

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY INCLUDING ATTACHMENTS SO THAT WE MAY PROCESS YOUR REQUEST.** New providers receive written confirmation of their effective date with the health plan. Members may not be seen until the provider receives written confirmation that a request or change is approved and completed (this includes approval by the Credentialing Committee if applicable). **Please Type or Print Clearly.**

- Please type or print this form clearly and return the completed form with attachments (attachments will need to be scanned if submitted electronically)
- Please complete a separate Organizational Data Form for entities with different AHCCCS ID #'s and/or License #'s.

**Attach the following:**

- IRS 941 coupon or accurate W9  Copy of all accreditation certificates (including Medicare)
- Liability insurance face/certificate  Medicaid required insurance certificates as applicable (*see page 2 for requirements*)
- NON-ACCREDITED FACILITIES:** Copy of most recent State and/or Medicare Survey Audit
- List of practitioners providing services at each location (See AzAHP Ancillary Provider Roster) (if applicable)

1099 Registered Name (Required):				Tax ID #:	
Facility Name/DBA (if applicable):					
Lines of Business: <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Commercial		License #:		State:	Exp. Date:
Is provider a Medicare participating provider? <input type="checkbox"/> Yes <input type="checkbox"/> No		AHCCCS I.D.#:		Organizational NPI#:	
Facility Type ( <i>check all that apply</i> ):					
<input type="checkbox"/> Acute Rehab	<input type="checkbox"/> Family Planning	<input type="checkbox"/> O&P	<input type="checkbox"/> Transportation	<input type="checkbox"/> Assisted Living Center	
<input type="checkbox"/> ASC	<input type="checkbox"/> Home Health	<input type="checkbox"/> PT/OT/ST	<input type="checkbox"/> Urgent Care	<input type="checkbox"/> Assisted Living Home	
<input type="checkbox"/> Dialysis	<input type="checkbox"/> Hospice	<input type="checkbox"/> Radiology	<input type="checkbox"/> Vision	<input type="checkbox"/> FQHC	
<input type="checkbox"/> DME/Infusion	<input type="checkbox"/> Hospital	<input type="checkbox"/> Sleep Center	<input type="checkbox"/> Wound Care	<input type="checkbox"/> Outpatient Medical Rehab Center	
<input type="checkbox"/> Enteral	<input type="checkbox"/> Lab	<input type="checkbox"/> SNF	<input type="checkbox"/> Behavioral Health	<input type="checkbox"/> Other	
<b>BILLING SERVICE</b> (If applicable)	Name:		Contact:		
	Address:			Phone:	
	City:	State:	Zip Code:	Fax:	
<b>PAY TO ADDRESS</b> (All payments sent to this address)	Address:			City:	Zip Code:
	Phone:		Fax:		Zip Code:
	Address:			City:	Zip Code:
<b>PRIMARY ADDRESS</b> (Physical location where services are performed) *Attach additional locations	Address:			City:	Zip Code:
	Phone:		Fax:		County:
	Modalities:			Hours:	
	Is Office Accessible to Persons with Disabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			List this Address in Directories? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>FACILITY CONTACT/ MAILING ADDRESS:</b>	Contact Name/Title:		Phone:	Fax:	
	E-mail Address:		Website Address:		
	Address:		City:	Zip Code:	
<b>CREDENTIALING CONTACT:</b>	Name:		E-mail Address:		
	Address:			Phone:	
	City:	State:	Zip Code:	Fax:	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No		Internet Access? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a minority or female owned business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Electronic Funds Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

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

The AHCCCS Minimum Subcontract Provisions include insurance requirements for Acute Care, RBHA, DCS/CMDP, CRS, ALTCS/EPD and DES/DDD Subcontractors. The AHCCCS insurance requirements include Commercial General Liability, Business Automobile Liability, Worker’s Compensation and Employers’ Liability and Professional Liability. The AHCCCS insurance requirements are outlined below:

For the purpose of this Attachment, the following definition applies:

“Subcontractor” means any third party with a contract with the Contractor (AHCCCS Plan) for the provision of any or all services or requirements specified under the Contractor’s contract with AHCCCS, or any entity which has a Provider Participation Agreement or Group Biller Agreement with AHCCCS.

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 (see letter a. below under Worker’s Compensation and Employers’ Liability). For Subcontractors providing direct services 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 SAM 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 be included with the Professional Liability. SAM coverage must be noted with the following statement on the Certificate(s) of Insurance: “Sexual Abuse and Molestation coverage is included” or “Sexual Abuse and Molestation coverage is not excluded.”

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Subcontractor shall provide coverage with limits of liability not less than those stated below as applicable in accordance with the services provided by the Subcontractor.

**1. Commercial General Liability (CGL) – Occurrence Form**

Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

- 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. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by the Subcontractor or on behalf of the Subcontractor or Contractor.
- b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, 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 the Subcontractor or on behalf of the Subcontractor or Contractor.
- c. For Subcontractors providing direct services 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 be included with the Professional Liability.
- d. The following statement must be included on the Certificate(s) of Insurance: “Sexual Abuse and Molestation coverage is included” or “Sexual Abuse and Molestation coverage is not excluded.”

**2. 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.

Combined Single Limit (CSL) \$1,000,000

- a. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by the Subcontractor or on behalf of the Subcontractor or Contractor involving automobiles owned, leased, hired and/or non-owned by the Subcontractor.
- b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, 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 the Subcontractor or on behalf of the Subcontractor or Contractor.

**3. Worker's Compensation and Employers' Liability**

Workers' Compensation Statutory  
Employers' Liability

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

- a. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, 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 the Subcontractor or on behalf of the Subcontractor or Contractor.

**4. Professional Liability (Errors and Omissions Liability)**

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Subcontract is written on a claims-made basis, Provider warrants that any retroactive date under the policy shall precede the effective date of the contract and the Subcontract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under the contract or the Subcontract is completed, whichever is later.
- b. The policy shall cover professional misconduct or wrongful acts for those positions defined in the Scope of Work of the contract or Subcontract.

**B. NOTICE OF CANCELLATION:** Applicable to all insurance policies required within the Insurance Requirements of this Contract or the Subcontract, Subcontractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice the Prime Contractor.

**C. ACCEPTABILITY OF INSURERS:** Subcontractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor or Subcontractor from potential insurer insolvency.

If the Subcontractor utilizes the Social Service Contractors Indemnity Pool ("SSCIP") or other approved insurance pool for insurance coverage, SSCIP or the other approved insurance pool is exempt from the A.M. Best's rating requirements listed in this section. If the Subcontractor chooses to use SSCIP or another approved insurance pool as its insurance provider, the Subcontract would be considered in full compliance with insurance requirements relating to the A.M. Best rating requirements.

## Facility Assessment of Cognitive and Physical Disabilities Accommodations

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

### Facility Location Address:

Accommodation	YES	NO	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			
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			
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 Valley Metro Rail			
Provider/Staff has completed cultural competence training			
<p>Do you provide Field Clinic services?</p> <p>(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)</p>			
<p>Do you provide Virtual Clinic services?</p> <p>(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)</p>			

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

**If your intent is to apply for participation in a Health Plan network**, 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.

**If you are adding a location/facility under an existing Health Plan contract**, please only send to the Plan(s) you are contracted with.

HEALTH PLAN	PHONE	FAX/EMAIL	WEBSITE
Arizona Complete Care - Complete Care Plan	(866) 796-0542	(866) 687-0514 AzCHProviderData@azcompletehealth.com	www.azcompletehealth.com
Banner University Health Plan	(520) 874-5290 or (800) 582-8686	Email is preferred method to submit completed PDFs: BUHPDATATEAM@Bannerhealth.com (520) 874-7142	www.BannerUCA.com/ACC www.BannerUCAcom/ALTCS www.BannerUCA.com www.BannerUHP.com
Care1st Health Plan - A WellCare Company	(602) 778-1800 (options in order 5, 7)	(602) 778-1875 SM_AZ_PNO@care1stAZ.com	www.care1staz.com
Comprehensive Medical and Dental Program (CMDP)	(602) 351-2245 or (800) 201-1795 (options in order 1, 2, 3)	(602) 264-3801 CMDPProviderServices@azdcs.gov	https://dcs.az.gov.cmdp
Magellan Complete Care of Arizona	(800) 424-5891	(888) 656-0369 MCCAZProvider@MagellanHealth.com	www.mccofaz.com
Mercy Care	(602) 263-3000 (Express Code 631)	(860) 975-3201	www.mercareaz.org
Steward Health Choice Arizona	(800) 322-8670 (options in order 4, 7)	(480) 760-4975	www.healthchoiceaz.com
UnitedHealthcare Community Plan	(877) 842-3210	(612) 234-0211	www.uhccommunityplan.com

*Each plan retains the right to make their own contracting decisions (whether or not to add organizations to their network) and also will make their own credentialing committee decisions (review of the primary source verification information obtained by Aperture Credentialing, LLC resulting in approval/denial by the plan's committee). You will receive separate communication from each plan regarding the effective date of your credentialing and the effective date of your contract.*