

Provider Enrollment Bulletin 2026-004

Arizona Health Care Cost Containment System
Division of Member and Provider Services

Provider Enrollment Update

06/02/2026

This Bulletin is being issued to inform staff...

The AHCCCS Provider Enrollment Portal (APEP) update is being issued to inform staff about the following changes that will be made in APEP effective 06/07/2026:

Who Does This Impact?

- All Users

What is Changing in APEP?

Revision of Appeal Rights Address in Denial and Termination Correspondence Letters

- The Appeal Rights section in denial and termination correspondence letters has been updated. The section will now display the following address:
 - Arizona Health Care Cost Containment System
Office of the General Counsel
150 N 18th Avenue, MD 15013
Phoenix, AZ 85007
- This update applies to the following correspondence letter templates:
 - Denial Letter
 - License Term
 - Provider Revalidation Termination Letter
 - Sanctioned Letter
 - Modification Request Approve/Rejection Letter
 - Employee Denial Letter
 - AZ Revalidate Termination Letter
 - Reactivation Rejection Letter
 - Auto Denial Letter
 - AZ Claims Termination Letter
 - AZ Denial Letter-FWA/H&S
 - AZ Denial Letter-Sanctions
 - AZ Denial Letter-Incomplete Application

Appeal Rights

Pursuant to A.R.S. § 41-1092, et seq., you have the right to request a state fair hearing if you disagree with the action specified in this notice. Your Request for Hearing must be in writing and must be received by AHCCCS, at the following address, no later than 30 days after receiving this notice. Any Request for Hearing shall identify the party, the party's address, the agency, and the action being appealed or contested and shall contain a concise statement of the reasons for the appeal or request for a hearing. Mail any Request for Hearing to:

Arizona Health Care Cost Containment System
Office of the General Counsel
150 N 18th Avenue, MD 15013
Phoenix, AZ 85007

Failure to request a state fair hearing within the deadline described above will forfeit your right to a state fair hearing to challenge this Notice of Termination. If you request a state fair hearing, you may request an informal settlement conference pursuant to A.R.S. § 41-1092.06. Any request for an informal settlement conference must be in writing and must be filed with the agency at the address above no later than twenty days before any hearing in this matter.

Sincerely,
AHCCCS Division of Member and Provider Services

Activation of Lexis Nexis Interface for Licenses

- The Lexis Nexis interface will match Provider's license to the Provider License file from LexisNexis and update the license information in APEP.
- License match criteria:
 - Records will be matched based on the license number, the license state and license type.
 - Certain license types will be excluded from the matching process, specifically those with an Arizona (AZ) state code that are maintained by AZ state interfaces, including:
 - Arizona Department of Health Services (ADHS)
 - Department of Health Services
 - Department of Health Services/DIV Behavioral Health
 - Board of Osteopathic Examiners
 - Board of Medical Examiners
 - Regulatory Board Of Physicians Assistants
 - Out-of-state licenses, as well as Arizona licenses not maintained by the listed AZ state interfaces, will be included in the matching process.
 - The License End Date and associated License details will only be added or updated when the Lexis Nexis provided license end date is greater than the existing end date in APEP.
- If a license matches all criteria, the system will:
 - Set the Valid Flag to "Yes – Verified by Interface."
 - Set the Verified Interface to "LexisNexis"
 - Update the Electronic Verification date
 - Update the License expiration date
- The end date and other license-related fields are updated regardless of whether the licenses are marked as Required or Optional through:
 - Monthly interface processing, or

- Real Time Screening (RTS) validation:
 - Selecting the “Verify” button on the Enrollment Application or Provider Detail page; or
 - Selecting the “Confirm License/Certification/Other” button on the Manage License/Certification/Other page

The screenshot displays a web-based application interface with three main sections:

- Enrollment Application:** Shows fields for Application ID, Provider Name, and submission dates. A toolbar includes a 'Verify' button (highlighted with a red box).
- Modification Option:** Features a 'Correction Type' dropdown set to 'Other' and radio buttons for 'Effective from' dates (05/21/2026).
- Manage License/Certification/Other:** Contains fields for License/Certification/Other Type (Board of Physical Therapy Examiners), State (California), and License/Certification/Other # (LPT010). A toolbar includes a 'Confirm License/Certification/Other' button (highlighted with a red box). Other highlighted fields include:
 - Valid Flag: Yes-Verified by Interface
 - Electronic Verification Date: 05/12/2026
 - License Classification Type: L-License
 - Effective Date: 05/31/2013
 - Interface: LexisNexis
 - End Date: 08/31/2029

Please do not respond to this e-mail.

If you have any questions regarding this message, please contact your supervisor.
