



AHCCCS Provider Enrollment Group Biller Open Door

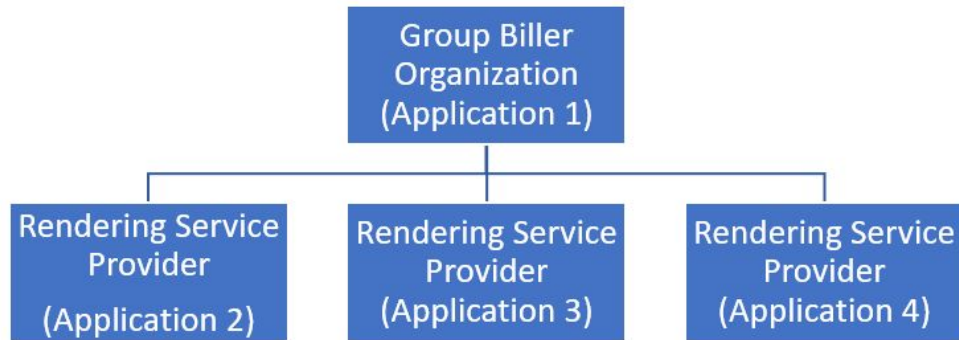
Samantha Williams - Provider Enrollment Administrator

Disclaimer

- This meeting is being used to address the upcoming changes to the practice locations step on Group Biller applications ONLY. Questions that are not related to this topic will not be addressed.
- This meeting is being recorded and will be published on the AHCCCS website to assist those who may not be able to attend today.
- Any questions in the chat will be reviewed. We will answer as many live questions as possible. Any questions not answered will be reviewed and assessed for the appropriate response method.
- Due to the volume of attendees in this session, all attendees will be muted. Questions can only be submitted through the chat function.

What is a Group Biller?

Definition: Group Billers (provider type 01) are organizations electing to act as financial representatives for any provider or group of providers. As of February 18, 2024, Group Billers are required to disclose only the pay-to address and cannot add servicing locations on the Group biller application. Group billers themselves **do not** have servicing addresses in the AHCCCS Provider Enrollment Portal (APEP) because they are a billing entity **only**. While they will be connected to servicing providers, the Group Biller profile itself only has a pay-to address. Group billers do not independently provide services to members and as such do not have practice locations. The service addresses for the providers rendering services for the group are captured on the servicing providers application, NOT on the group biller application.



Group Biller Application Steps

View/Update Provider Data - Group

Business Process Wizard - Provider Data Modification (Group).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 2: Locations	Required	12/27/2023	02/09/2024	Complete		
<input type="checkbox"/> Step 3: Correspondence Address	Required	12/27/2023	02/09/2024	Complete		
<input type="checkbox"/> Step 4: Provider Type/Specialties/Subspecialties	Required	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 5: Associate Billing Provider/Other Associations	Optional	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 6: Additional Information	Optional	12/27/2023	02/09/2024	Complete		
<input type="checkbox"/> Step 7: Provider Controlling Interest/Ownership Details	Required	01/04/2023	10/23/2020	Complete		
<input type="checkbox"/> Step 8: Taxonomy Details	Required	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 9: View Servicing Provider Details	Optional	02/14/2024	10/23/2020	Complete		
<input type="checkbox"/> Step 10: Upload Documents	Required	09/13/2023	10/16/2023	Complete		
<input type="checkbox"/> Step 11: Complete Modification Checklist	Required	12/27/2023	02/09/2024	Incomplete		
<input type="checkbox"/> Step 12: Submit Modification Request for Review	Required	12/27/2023	02/09/2024	Complete		

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Locations Step

Pay to address is required for Primary Practice Location. To Add/Modify Pay to address, click on Primary Practice Location hyperlink

Locations List

Filter By Filter By And Operational Status Active

Doing Business As	Location Type	Location Details	Start Date	End Date	Status	Operational Status	Inactivation Date	Location Code
<input type="checkbox"/>	Other Office/Servicing Location	Buckeye, ARIZONA 85396	08/27/2008	12/31/2999	Approved	Active		10
<input type="checkbox"/>	Other Office/Servicing Location	r, ARIZONA 85338	08/27/2008	12/31/2999	Approved	Active		11
<input type="checkbox"/>	Primary Practice Location	Valley, ARIZONA 85143	08/27/2008	12/31/2999	Approved	Active		01
<input type="checkbox"/>	Other Office/Servicing Location	ARIZONA 85224	08/27/2008	12/31/2999	Approved	Active		03
<input type="checkbox"/>	Other Office/Servicing Location	ARIZONA 85339	08/27/2008	12/31/2999	Approved	Active		05
<input type="checkbox"/>	Other Office/Servicing Location	ARIZONA 85201	08/27/2008	12/31/2999	Approved	Active		06
<input type="checkbox"/>	Other Office/Servicing Location	ARIZONA 85207	08/27/2008	12/31/2999	Approved	Active		07
<input type="checkbox"/>	Other Office/Servicing Location	ARIZONA 85043	08/27/2008	12/31/2999	Approved	Active		08
<input type="checkbox"/>	Other Office/Servicing Location	ARIZONA 85296	08/27/2008	12/31/2999	Approved	Active		02
<input type="checkbox"/>	Other Office/Servicing Location	ARIZONA 85041	08/27/2008	12/31/2999	Approved	Active		04

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Because this application is for JUST the group biller, it is not appropriate for them to list practice/servicing locations. Group billers do not provider services to members, they provide billing services for providers. When the enhancement goes in on 02/18, this page will display the pay-to address only which is appropriate for what the group biller's purpose is.

Step 9 View Servicing Provider Details

View/Update Provider Data - Group

Business Process Wizard - Provider Data Modification (Group).

<input type="checkbox"/> Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 2: Locations	Required	12/27/2023	02/09/2024	Complete		
<input type="checkbox"/> Step 3: Correspondence Address	Required	12/27/2023	02/09/2024	Complete		
<input type="checkbox"/> Step 4: Provider Type/Specialties/Subspecialties	Required	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 5: Associate Billing Provider/Other Associations	Optional	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 6: Additional Information	Optional	12/27/2023	02/09/2024	Complete		
<input type="checkbox"/> Step 7: Provider Controlling Interest/Ownership Details	Required	01/04/2023	10/23/2020	Complete		
<input type="checkbox"/> Step 8: Taxonomy Details	Required	10/23/2020	10/23/2020	Complete		
<input type="checkbox"/> Step 9: View Servicing Provider Details	Optional	02/14/2024	10/23/2020	Complete		
<input type="checkbox"/> Step 10: Upload Documents	Required	09/13/2023	10/16/2023	Complete		
<input type="checkbox"/> Step 11: Complete Modification Checklist	Required	12/27/2023	02/09/2024	Incomplete		
<input type="checkbox"/> Step 12: Submit Modification Request for Review	Required	12/27/2023	02/09/2024	Complete		

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Servicing Provider List

Servicing Provider List						
Filter By		And	Filter By		And Operational Status	Active
<input type="button" value="Go"/> <input type="button" value="Save Filters"/> <input type="button" value="My Filters"/>						
Servicing Provider NPI/ID	Servicing Provider Name	Start Date	End Date	Status	Operational Status	Inactivation Date
84		10/09/2003	02/11/2019	Approved	Active	
850		08/19/2020	12/31/2999	Approved	Active	
100		12/26/2023	12/31/2999	Approved	Active	
101		08/11/2015	08/14/2021	Approved	Active	
101		04/28/2019	12/31/2999	Approved	Active	
102		11/01/2012	12/31/2999	Approved	Active	
102		09/11/2020	12/31/2999	Approved	Active	
102		07/22/2020	12/31/2999	Approved	Active	
103		05/08/2019	12/31/2999	Approved	Active	
103:		09/28/2017	12/31/2999	Approved	Active	

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Rendering Provider Application

Close Undo Update Pull Back

View/Update Provider Data - Individual

Business Process Wizard - Provider Data Modification (Individual).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	09/20/2021	09/20/2021	Complete		
<input type="checkbox"/> Step 2: Locations	Required	04/17/2023	09/20/2021	Complete	Updated	
<input type="checkbox"/> Step 3: Correspondence Address	Required	09/20/2021	09/20/2021	Complete		
<input type="checkbox"/> Step 4: Provider Type/Specialties/Subspecialties	Required	09/20/2021	09/20/2021	Complete		
<input type="checkbox"/> Step 5: Associate Billing Provider/Other Associations	Required	09/20/2021	09/20/2021	Complete		
<input type="checkbox"/> Step 6: License/Certification/Other	Required	09/20/2021	09/20/2021	Complete		
<input type="checkbox"/> Step 7: Provider Controlling Interest/Ownership Details	Required	09/20/2021	09/20/2021	Complete		
<input type="checkbox"/> Step 8: Taxonomy Details	Required	09/20/2021	09/20/2021	Complete		
<input type="checkbox"/> Step 9: Populations Served	Optional			Incomplete		
<input type="checkbox"/> Step 10: Upload Documents	Required	04/17/2023	09/20/2021	Complete	Updated	
<input type="checkbox"/> Step 11: Complete Modification Checklist	Required	10/25/2021	11/08/2021	Incomplete		
<input type="checkbox"/> Step 12: Submit Modification Request for Review	Required	04/17/2023	11/08/2021	Incomplete		Modification Request has not been Submitted.

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Billing Provider/Other Associations

Billing Provider/Other Associations List

Filter By And Filter By And Operational Status Active

<input type="checkbox"/> ▲▼ NPI/AHCCCS ID	▲▼ Provider Name	▲▼ Start Date	▲▼ End Date	▲▼ Status	▲▼ Operational Status	▲▼ Inactivation Date
<input type="checkbox"/>		08/01/2021	12/31/2999	Approved	Active	
<input type="checkbox"/>		08/11/2015	08/14/2021	Approved	Active	

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Q & A

Q: Do I need to create Group NPIs for each location?

A: No. If you have multiple locations, you only need one Group Biller profile with its own NPI. The individual providers still must apply under their own provider type with their own respective NPI.

Q: I tried to register one of my rendering providers using the group NPI and APEP gives me the error that it is already in use. What do I do?

A: Each APEP application must have its own unique NPI. The Group Biller cannot share an NPI with its rendering providers.

Q: Will the change of the practice locations to pay-to address on the Group Biller application change my ability to bill for my rendering service providers that are already registered with AHCCCS?

A: No. The requirement has always been that Group Billers must have registered rendering providers with their own respective AHCCCS IDs. This system change is clearing up the expectations on “service locations” reported on the Group Biller application alone.

Q: Our Group bills for Physical Therapists, do we need to register the locations the physical therapists practice individually?

A: No. Physical Therapists are licensed individuals. The locations where they practice are not licensed locations. AHCCCS doesn't register these offices. Only the rendering Physical Therapists need to be registered and should list their practice locations on their own respective application. These locations do not need to be listed in APEP as service locations on the Group Biller application. This is true for Group Billers that bill for other individual providers such as dentists, radiologists, MDs, nurse practitioners, etc. If you have been billing for individual providers, this billing process and your registration requirements are NOT changing with the system updates.

Questions?

Thank You.