



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## NEW CLAIMS SYSTEM VENDOR USER DESIGNATION

Target Audience - Qualified Vendors and Providers

Transmittal Date - 06/01/2021

As announced on [March 17, 2021](#), and in the [April](#) and [May](#) Shout Provider Newsletters, DDD will update its claims system in order to be compliant with state and federal regulations and to resolve the AHCCCS HIPAA TCS Compliance Claims Processing System Notice to Cure. These updates will include the use of standardized Health Insurance Portability and Accountability Act (HIPAA) Transactions and Code Sets (TCS) as well as the submission of claims using a third party application. DDD has contracted with WellSky to provide this third party application.

Each Vendor will have access to two WellSky accounts that will be used to submit claims billings. The Qualified Vendor's contract main point of contact or designee must designate these WellSky billing users by identifying them in the FOCUS system. This feature will be available to vendors **beginning June 3, 2021**. Contract main points of contact or designee can assign WellSky users following these three steps:

1. Login in to the Focus and select the **Admin Tools** application.
2. Choose "Users" at the top of the page.
3. Click the "Assign" button in the column labeled "Access to WSHS" for up to two individuals who will then get access to the WellSky system.

**These WellSky users must be identified and selected in Focus by July 1, 2021, to ensure credentials are appropriately established in the new system.**