



## AHCCCS Provider Enrollment Group Biller Q&A

Question	Response
<p><b>Are you requesting a separate NPI for each location even if we bill as a group?</b></p>	<p>No. If you have multiple locations, you only need one Group Biller profile with its own NPI. The individual providers and organizations under the group biller still must apply under their own provider type with their own respective NPI. Individual providers may have multiple servicing locations, however, any organizations/facilities under the group biller can only have 1 NPI and 1 AHCCCS ID tied to a location. If an organization that renders services under a group biller has multiple locations, they must obtain a separate NPI for each.</p>
<p><b>We have a main group enrollment. We list all of our facilities under this enrollment and tie all of our doctors. We then separately enroll each provider and link them to our group enrollment. What would be the approach now? How do we tie our locations to our group enrollment? How do we tie our locations to each unique provider?</b></p>	<p>To link the individual providers to the group biller, you used the "Associate billing provider/Other Associations" screen in APEP. The service locations for these individual providers are captured on their respective applications in the "Locations" step of APEP.</p>
<p><b>How will the changes impact the managed care plans?</b></p>	<p>These changes will not impact the managed care plans.</p>
<p><b>How do you decide which location remains active with our current AHCCCS ID? Will it be based on the primary?</b></p>	<p>There are no locations becoming deactivated because of this system update. The change is removing the service locations from the Group Biller Application/profile because Group Billers do not render services to members and therefore do not have practice locations. They are billers only.</p> <p>The group biller application will now reflect ONLY a pay-to address, which will be the pay-to address that was associated with the primary practice location that existed prior to this change.</p>
<p><b>Do I have to pay anything for the AHCCCS enrollment while my application is still pending?</b></p>	<p>Group Biller applications do not have an application fee.</p>

<p><b>If all service locations are removed from the Group Biller profile, can Group Billers continue to bill for professional services such as physician services when those physicians are listed Step 9?</b></p>	<p>Yes - as long as the following conditions are met:</p> <ul style="list-style-type: none"> <li>• If an individual provider renders services, the individual provider has the service locations listed on their own application in the "locations" step of the application, OR if an organization renders services, the organization has enrolled each location separately under separate NPIs; AND</li> <li>• The provider has correctly associated with the enrolled Group Biller in the "Associate billing provider/Other Associations" screen in APEP.</li> </ul>
<p><b>Does this mean under the group biller we should put a PO Box address?</b></p>	<p>It does not have to be a PO box. It is whatever the pay-to address is. If the pay-to address happens to be the same address as one of the rendering service provider's practice addresses, that is OK.</p>
<p><b>In order for the claims to be paid for the provider, does the provider have to have the service location listed on the group biller at minimum while also having to have their servicing locations?</b></p>	<p>No. The service address must be listed on the servicing provider's application only, not on the group biller application. The association between the Group Biller application and the servicing locations for the rendering providers is made when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• If an individual provider renders services, the individual provider has the service locations listed on their own application in the "locations" step of the application, OR if an organization renders services, the organization has enrolled each location separately under separate NPIs; AND</li> <li>• The provider has correctly associated with the enrolled Group Biller in the "Associate billing provider/Other Associations" screen in APEP.</li> </ul> <p>The Group Biller can check to see what rendering providers are associated with their group by going into the "View Servicing Provider Details" screen within their Group Biller application.</p>
<p><b>We have 5 practice locations and our providers rotate. what do we do in this case? Each location has its own NPI under the same TIN. All of those 5 sites are registered with AHCCCS.</b></p>	<p>The individual service provider must have all service addresses listed in the "locations" step of their respective applications. In this scenario, we would expect the individual to have all 5 service locations listed. This is what will allow billing for those providers at those locations.</p>
<p><b>My group biller ID is linked to me as a NP rendering services. If I am providing professional to other facilities, do I have to link each facility to my APEP.</b></p>	<p>The individual service provider must have all service addresses listed in the "locations" step of their respective applications. In this scenario, claims may not pay if the service address listed on the claim is not also listed on their APEP application.</p>

<b>Does that mean that our rendering providers all need to go into their personal APEP account and add the group biller?</b>	Every rendering service provider must be associated with the Group Biller for the Group to bill on their behalf.
<b>Does each school a provider provides service at need to be listed as individual practice/servicing locations on their apep profile?</b>	Usually the District is the Group Biller. Then, the school providers are registered as rendering service providers. The school providers will list each of the schools as their practice locations on their applications.
<b>Does a new group application have to be approved before our provider applications can be submitted since they need to bill under the group NPI?</b>	Yes. The Group Biller must be approved for a rendering service provider to associate with the Group Biller.
<b>If a provider practices at one location, but covers at another location when a provider is out, do they need to show both locations on their app or just their primary?</b>	The individual service provider must have all service addresses listed in the "locations" step of their respective applications. In this scenario, claims may not pay if the service address listed on the claim is not also listed on their APEP application. It's important to remember that some provider types require the license to list that they are authorized to practice at specific addresses.