



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

AHCCCS PROVIDER ENROLLMENT PROCESS CHANGE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/06/2021

Effective August 1, 2021, the AHCCCS Division of Member and Provider Services, Provider Enrollment will no longer accept paper submitted updates/modifications by mail, email, or fax.

Provider Enrollment transitioned from a paper process to the [AHCCCS Provider Enrollment Portal \(APEP\)](#) in the summer of 2020 and continues to standardize enrollment processes to improve the overall processing time. As the online application system approaches its one year anniversary, the AHCCCS is moving toward an entirely electronic process that eliminates paper.

A modification, also known as an update or change request, is any type of change required to maintain the active provider ID. Modifications include changes to address(es), telephone number(s) demographics, license/certificate updates, etc.

At this time, the APEP system is unable to accept online modifications for Non-Emergency Transportation and Attendant Care providers who report employees. These must continue to be submitted via paper.

Providers will need the following items to submit the modification in APEP:

- A username and password, referred to as the Single-Sign-On (SSO),
- The temporary 14-digit application ID, (only needed if the re-registration has not been completed), and
- If the re-registration has already been approved, the user may need domain permission to submit the modification on behalf of the provider.

For assistance on creating the Single-Sign-On (SSO) or submitting a modification, please review the APEP training materials available on the AHCCCS website at azahcccs.gov/APEP.

For assistance on requesting the temporary 14-digit application ID or requesting domain permission, please contact AHCCCS Provider Assistance at 602-417-7670, option 5, or email AHCCCS Provider Enrollment at APEPTrainingQuestions@azahcccs.gov.