

**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:**

1. IRS 941 coupon or accurate W9
2. Liability insurance face/certificate
3. Copy of all accreditation certificates (including Medicare)
4. Medicaid required insurance certificates as applicable (*see page 2 for requirements*)

**NON-ACCREDITED FACILITIES:**

1. Copy of most recent State and/or Medicare Survey Audit
2. List of practitioners providing services at each location (See AzAHP Ancillary Provider Roster) (if applicable)

1099 Registered Name (Required):	Tax ID #:
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Facility Name/DBA (if applicable):

Lines of Business: <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Commercial	License #:	State:	Exp. Date:
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Is provider a Medicare participating provider? <input type="checkbox"/> Yes <input type="checkbox"/> No	AHCCCS I.D.#:	Organizational NPI#:
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Facility Type (*check all that apply*):

<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/RHC
<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:	

<b>PRIMARY ADDRESS</b> (Physical location where services are performed) <i>*Attach a sheet with additional locations including NPI specific to location</i>	Address:		City:	Zip Code:	
	Phone:	Fax:	County:	Location NPI:	
	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
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Electronic Funds Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## 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)			

Accommodation	YES	NO	Comments
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 data-bbox="73 716 462 743">Do you provide Field Clinic services?</p> <p data-bbox="73 842 722 1031">(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 data-bbox="73 1073 483 1100">Do you provide Virtual Clinic services?</p> <p data-bbox="73 1136 698 1293">(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>			

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).

Commercial General Liability	Professional Liability
<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED <input type="checkbox"/> N/A
<input type="checkbox"/> General Aggregate            \$2,000,000 <input type="checkbox"/> Products Ops Aggregate    \$1,000,000 <input type="checkbox"/> Personal & Adv. Injury      \$1,000,000 <input type="checkbox"/> Damage to Rented Premises    \$50,000 <input type="checkbox"/> Each Occurrence                \$1,000,000	<input type="checkbox"/> Each Claim                    \$1,000,000 <input type="checkbox"/> Annual Aggregate            \$2,000,000
Business Automobile Liability	Workers' Compensation Liability
<input type="checkbox"/> ATTACHED <input type="checkbox"/> N/A	<input type="checkbox"/> ATTACHED <input type="checkbox"/> N/A
<input type="checkbox"/> Combined Single Limit    \$1,000,000	<input type="checkbox"/> Each Accident                \$1,000,000 <input type="checkbox"/> Disease – Each Employee    \$1,000,000 <input type="checkbox"/> Disease – Policy Limit      \$1,000,000

Your Certificates of Insurance must include the minimum requirements outlined in the tables above and the following endorsement, waiver of subrogation and/or SAM language as applicable.

- Endorsement – Required for Commercial General and Business Auto Liability**  
 This policy contains an endorsement that includes 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.
- Waiver of Subrogation – Required for all**  
 This policy contains a waiver of subrogation endorsement 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.
- Sexual Abuse and Molestation (SAM) – Required for Commercial General Liability or Professional Liability when providing services to children and/or vulnerable adults**  
 Insurance Certificate(s) must provide the following statement “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 be included with the Professional Liability.

## 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.”

### **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. 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.”

Two examples for your reference are included on pages 9-10:

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

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/01/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER insurance Company Name License Number Mailing Address City, AZ Zip Code	CONTACT NAME: Agent Name
	PHONE (A/C, No, Ext): 602-555-5555 FAX (A/C, No): 602-555-1111 E-MAIL ADDRESS: agent@insco.com
INSURED Provider's Group Name Address City, AZ Zip Code	INSURER(S) AFFORDING COVERAGE
	INSURER A: SCF Casualty Insurance
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			C12345			E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

UPDATED - limits to \$1,000,000

AHCCCS minimum coverage limits

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This policy contains a waiver of subrogation endorsement in favor of the State of Arizona, and its departments, agencies, boards, commissions universities, officials, agents, and employees for losses arising from work performed by the Subcontractor or on behalf of the Subcontractor or Contractor.

Only Waiver of Subrogation language is required for Worker's Comp policy

CERTIFICATE HOLDER CANCELLATION

Arizona Health Care Cost Containment System Attn: Contracts 700 E. Jefferson St. MD 5700 Phoenix, AZ 85034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Add AHCCCS as the Certificate Holder	ITATIVE



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 Health -Complete Care Plan	(888) 788-4408	(866)687-0514 AzCHProviderData@azcompletehealth.com	www.azcompletehealth.com
Banner University Health Plans	(520) 874-5290 or (800) 552-5656	Email is preferred method to submit completed PDFs: BUHPDATATEAM@Bannerhealth.com (520) 874-7142	www.BannerUFC.com/ACC www.BannerUFC.com/ALTCS www.BannerUCA.com www.BannerUHP.com
Care1st Health Plan Arizona—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
DentaQuest	(800) 233-1468	<a href="mailto:initialproviderenrollment@dentaquest.com">initialproviderenrollment@dentaquest.com</a> 262-241-7401	<a href="http://www.dentaquest.com/state-plans/regions/arizona/az-dentist-page">http://www.dentaquest.com /state- plans/regions/arizona/az- dentist-page</a>
Magellan Complete Care Arizona	800-424-5891	888-656-0369 MCCAZProvider@MagellanHealth.com	www.mccofaz.com
Mercy Care	(602) 263-3000 (Express Code 631)	Contracting: <a href="mailto:contractdepartment@mercycaresaz.org">contractdepartment@mercycaresaz.org</a> If contracted already, email completed forms to Provider Relations at: <a href="mailto:Providerrelations@mercycaresaz.org">Providerrelations@mercycaresaz.org</a> Or fax form to (860) 975-3201	www.mercycareaz.org
Steward Health Choice Arizona	(800) 322-8670 (options in order 4, 7)	Contracting: <a href="mailto:hchcontracting@steward.org">hchcontracting@steward.org</a> If contracted, email your provider representative (480) 760-4975	https:// <a href="http://www.Stewardhealthchoiceaz.com">www.Stewardhealthchoice az.com</a>
United Healthcare Community Plan	(877) 842-3210	(855) 523-9998 Cred_application@uhc.com	<a href="http://www.uhcprovider.com">www.uhcprovider.com</a>

*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.*