Address:			City:		State:		Zip Code:
Phone:			Fax:				
			rdx.				
CREDENTIALING CONTACT Name:							
ivairie.							
Address:		City:		State:		Zip Code	2:
Phone:	Fax:			Email:			
Thore.	Ι αλ.			Liliali.			



Describe your Medical Record Keeping System(s) (i.e. EMR, Paper, etc)					
Describe Your Cost Record Keeping System(s) (i.e. Billing or A/R system):					
Electronic Claims Submission?	Electronic Funds Transfer?				
□ YES □ NO	□ YES □ NO				
Internet Access: YES NO					
Is this a minority or female owned business: YES NO					
If appropriate, has EVV training been completed throug	h Sandata 🗆 YES	□ NO			
(See pages 14-17 for more information. List of facilities	required to				
complete this information is on page 16)					
EVV Office Contact (<i>Primary contact for EVV. This</i>	Phone:	Email			
person will receive primary communications and notices					
from Sandata and AHCCCS and the health plans:					





ORGANIZATIONAL/FACILITY APPLICATION

Organizational/Facility Assessment of Cognitive and Physical Disabilities Accommodations

Please identify what accommodations you provide at **each of your organizational facility locations** for members with cognitive or physical disabilities. If accommodations are the same at all locations, on Practice Location Address, please state ALL. Please, complete a separate Assessment for each location if accommodations vary.

Organizational/Facility Location Address:

Accommodation Provider/Staff trained to assist individuals with a cognitive disability, i.e., autism or intellectual disabilities Provider/Staff trained to assist individuals with a physical disability, i.e., mobility limitations or wheelchair bound Flexible appointment times available—sick appointments, same day appts—please
with a cognitive disability, i.e., autism or intellectual disabilities Provider/Staff trained to assist individuals with a physical disability, i.e., mobility limitations or wheelchair bound Flexible appointment times available—sick
intellectual disabilities Provider/Staff trained to assist individuals with a physical disability, i.e., mobility limitations or wheelchair bound Flexible appointment times available—sick
Provider/Staff trained to assist individuals with a physical disability, i.e., mobility limitations or wheelchair bound Flexible appointment times available—sick
with a physical disability, i.e., mobility limitations or wheelchair bound Flexible appointment times available—sick
limitations or wheelchair bound Flexible appointment times available—sick
Flexible appointment times available—sick
l appointments, same day appts—please
specify
Extended appointment times—before 8 am,
after 5pm, Sat and/or Sunday—please
specify
Assistance available to members to fill out
forms
Waiting and Examinations rooms are
routinely cleaned (MED 3A factor 3)
Waiting room space contains seating
sufficient for all scheduled appointments
(MED 3A factor 4)
Medical/treatment of members is fully
documented (MED 3A Factor 5)
Records are securely maintained in a
confidential and orderly manner (MED 3
factor 5)
Records are in compliance with HIPAA
requirements (MED 3 factor 5)
In-home and/or community services
Large print materials
Materials in electronic format
Augmentative/Alternative communication
devices
TDD capabilities
American Sign Language translator
Signage with Braille and raised tactile text
characters at office, elevator, stairwells and
restroom doors mounted 60in from floor
Visible & Audible alarms – emergency
systems
Dimmable Lights





Do you provide Virtual Clinic services?			
(Integrated services provided in community settings through the use of innovative strategies for care coordination such as telemedicine, integrated medical records, and virtual interdisciplinary treatment team meetings)			





DISCLOSURE QUESTIONS

 "YES" please provide a complete description of the facts on a separate sheet to be attached to application. Has the Organizational/Facility license to do business in any applicable jurisdiction ever been denied, restricted, suspended, reduced or not renewed? 	S
denied, restricted, suspended, reduced or not renewed?	on.
□ No	
 Has the Organizational/Facility been denied participation, suspended from or denied renewal from Medicare or Medicaid? 	
□ No	
3. Has the Organizational/Facility been cited or fined for patient abuse or neglect?	
□ No	
4. Has the Organizational/Facility ever had its professional liability coverage cancelled or not renewed?	
□ No	
5. Has the Organizational/Facility been denied accreditation by its selected accrediting body (e.g. TJC) or had its accreditation status reduced, suspended, revoked, or in any way revised by the	
accrediting body?	

Organizational/Facility Attestation, Consent & Release Form

Any alteration or failure to sign and date this form will result in the delay of processing this application. By signing below, I attest that I am the duly authorized representative of the Organizational/Facility, that all information on the Application pertains to the above-named Organizational/Facility, and that such information is current, complete and correct.
ORGANIZATIONAL/FACILITY NAME:
REPRESENTATIVE NAME:
TITLE:
SIGNATURE:
DATE:





AHCCCS INSURANCE CHECKLIST

AHCCCS INSURANCE REQUIREMENTS – Required ONLY if requesting to participate in the Plan's Medicaid Line of Business

Use this checklist as a tool to address all insurance requirements

- 1. Commercial General Liability and Business Automobile Liability—includes limits, endorsement and waiver of subrogation language
- 2. Worker's Compensation and Employers' Liability—includes limits and waiver of subrogation language.

Communical Communications						
Commercial General Liability—policy should include bodily injury, property damage, personal and advertising injury,						
and broad form contractual liability co						
General Aggregate	\$2,000,000	Policy Number:				
Products Ops Aggregate	\$1,000,000					
Personal & Adv. Injury	\$1,000,000	Attached	□ NA			
Damage to Rented Premises	\$ 50,000					
Each Occurrence	\$1,000,000					
Requirements:						
☐ Endorsement —The policy sha	III be endorsed (Blanke	Endorsements are not a	acceptable) to include the			
following insure language: "The State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor". Such additional insured shall be covered to the full limits of liability purchased by the Subcontractor, even if those limits of liability are in excess of those required by this contract.						
Endorsements are not acceptab	le) in favor of the "Stat	e of Arizona, and its dep	artments, agencies, boards,			
commissions, universities, officers, officials, agents, and employees" for losses arising from work performed						
by or on behalf of the Subcontractor.						
□ Sexual Abuse and Molestation coverage (SAM)—If direct services are provided to children and/or vulnerable adults as defined by A.R.S. 46-451(A)(9), the policy shall include coverage for SAM. This SAM coverage may be sub-limited to no less than \$500,000. The limits may be included within the General Liability limit, provided by separate endorsement with its own limits.						
The following statement must provide on their Certificate(s) of Insurance: "Sexual Abuse and Molestation coverage is included" or "Sexual Abuse and Molestation coverage is not excluded."						
If you are unable to obtain SAM coverage under your General Liability because the insurance market will not support it, it should it be included with the Professional Liability						





Business Automobile Liability-Bodily injury and property damage for any owned, hired, and/or non-owned vehicles					
used in the performance of the services under contract.					
(required only if you provide transportation to members)					
Combined Single Limit \$1,000,000	Policy Number:				
	EFF Date:				
	☐ Attached ☐ NA				
☐ Endorsement —The policy shall be endorsed (Blanke					
following insured language: "The State of Arizona, and	•				
universities, officers, officials, agents, and employees s					
liability arising out of the activities performed by or on					
owned, leased, hired or borrowed by the Contractor".					
limits of liability purchased by the Subcontractor, even	if those limits of liability are in excess of those				
required by this contract.	et a a Calibrata Calaba a a de caracte (Planta)				
☐ Waiver of Subrogation—The policy shall contain a w					
Endorsements are not acceptable) in favor of the "Star					
commissions, universities, officers, officials, agents, an	d employees" for losses arising from work performed				
by or on behalf of the Subcontractor.					
Workers' Compensation Liability					
Each Accident \$1,000,000	Policy Number:				
Disease—Each Employee \$1,000,000	EFF Date:				
Disease—Policy Limit \$1,000,000					
	Attached NA				
☐ Waiver of Subrogation —The policy shall contain a w					
Endorsements are not acceptable) in favor of the "Star	•				
commissions, universities, officers, officials, agents, an	d employees" for losses arising from work performed				
by or on behalf of the Subcontractor.					
Professional Liability (if applicable)					
Each Claim \$1,000,000	Policy Number:				
Annual Aggregate \$2,000,000	EFF Date:				
	Attached □NA				
☐ Sexual Abuse and Molestation coverage (SAM)—If direct services are provided to children					
	•				
and/or vulnerable adults as defined by A.R.S. 46-451(A)(9), the policy shall include coverage for SAM. This SAM coverage may be sub-limited to no less than \$500,000. The limits may be included					
within the General Liability limit, provided by separate endorsement with its own limits.					
If you are unable to obtain SAM coverage under your General Liability because the insurance market					
will not support it, it should it be included with the Profe	·				
The following statement must provide on their Certificat	• •				
Molestation coverage is included" or "Sexual Abuse and I	Molestation coverage is not excluded."				





ORGANIZATIONAL/FACILITY APPLICATION

SUPPLEMENTAL FORM FOR ADDITIONAL ADDRESSES/LOCATIONS

Assessment of Cognit	tive and Phy	vsical Disak	oilities Acc	commodat	tions must	be comple	mplete this Supplemental form. A Provider sted for each location unless S ID and license the entire application	
Location Name:								
Street Address:								
City:		State:		Zip Code:		Loca	ition NPI:	
Appointment Phone #:				_	Fax #:			
Office Hours:	DAY	Open	Closed	DAY	Open	Closed	Special Considerations: (i.e., closed for	
	Mon			Fri			lunch)	
Check if 24 hrs	Tues			Sat				
	Wed			Sun				
	Thurs							
List Location in Provide	er Directory:		YES		0			
Languages spoken by P	Provider:							
Languages spoken by C	Office Staff:							
Accreditation: Does this site have the	same accre	diting agen	cy as the p	rimary add	ress? (as li	sted on pag	re 3)	
☐ Yes								
□ No - Please sp	ecify accred	liting agenc	y or NONE:	:			_	





ORGANIZATIONAL/FACILITY APPLICATION

SUPPLEMENTAL FORM FOR ADDITIONAL ADDRESSES/LOCATIONS

Location Name:							
Street Address:							
City:		State:		Zip Code:		Loca	tion NPI:
Appointment Phone #:					Fax #:		
Office Hours:	DAY	Open	Closed	DAY	Open	Closed	Special Considerations: (i.e., closed for
	Mon			Fri			lunch)
Check if 24 hours	Tues			Sat			
	Wed			Sun			
	Thurs						
List Location in Provide	r Directory:		YES)		
Languages spoken by P	rovider:						
Languages spoken by O	office Staff:						
	office Staff:						
Languages spoken by O Accreditation: Does this site have the		diting agend	cy as the pr	imary add	ress? (as lis	sted on pag	e 3)





The Fax number and phone number for each participating plan is listed in the table below.

<u>If your intent is to apply for participation in a Health Plan network</u>, please send only to the Plan(s) you are interested in joining. NOT ALL plans provide services in every county. Please contact the Plan directly to verify that they provide services in your county and that they are accepting new providers.

<u>If you are adding a practitioner under an existing Health Plan contract</u>, please only send to the Plan(s) you are contracted with.

HEALTH PLAN	PHONE	FAX/EMAIL	WEBSITE
Arizona Complete Health – Complete Care Plan	(888)788-4408	(866)687-0514 <u>AzCHProviderData@azcompletehealth.com</u>	www.azcompletehealth.com
Banner University Health Plans	(520) 874-5290 or (800) 582-8686	Email is preferred method to send completed <u>BUHPDATATEAM@Bannerhealth.com</u> (520) 874-7142	www.BannerUFC.com/ACC www.BannerUFC.com/ALTCS www.BannerUFC.com www.BannerUHP.com
BCBSAZ Health Choice	(800) 322-8670 (options in order 4, 7)	Preferred: E-apply through the BCBSAZ Health Choice Provider Portal Alternate: Request to participate/Contract: hchcontracting@azblue.com Request to credential/Already Contracted: hchcredentialing@azblue.com	www.healthchoiceaz .com www.healthchoicepathway.com
Care1st Health Plan Arizona	(866) 560-4042 (options in order 5, 7)	(833) 618-1507 SM AZ PNO@care1stAZ.com	www.care1staz.com
DentaQuest	(800) 233-1468	(262)241-7401 initialproviderenrollment@dentaquest.com	http://www.dentaquest.com/stat e- plans/regions/arizona/az- dentist- page
Molina Healthcare of Arizona	(800) 424-5891	(888)656-0369 MCCAZ-Provider@molinahealthcare.com	https://www.molinahealthcare. com/members/az/en- US/pages/home.aspx
Mercy Care	(602) 263-3000	Network Management (Provider Relations and Contracting) MercyCareNetworkManagement@MercyCareAZ.org Fax: (860)975-3201	www.mercycareaz.org
UnitedHealthcare Community Plan	For questions please Email: networkhelp@uhc.com	Submission to the RFP Portal is the preferred method for accepting the pdf UHC RFP Portal (855) 523-9998 Cred_applications@uhc.com	www.uhcprovider.com



ORGANIZATIONAL/FACILITY APPLICATION

Sandata—Electronic Visit Verification

As of January 1, 2021 and in response to a federal mandate known as the 21st Century Cures Act, the AHCCCS program will begin using an Electronic Visit Verification (EVV) system for selected home and community-based services. The legislation outlines key data points that must be collected and electronically verified, but states create their own systems and decide how to gather and report data, as well as whether to include additional compliance rules.

AHCCCS is using EVV to help ensure, track and monitor timely service delivery and access to care for members. AHCCCS is also using EVV to help reduce provider administrative burden associated with scheduling and hard coy timesheet processing. This means AHCCCS wants to use EVV to make sure members get the service that they need when they need them. AHCCCS' contracted vendor, Sandata Technologies LLC, will deliver the EVV system and associated devices, as well as provide system orientation and training to providers.

Many agency providers will use the EVV system provided by Sandata. However, some agency providers may choose to use an alternate EVV system, which is permissible if they meet the business requirements as an alternate data collection specifications found on the AHCCCS webpage.

Next page includes a list of the Provider types, services and places of service subject to EVV.

Resource:

Electronic Visit Verification (EVV) Website (azahcccs.gov)

Reference Materials and Technical Assistance

- AHCCCS EVV Webpage (www.azahcccs.gov/EVV)
 - Session PowerPoint and Recording
 - Link to the companion guide
- General EVV Questions (EVV@azahcccs.gov)

NOTE:

- Please identify who will serve as the primary EVV Office Contact on page 4 of this application. This person will be responsible for receiving communications and notices from AHCCCS and Sandata.
- The Electronic Visit Verification (EVV) Compliance Attestation on page 14, MUST be signed by the Organizational/Facility Chief Executive.





Provider types, services, and places of service subject to EVV:

Provider Description	Provider Type	Provider Description	Provider Type
Attendant Care Agency	PT 40	Home Health Agency	PT 23
Behavioral Outpatient Clinic	PT 77	Integrated Clinic	PT IC
Community Service Agency	PT A3	Non-Medicare Certified Home	PT 95
Fiscal Intermediary	PT F1	Health Agency	
Habilitation Provider	PT 39	Private Nurse	PT 46

Service	HCPCS Service	DDD Focus Codes		
	Code			
Attendant Care	S5125	ATC		
Companion Care	S5135 and S5136			
Habilitation	T2017	HAH, HAI		
Home Health Services (aide, therapy, and part-time/intermittent nursing services				
Nursing	G0299 and G0300			
Home Health Aide	T1021			
Physical Therapy	G1051 and S9131			
Occupational Therapy	G0152 and S9129			
Respiratory Therapy	S5181			
Speech Therapy	G0153 and S9128			
Private Duty Nursing (continuous nursing services)	S9123 and S9124	HN1, HNR		
Homemaker	S5130	HSK		
Personal Care	T1019			
Respite	S5150 and S5151	RSP, RSD		

Place of Service Description	POS Code
Home	12
Assisted Living	13
Other	99





ORGANIZATIONAL/FACILITY APPLICATION

Electronic Visit Verification (EVV) Compliance Attestation

As the Chief Executive of a provider agency that provides services to AHCCCS members subject to Electronic Visit Verification (EVV), I attest to the following:

- 1. My agency will utilize an EVV system for all EVV applicable services as outlined on the AHCCCS website. I understand that my agency can choose to use the AHCCCS supplied state-wide system with Sandata Technologies or an alternate EVV system that my agency procures.
- 2. I understand my agency cannot onboard with EVV until we have an AHCCCS Provider ID number. We will not be able to bill for services until after we have completed credentialing and have our EVV system in place (i.e. access to the system, people trained, devices deployed, etc.) and record visits.
- 3. For EVV services that don't require prior authorization, my agency will input/upload required information including updates and changes into the AHCCCS Service Confirmation Portal to inform AHCCCS and Managed Care Organizations (MCOs) of the following information to support monitoring access to care through the EVV system
 - Service codes, units and modifiers
 - Beginning and end date of the services
 - Medical necessity determination date
- 4. I understand and will adhere to the AHCCCS Medical Policy Manual (AMPM) Electronic Visit Verification policy (540).

Please verify the name and contact information (page 4 of application) for the administrative representative within your organization who will be responsible for serving as the primary contact for EVV. This person will receive primary communications and notices from Sandata and AHCCCS.

Chief Executive Name:	
Title:	
Direct email	
Signature	



ORGANIZATIONAL/FACILITY APPLICATION

If the organization has multiple AHCCCS Provider Registration IDs that may be subject to EVV, please list all relevant Provider IDs.

AHCCCS Provider IDs			