

AZAHP PRACTITIONER DATA FORM

Directions for completing the AzAHP Practitioner Data Form (AzAHP). Any questions regarding this form, please check with your Health Plan representative.

- 1. The information is necessary to add into the Provider Directory and payment system for claims processing. This form is also used for providers that may not require credentialing due to their provide type. If you do not have a Professional license (MD, DO, NP, etc), please disregard the CAQH Registration requirements.
- 2. **CAQH Registration is required** (http://www.caqh.org—for assistance please contact the CAQH HELP DESK at 1-888-599-1771)
- 3. Your CAQH application and attestation MUST be up to date and each health plan you are requesting participation in is authorized to access your data
- 4. Ensure you provide an ACCURATE CAQH number, or your application may be delayed or rejected
- 5. PLEASE TYPE OR PRINT CLEARLY AND COMPLETE THE APPLICATION IN ITS ENTIRETY. ALL PAGES MUST BE SUBMITTED
 - a. Additional office locations-please indicate any additional locations in space allowed
- 6. Please complete the Provider Assessment of Cognitive and Physical Disabilities Accommodations tool (pages 6-7). A separate assessment must be completed for each location.
- 7. The following ATTACHMENTS are required to be submitted with the AzAHP FORM SO YOUR REQUEST MAY BE PROCESSED TIMELY
 - a. IRS 941 voucher or accurate W-9
 - b. Copy of your Board Certification (if applicable)
 - i. Copy of Date of Board Certification Examination
 - ii. If not Board Certified, please provide documentation of CMEs
 - c. Physician Assistants—must provide agreement with supervising physician
 - d. Copy of your Certificates of Insurance information that include the minimum requirements
 - i. See page 8 for the Insurance Requirement Checklist
 - ii. See page 9 and 10 for complete details regarding AHCCCS Insurance Requirements
- 8. New providers receive written confirmation of their effective date with the health plan(s).
 - a. Members may not be seen until written confirmation has been received
 - b. AHCCCS registration is required. You <u>cannot receive payment</u> for services provided without an active AHCCCS registration
 - c. Please notify the health plan(s) of your AHCCCS registration if not available at time application was completed



PLEASE TYPE OR PRINT CLEARLY AND CO This form includes Personally Identifiable info						•	
То:							
Fax: Phone:					Submission Dat	e:	
Post the following items (as applica	ble) to C	AQH-Please check box(e	s) to		-		
 □ IRS 941 coupon or accurate W-9 □ Medicaid required insurance certificate DENTAL PROVIDERS ONLY □ General Anesthesia Permit, Conscious 				nts)	ntation of board	certification or scheduled exam date	
	rst) (M.	l.) (Degree)				☐ Female ☐ Male ☐ NB-identifies with neither/both M/F ☐ TF -Transgender female ☐ TM-Transgender male ☐ ND-does not wish to disclose gender	
DOB:						identity	
1099 Registered Name (Required)						Tax ID#	
Group Practice Name (DBA) if applicable:							
Practitioner's Effective Date w/Practice							
Group Type (check all that apply) ☐ FQHC/RHC ☐ Integrated Clinic ☐ Multi Specialty ☐ Single Specialty Group ☐ Other				Practitioner Type: PCP OBGYN Specialist BH Dentist MAT Prescriber Other			
Lines of Business: Medicaid Medicare Commercial		Does provider participate in ☐ YES ☐ NO	n Medi	care?	Is provider Hospital Based Only? ☐ YES ☐ NO		
SSN:		Individual NPI#			Organizatio	nal NPI#	
AHCCCS I.D.#			Licen State		Exp Da	ate:	
DEA# State: Exp Date:			If MA	AT Prescriber XD ::	EA# Exp D	ate:	
Primary Practicing Specialty: Secondary Practicing Specialty:	Board Certification:			New Graduate (licensed to practice dentistry for the first time in you career and/or completed post-graduate training for the first time we the last 6 months.): □ YES □ NO Graduation/Completion Date MUST BE INCLUDED			
Dental Hygienist Affiliated Dentist Name:				Visits by: ☐ T	elemedicine 🗆 II	n-person Both	



Accepting New Patients:	Patient Age Pane	70:	Patient Conder:	Δην	OCD nanol ciza	o and ro	estrictions (acconting only referrals, etc.):		
□ YES □ NO					y PCP panel size and restrictions (accepting only referrals, etc.): YES NO Explain				
			□ NB-Non Binary		163		NO Explain		
			•						
			☐ TF-Transgender female☐ TM-Transgender male						
Do you provide services to i	ndividuals with	Trained	in the use and scoring of the	<u> </u>	Snecialized	training	/Certifications in: ☐ Health Equity ☐ Diversity		
special needs/chronic cond			omental screening tools as indica	ated		_	sion Trauma Informed Care		
that apply)	icionor (erreen an	by the A	=		Lquity	- Inclu	Sion - Tradina informed care		
	opmental	.,		l	Physician A	ssistant	Supervising Physician Name		
□ Behavioral □ Emotio		☐ YES	□ NO						
☐ Autism Spectrum Disorde	er 🗆 None			ŀ					
·					Collaborativ	ve PA Pr	actice		
Do you provide services/aco	commodations to i	ndividual	s who have difficulty		Do you prov	vide serv	vices to individuals with mobility limitations (i.e.,		
communicating or cooperat	ing (i.e.,) those wi	th autism	or intellectual disabilities?		wheelchair	bound?	□ YES □ NO		
☐ YES ☐ NO									
Do you treat any of the follo	owing diagnoses?	(check all	that apply): Anxiety A	HDS	☐ EPSDT	□ De _l	pression HIV Addiction/ Substance Abuse		
			□ None						
PCPs and OBS ONLY: Do yo	u provide any of th	ne followi	ng services? EPSDT C	ЭB	□ None				
Do you participate in VFC (\	accines for Childre	en)?	VFC PIN CODE:				Do you E-Prescribe? ☐ YES ☐ NO		
(PCPs seeing AHCCCS memb	oers 18 & < must								
participate) 🗆 YES	□ NO								
Languages other than Englis	sh practitioner is fl	uent whe	n communicating about medical	l care:					
Race: Black or African	American		Native Hawaiian or Pacific Is	slander	,	Ethnic	ity: Hispanic or Latino		
Asian	arrefreati		Middle Eastern or North Afr			Lemme	Not Hispanic or Not Latino		
White			Prefer not to disclose	ican			☐ Prefer not to disclose		
	or Alaska Native		Other				a Trefer not to dississe		
Names of Practitioners in C	all Group (Must be	contracte	ed with plan)	Hosp	ital & Ambul	atory Su	irgery Center(s) where practitioner has privileges		



Name:

BILLING SERVICE

Credentialing Alliance

AZAHP PRACTITIONER DATA FORM

Contact:

(if applicable)	Address:								Phone:		
	City: St			State	ate: Zip Code:					Fax:	
DAY TO ADDRESS	A -l -l				City				Ct-t		
PAY TO ADDRESS	Address:				City:				Stat		
(all payments sent	Phone:				Fax:				Zip (Code:	
to this address)											
PRIMARY	Address:				City:			State:	Zip Cod	e:	
ADDRESS	Phone:				Fax:					County:	
(Physical location	Office	DAY	Open	Closed	DAY	Open	Closed	Specia		erations: (i.e., closed for lunch,	
where services	Hours:	Mon		1	Fri			etc)		,	
are performed)		Tues		ĺ	Sat			7			
		Wed		ĺ	Sun			7			
		Thurs		ĺ	+			7			
	List Practit	<u> </u>	Directories	at this ar	ddress?	☐ YES	S D N	NO			
						_					
	Languages	other th:	an Fnglish	snoken h	v OFFICI						
	Languages	other the	an English	эроксіі в	y OTTICE	. JIAII.					
											
ADDITIONAL	Address:				City: State:				Zip Code:		
LOCATION	Phone:			Fa					County:		
(Physical location	Office	DAY	Open	Closed	I DAY	Y Ope	en Clos			nsiderations: (i.e., closed for	
where services are	Hours:							lu	unch, etc)		
performed)					\bot						
*A separate Provider											
Assessment of Cognitive and Physical											
Disabilities	List Practi	itioner in	Directorie	s at this a	ddress?	YE □ YE	<u>-</u> S	NO			
Accommodations must							<u> </u>				
be completed for each location unless are the											
same as the Primary	Language	s other th	han English	າ spoken	by OFFIC	CE STAFF:					
location											
□ Secondary											
□ Tertiary											



ADDITIONAL	Address: City: State:				State:	Zip Code:				
LOCATION	Phone:			Fa	ax:			County:		
(Physical location	Office	DAY	Open	Closed	DAY	Open	Closed		derations: (i.e., closed for	
where services are	Hours:							lunch, etc)		
performed)										
*A separate Provider Assessment of										
Cognitive and Physical										
Disabilities Accommodations must	List Pract	itioner in	Directories	s at this a	address?	☐ YES	□ NO			
be completed for each location unless are the same as the Primary	Language	es other th	nan English	າ spoken	by OFFICE	STAFF:				
location										
☐ Secondary										
☐ Tertiary	<u></u>									
										
ADDITIONAL	Address:				ity:		State:	Zip Code:		
LOCATION	Phone:				ax:			County:		
(Physical location	Office	DAY	Open	Closed	d DAY	Open	Closed		derations: (i.e., closed for	
where services are	Hours:							lunch, etc)		
performed) *A separate Provider								_		
Assessment of								_		
Cognitive and Physical		<u> </u>								
Disabilities Accommodations must	List Pract	itioner ın	Directories	s at this a	address?	☐ YES	□ NO			
be completed for each location unless are the same as the Primary location	Language	es other th	nan English	1 spoken	by OFFICE S	STAFF:				
☐ Secondary										
☐ Tertiary										
OFFICE CONTACT	Name/Ti	itle:					Phone	<u>.</u> :	Fax:	
	E-mail:							ebsite Address:		
	Address:	,:			City:			State: Zip Code:		
CREDENTIALING	Name:					Phone		Fax:		
CONTACT:	Email:							<u> </u>		
	Address:				City			State:	Zip Code:	
Describe your Medical	Record Kee	ping Syster	m(s) (i.e. EN	/IR, Paper,	etc)					
Describe your Cost Rec	cord Keepins	g System(s)) (i.e. Billing	or A/R sy	stem)					
Electronic Claims Subn	mission? 🗆 `	YES 🗆 N	O Inte	ernet Acces	ss? 🗆 YES	□NO	Is this a minc	ority or female own	ned business? YES NO	
Flectronic Funds Trans					<u> </u>			,		



AZAHP PRACTITIONER DATA FORM

Provider Assessment of Cognitive and Physical Disabilities Accommodations

Please identify what accommodations you provide at **each of your practice 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.

Practice Location Address:

Accommodation	YES	NO	NA	Comments
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 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				
Ramps have non-slip surface material				
Railings between 30 & 38in high. On both sides.				
Paths are at least 36in wide and free of protruding objects				
Cane detectible objects on ground as a warning barrier				
Widened doorways (at least 32in clearance)				
Offset (swing-clear) hinges				
Power assisted or automatic door openers				
Door handles no higher than 48in				
Lever or loop handles vs knobs				



Accommodation	YES	NO	NA	Comments
5ft circle or T-shaped space for turning a wheelchair completely				
A clear floor space, 30" X 48" minimum, adjacent to the exam				
table and adjoining accessible route make it possible to do a				
side transfer				
Adjustable height exam table or chair (lowers to 17-19in from floor)				
Positioning and support aids, such as wedges, rolled up blankets, straps and rails				
Ceiling or floor based patient lift				
Gurneys and/or stretchers				
Wheelchair accessible scales				
Adjustable height radiologic equipment				
Handicap parking				
Handicap accessible restroom				
Access ramps				
Accessible by bus				
Accessible by Taxis or other similar options (Uber/Lyft)				
Accessible by Valley Metro Rail				
Provider/Staff has completed cultural competence training				
Do you provide Field Clinic services?				
(A "clinic" consisting of single specialty health care providers who travel to health care delivery settings closer to members and their families than the Multi-Specialty Interdisciplinary Clinics (MSICs) to provide a specific set of services including evaluation, monitoring, and treatment for CRS-related conditions on a periodic basis)				
Do you provide Virtual Clinic services?				
(Integrated services provided in community settingsthrough the use of innovative strategies for care coordination such as telemedicine, integrated medical records, and virtual interdisciplinary treatment team meetings)				

^{*}NCQA Requirement



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Professional Liability

INSURANCE REQUIREMENT CHECKLIST

Commercial General Liability

Prior to submitting your insurance information complete this checklist, use it as a tool to address everything that's required and send it on top of your insurance document(s). See pages 7 and 8 for all AHCCCS Insurance Requirements

□ ATTACHED □ NA	□ ATTACHED					
POLICY NUMBER:	POLICY NUMBER:					
EFF DATE:	EFF DATE:					
General Aggregate \$2,000,000 Products Ops Aggregate \$1,000,000 Personal & Adv. Injury \$1,000,000 Damage to Rented Premises \$50,000 Each Occurrence \$1,000,000	Each Claim \$1,000,000 Annual Aggregate \$2,000,000					
Business Automobile Liability	Workers' Compensation Liability					
□ ATTACHED □ N/A	□ ATTACHED □ N/A					
POLICY NUMBER:	POLICY NUMBER:					
EFF DATE:	EFF DATE:					
Combined Single Limit \$1,000,000	Each Accident \$1,000,000 Disease – Each Employee \$1,000,000 Disease – Policy Limit \$1,000,000					
boards, commissions, universities, officers, offici	eral and Business Auto Liability es the State of Arizona, and its departments, agencies, als, agents, and employees as additional insureds with performed by the Subcontractor or on behalf of the					
Compensation Liability This policy contains a waiver of subrogation endepartments, agencies, boards, commissions, unilosses arising from work performed by the S	mercial General, Business Auto Liability and Workers' adorsement in favor of the State of Arizona, and its versities officers officials agents and employees for					
Contractor. Sexual Abuse and Molestation (SAM) – Requirements of the contractor.	ubcontractor or on behalf of the Subcontractor or					

market will not support it, it should be included with the Professional Liability.



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AHCCCS Insurance Requirements

This communication outlines the additional insurance requirements and provides examples to assist you.

AHCCCS Insurance Requirements

The AHCCCS insurance requirements include Commercial General Liability, Business Automobile Liability and Worker's Compensation and Employers' Liability.

Your commercial general liability policy and your business automobile policy (if applicable), need to include an endorsement (see letter a. below under Commercial General Liability and letter a. below under Business Automobile Liability) and a waiver of subrogation (see letter b. below under Commercial General Liability and letter b. below under Business Automobile Liability) in the Description field of your policy.

Your worker's compensation and employers' liability policy requires only the waiver of subrogation language.

Outlined below are the minimum requirements. Policy examples follow

Commercial General Liability – Occurrence Form

Policy should include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage. The amounts below are the minimum requirements.

•	General Aggregate	\$2,000,000
•	Products – Completed Operations Aggregate	\$1,000,000
•	Personal and Advertising Injury	\$1,000,000
•	Damage to Rented Premises	\$50,000
•	Each Occurrence	\$1,000,000

- a. The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured 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.
- b. Policy shall contain a waiver of subrogation endorsement (**Blanket Endorsements are not acceptable**) in favor of the "State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees" for losses arising from work performed by or on behalf of the Subcontractor.
- c. 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 Sexual Abuse and Molestation (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 Professional Liability.
- d. 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."



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Business Automobile Liability—(If no, automobiles are used in the performance of this Contract or Subcontract, then this is not applicable)

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of the services under contract. The amount below is the minimum required.

• Combined Single Limit (CSL)

- \$1,000,000
- a. The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured 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, involving automobiles owned, leased, hired or borrowed by 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.
- b. Policy shall contain a waiver of subrogation endorsement (**Blanket Endorsements are not acceptable**) in favor of the "State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees" for losses arising from work performed by or on behalf of the Subcontractor.

Worker's Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employers' Liability

Each Accident \$500,000
 Disease – Each Employee \$500,000
 Disease – Policy Limit \$1,000,000

Policy shall contain a waiver of subrogation endorsement (**Blanket Endorsements are not acceptable**) in favor of the "State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subcontractor."

We are required to verify your adherence to these insurance requirements. We appreciate you submitting Certificates of Liability with required coverage levels, endorsements and waivers along with the attached checklist



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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 PDFs: <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 <u>SM_AZ_PNO@care1stAZ.com</u>	www.care1staz.com
DentaQuest	(800) 233-1468	credenrollment@greatdentalplans.com (262)241-7401	http://www.dentaquest.com/state- plans/regions/arizona/az-dentist- page
Molina Healthcare of Arizona	(800) 424-5891	(888)656-0369 MCCAZ-Provider@molinahealthcare.com	http://www.molinahealthcare.com /members/az/en- us/pages/home.aspz
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



AZAHP PRACTITIONER DATA FORM

SIGNATURE PAGE

Practitione	[.] Data	Form	comp	leted	by	1
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Name:	
Title:	
Date:	

^{**}Must be signed within 180 days of submission to the Plan