Company Requirements

- Company Policies and Procedures
- Auto Liability Insurance Certificate
  - Naming Client Business Office as the Certificate Holder on the Insurance Certificate
- Workmen’s Comp Liability Insurance Certificate
- Company Articles of Incorporation
- Company Good Faith Standing Certificate
- Any Copies of the Vehicle pre-trip inspection sheet
- Weights & measures with units listed
- Individual Insurance Cards/Registration with matching VIN#
- Company AHCCCS Approval Letter with Provider ID# Listed
- Company AHCCCS Contact Information to verify business address

Once Company has everything in then they are scheduled to be on the agenda for WMAT Health Board

There they present there company, letting board know they will be willing to work on WMAT Tribe and follow all rules and regulations that is set by Client Business Office.

  - Approval Letter from WMAT Health Board
  - Copy of Proof of payment and certificate from WMAT T.E.R.O. Office
  - Copy of Signed Contract with the WMAT
  - Business License from WMAT Tribe
Client Business Office /Non-Emergency Transport Required Documents:

<table>
<thead>
<tr>
<th>Required Original documents before hire:</th>
<th>Required 5 days after effective date:</th>
<th>Required after 2 months of hire:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona Drivers License</td>
<td>Drug test (administered by your company)</td>
<td>First Aid/ CPR</td>
</tr>
<tr>
<td>Social Security Card</td>
<td></td>
<td>Sexual Harassment Class</td>
</tr>
<tr>
<td>Tribal Rap Sheet</td>
<td></td>
<td>HIPPA Certificate</td>
</tr>
<tr>
<td>5 Year driving record</td>
<td></td>
<td>Defensive Driving Course</td>
</tr>
<tr>
<td>Finger Print Clearance Card</td>
<td></td>
<td>Fraud and Waste Training</td>
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<tr>
<td>Orientation</td>
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<td>AHCCCS NEMT Training</td>
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