

Arizona Priority Care's **Provider Network & Contracting** department manages all aspects of the contract process with our provider groups and facilities: communicating all changes within the network to providers and AZPC's contracted health plans, supporting providers with their questions, and coordinating all demographic changes, additions, and terminations within a group.

Adding/Updating a Provider:

When you have changes within your office, i.e., adding a new provider or facility to the group or terminating an existing provider(s), you will need to complete the appropriate AZPC form(s) and submit it to the **Provider Network & Contracting** department so the provider(s) can be reviewed, loaded and credentialed. Important things to remember:

1. All providers participating in the AZPC Medicare Advantage plans must have a current Medicare PTAN and will need to be provided on the request to add the provider or facility.
2. Arizona Priority Care requires all Physician Assistants, to have a Supervising Physician Agreement (PA Delegation Form) on file. All supervising physicians must be credentialed and active in the AZPC network.
3. All forms must be completed in their entirety. Incomplete forms will be rejected and returned to the requesting provider's office pending receipt of all required information.
4. All providers will be reviewed and sent to credentialing. Providers will not be able to see members until you receive a notification from the **Provider Network & Contracting** department with the network effective date. This is different than the letter you will receive from the credentialing department.

Terminating a Provider from your practice:

When a provider leaves a group/practice, AZPC requests notification within (30) days so that the provider can be terminated from the system and removed from the Provider Directory. The necessary form will need to be submitted to the **Provider Network & Contracting** department.

Physician/Provider Roster:

From time to time, AZPC may request an updated roster of all providers and locations within your office. You can utilize AZPC's Provider/Physician roster form or use your own form keeping in mind that practice location address, phone, fax and office hours are required.

- Provider/Physician Roster – Fillable PDF - [Provider/Physician Roster](#)
- Provider/Physician Roster – Excel - [Provider/Physician Roster](#)

Provider Change Requests

When a change occurs to a provider(s), the change requests should be submitted on the appropriate form. Changes include but are not limited to: address changes (adding or removing locations), name or degree changes, specialty changes, etc.

Forms available on the Arizona Priority Care (AZPC) website

- Adding a Provider to the contracted group – [Existing Practice – Provider Participation Request Form](#)
- Adding a facility to an Ancillary group (i.e., Hospitals, ASCs, SNFs, etc.) - [Ancillary Facility Credentialing Application](#)
- Terminating a provider from the group/practice - [Provider Termination Form](#)
- Address changes to existing provider(s) including physical locations, mailing and bill/remit addresses - [Demographic Update Form](#)
- Changes to an existing provider such as name changes, specialty or degree changes, TIN changes - [Provider/Group Update Form](#)

For questions or concerns regarding any updates needed for your practice/group, you can reach the department via email at Provider.Network@AZPriorityCare.com or call directly at 480-499-8700