

Credentialing Checklist and FAQs

INITIAL CREDENTIALING CHECKLIST

1. Practitioners --- go to : <https://proview.caqh.org/login>
 - a. Complete or update your CAQH application
 - b. Fill out or update application completely including questionnaire.
 - i. Provide any explanation to any NO answer on the questionnaire including any malpractice claims history.
 - c. Following instructions in CAQH, upload current copies of the following
 - i. DEA license, state medical license, Malpractice insurance, certifications, etc.
 - d. Physician Assistants (PAs)—upload a current copy of Your agreement with the supervising physician and your scope of practice to CAQH
 - e. **Ensure you have authorized the health plan to access your CAQH application under affiliated organization authorization section.**

AZAHF PROVIDER DATA FORMS

2. **AzAHP Provider Data Form (PDF)** -- A common application which is utilized by all healthplans, has been developed. Regardless of how many plans you wish to contract with, only one PDF needs to be completed and forwarded to the individual plans.
 - a. AzAHP PDF can be found on plan's website
 - i. <https://www.azcompletehealth.com/providers/become-a-provider/credentialing-forms.html>
 - b. Please send the completed PDF to AzCHProviderData@azcompletehealth.com or as directed by Provider Network/Relations Representative of plan.

RE-CREDENTIALING AND MAINTENANCE TIPS

1. You must re-attest to your CAQH application quarterly. All expired documents must be re-uploaded to CAQH. In order to expedite the re-credentialing process, please upload all CMEs to CAQH on a quarterly basis. If you are not board certified, CMEs may be a requirement of some health plans
2. Every three (3) years, you are required to undergo the Re-credentialing process. Keeping your CAQH application updated will significantly reduce any work needed on your part and reduce potential delays in the process.

FREQUENTLY ASKED QUESTIONS

1. **What is Credentialing**

Credentialing is the process in which written evidence of qualifications are obtained for Practitioners seeking to participate under contract with a specific health plan
2. **If I'm credentialed with one AHCCCS health plan am I automatically credentialed with the other health plans?**

No, you must submit your completed AzAHP PDF to each health plan with which you wish to contract/participate. Each plan will independently make a credentialing determination.
3. **Once I have an AHCCCS ID number am I credentialed?**

No. In order to see members of an AHCCCS health plan and get paid for the services, you must apply for credentialing with that specific health plan. If you want to see members from more than one health plan, you must be credentialed by each individual plan
4. **Once I am credentialed, can I start seeing Members?**

No. Credentialing with the plan is only one step in the process. You also must work with Provider Network/Relations or Contracting and obtain a contract with the plan. Many times contract talks are happening as credentialing is being completed.
5. **Can I bill for services once I'm credentialed?**

No, you must complete contracting with the plan as well. If you are joining a group already contracted, you will just need to be added to the contract.
6. **Must I notify anyone if I leave or join another practice?**

Yes, contact Provider Network/Relations of the health plan