

**ARIZONA COMMUNITY PHYSICIANS
INITIAL CREDENTIALING**

EXHIBIT: B

Arizona Community Physicians uses CAQH in conjunction with ECHO as the primary source of credentialing. This helps to streamline the credentialing process and get our Providers approved as quickly as possible with many Payors thru our Delegated Credentialing Contracts.

If you already have a CAQH account: please go into this account and make sure all your information is as up to date as possible. Then provide us with your CAQH log in information.

CAQH ID # _____ **Login ID** _____ **Password** _____ This helps us to streamline the credentialing process and get our Providers approved as quickly as possible with many Payors thru our Delegated Credentialing Contracts.

If you DO NOT have a CAQH account: please go to CAQH Proview webpage, set up and complete the Provider Application. <https://proview.caqh.org/Login/Index?ReturnUrl=%2f>
Once completed, provide us with your CAQH log in information

CAQH ID # _____ **Login ID** _____ **Password** _____

We will pull what information we need for you from this CAQH profile. Make sure you have downloaded the following documents into your CAQH account under the "Documents" tab:

- ✓ Copy of current Licenses
- ✓ Copy of DEA
- ✓ Copy of current malpractice face sheet
- ✓ Copy of school diplomas
- ✓ Copy of Board Certificate (s) or national certification if NP or PA

ACP INITIAL PROVIDER APPLICATION

The first attachment is the ACP Initial Provider Application. Please complete entirely then return either by email to jpenajames@azaqcp.com or by fax at 520-795-0225.

MISC. INTERNAL DOCUMENTS

The other attachments on this email are ACP Internal Misc. Documents which we will need you to provide, complete and/or sign. (These documents can be returned with documents above.)

DEA change of Address form

ACP Signature Log

AHCCCS application or Address Change forms

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2019 Compliance Policy Agreement
ACP Conflict of Interest Policy
2019 Privacy Security Confidentiality Agreement
Copy of CMEs for the past two years (40 hrs) required unless just completing schooling
TB Skin Test/MMR documentation

MEDICARE & AHCCCS

All Medicare applications and changes can now be done online thru I&A and PECOS. I will be sending you an email from I&A, to the email address on your CV, which will ask you to approve me, Julie Pena-James, and ACP to work in Medicare on your behalf. All you will need to do is click the APPROVE buttons, I will update or initiate your Medicare ID with ACP.

AHCCCS is still done through a paper application. Attached is the AHCCCS application. You will need to print and complete the application, as much as you can. Please make sure you sign and date each page where required. You may return the completed application with all other documents.

If you have any questions, please contact Julie Pena-James, Credentialing Coordinator 520 382-1205 or jpenajames@azacp.com.

ALL REQUIRED DOCUMENTS MENTIONED CAN BE SCANNED AND EMAILED TO jpenajames@azacp.com. OR CAN BE FAXED TO 520-795-0225.