



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## NEW DDD BILLING TEMPLATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 04/02/2021

On May 1, 2021, DDD will release a new billing template that all Qualified Vendors will need to use to submit claims to the Division for reimbursement. This change is being implemented to ensure compliance with AHCCCS requirements by incorporating Referring, Ordering, Prescribing, Attending (ROPA) information that was previously not included in the billing template. **Beginning May 1, 2021, ALL Qualified Vendors will be required to use the new billing template regardless of whether they provide ROPA services.**

The billing template includes eight new columns:

- Referring Provider AHCCCS ID
- Referring Provider NPI
- Ordering Provider AHCCCS ID
- Ordering Provider NPI
- Prescribing Provider AHCCCS ID
- Prescribing Provider NPI
- Attending Provider AHCCCS ID
- Attending Provider NPI

These columns are specific to Vendors with ROPA providers. Vendors not providing ROPA identified services should leave all eight of these columns blank when submitting claims. Vendors providing ROPA identified services **must** complete both the AHCCCS ID and NPI column for the appropriate ROPA Provider.

The new billing template is posted for download and use beginning May 1, 2021, on the [Division's website in the Claims section](#).