Existing Practice - Provider Participation Request Form
Frequently Asked Questions

The **Existing Practice - Provider Participation Request Form** is used to add a new provider to an existing group contracted with Arizona Priority Care (AZPC). Below are the answers to a few frequently asked questions that may be helpful when submitting requests.

Do I submit an Information Release Form when submitting my request to add a provider?

- ***No, all requests to add a provider(s) must be reviewed and approved by the Contracting department prior to it being submitted to the credentialing department. We ask that you wait until a Credentialing Coordinator contacts you to request the Information Release form(s). Submitting this form at the same time as the Provider Participation Request form will result in you being asked to re-submit it once credentialing reaches out to you.***

How long will it take to process my request?

- Requests are processed in the order in which they are received. Incomplete forms will cause a delay in processing.
- Provider Participation Request Forms should be submitted to Provider.Network@AZPriorityCare.com
- Processing times will vary based on date received, volume of requests and the timing of the next credentialing meeting.
- The Credentialing department's goal is to complete the credentialing within 60 days receipt of the Information Release Form ***(Please see information above on when to submit the Information Release Form).*** For Instance:
  - If a release form is received at the end of February the provider will go to April meeting
  - If a request is received at the end of March the provider will go June meeting.
- AZPC is a Medicare Advantage network. All providers being added will need to provide their Medicare PTAN on the form at the time of submission in order to be processed. ***Forms submitted without the Medicare PTAN will not be processed.***
- Please only include locations that the provider is seeing members, **at least 1 day per week.** Covering locations do not need to be listed for providers that do not regularly see members there. AZPC will add up to 5 locations per provider.

How often are credentialing meetings held?

- Credentialing meetings are held on the 3rd Thursday of February, April, June, August, October, and December.
- The credentialing department's deadline to process any applications received for the credentialing committee, will be 2 weeks prior to the credentialing meeting.

I received a letter stating that a provider has been credentialed, does that mean he/she can now treat AZPC members?

- Once credentialing is complete, you will receive a letter from the AZPC credentialing department with the Provider's credentialing effective date. ***This is not the Provider's AZPC effective date. You will need to wait until you have received notification from the Network Contracting department that the provider(s) are approved to treat AZPC members.***
- AZPC Provider effective dates will typically be the 1st day of the month following the credentialing date. ***For example a provider that completes credentialing in February would be made effective March 1st.***
- Once credentialing is complete, the Network Contracting department will load the provider into its system and notify the Health Plans of the provider's participation. The Network Contracting department will send a separate letter with the provider's official effective date. ***This is the date the provider will be able to see AZPC members.***

What is required for credentialing of Physician Assistants?

- Physician Assistants being added to an existing group will require that a PA Delegation form be completed for each Physician Assistant. The form can be found here: PA Delegation Form. Physician Assistants that have not been certified for Collaborating Practice will not require credentialing. Physician Assistants that **have been certified** will need to **include a copy of the certification and will require credentialing**.

If you have questions or concerns about the credentialing status of a request that exceeds the timing provided above please contact our credentialing team at Credentialing@AZPriorityCare.com.

We at AZPC value your partnership and look forward to your continued participation in our network. If you have any questions, please contact us at (480) 499-8700.

Arizona Priority Care™
One Goal. One Priority. Your Healthcare.

EXISTING PRACTICE/GROUP*
PROVIDER PARTICIPATION REQUEST FORM

PLEASE COMPLETE THE FOLLOWING AND RETURN VIA EMAIL: Provider.Network@AZPriorityCare.com

ATTENTION: This is not a provider application. This form is to be used to request the addition of a provider to your existing contract with Arizona Priority Care (AZPC).

The request to add a provider to your group will be reviewed. Once approved, our credentialing department will send to you the paperwork required to initiate the credentialing process. ***PLEASE NOTE:** ***If your group is not currently participating in the AZPC network, please use the "New Group/Practice Participation Request form" located on our website:*** www.azprioritycare.com

Thank you for your continued participation in the Arizona Priority Care network.

Section I

Credentialing Contact Information

Credentialing Contact Name	Title	Telephone	Fax
Credentialing Contact Address			
Email Address			Date

Section II

Provider Information

Provider Last Name	Provider First Name	MI	Degree (MD, DO, etc)
Individual NPI:	Group NPI:		Tax ID #:
Primary Specialty (Do not list degree here)	Secondary Specialty: (If applicable)		Gender:
Group Legal Name (as it appears on W-9)			Date of Birth:
DBA (If applicable)			CAQH #
Provider Type *PCP ☐ Specialist ☐ Hospitalist ☐ * If PCP, do you want members assigned to NPs? ☐ Yes ☐ No ***(Please indicate Yes or No if provider is an PCP Nurse Practitioner)***	Practice Type: ☐ Office-based practice ☐ House Call Only Practice ☐ Hospital Based ☐ Other: _____		AHCCCS Number#: State License #: SL Expiration Date: _____
(Medicare PTAN is required to be considered for AZPC network, if pending submit form once you have it.) Certified to participate in Medicare? ☐ Yes ☐ No Medicare #: _____	DEA #: DEA State: _____ DEA# Expiration Date:		Board Certified: ☐ Yes ☐ No Date Board Certified: _____
Panel Age Limitations? ☐ Yes ☐ No If yes, please specify: _____ Panel Open: ☐ Yes ☐ No - If No, AZPC will not add Provider	Electronic Billing Used? ☐ Yes ☐ No Electronic Medical Records? ☐ Yes ☐ No E-Prescribing? ☐ Yes ☐ No	Gender Limitations? ☐ Yes ☐ No If yes, please specify: _____	
Languages spoken by Provider (other than English)	Malpractice Insurance Carrier:		

Please complete fully. Incomplete sections may result in delayed processing.

Section III

Practice Manager Contact Information

Office Manager/Contact Name		
Phone:	**Fax:**	**Email:**
What address should correspondence be sent to for all Provider notices and contract correspondence ***(This address will be used for all mailings related to contract changes, health plan changes, etc.)***		
Address		
City, State, & Zip Code		
Email:	**Phone:**	**Fax:**

Section IV

Remit/ Payment Address

Address		
City, State, & Zip Code		
Phone:	**Fax:**	
Do you have a 3rd party billing agency? ☐ Yes ☐ No (If yes, complete information below)		
Billing Agency Name:	**Contact Name:**	**Email:**
Billing Agency Name:	**Phone:**	**Fax:**

Section V - Practice Locations

Primary Practice Address

Address, City, State, & Zip Code			
County	**Phone (for patient appointments):**	**Fax:**	**Office Hours/Days**
Practice Email Address:	**Practice Website:**	**Location NPI (If different from Group NPI):**	
Is this location a Federally Qualified Health Center (FQHC) ☐ Yes ☐ No	**Location Name (if different form Group Name):**		

**** Please see note below on providing additional locations***

Additional Practice Location

Address, City, State, & Zip Code			
County	**Phone (for patient appointments):**	**Fax: (Required)**	**Office Hours/Days**
Practice Email Address:	**Practice Website:**	**Location NPI (If different from Group NPI):**	
Is this location a Federally Qualified Health Center (FQHC) ☐ Yes ☐ No	**Location Name (if different form Group Name):**		

****AZPC will only load up to 5 locations per provider. Please only include locations that the provider sees patients at least 1 day per week.***

Hospital Affiliations *(If needed, list Hospitals on an attached sheet)*

*** Please complete fully. Incomplete sections may result in delayed processing.**