



AHCCCS

Our first care is your health care

ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM

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TO: Sandy Dunbar, Director, School Based Claiming, MAXIMUS

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CC: Valerie Noor, Manager, Provider Registration, AHCCCS
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SUBJECT: Health Aide Registration

In an effort to track and validate Health Aide qualifications, AHCCCS is changing the Health Aide provider registration procedure. Currently, billing for Health Aide services takes place using a single group billing number for each LEA. Effective April 1, 2006, LEAs will no longer be able to bill for Health Aides using one district specific provider number and instead will be required to use individual Health Aide provider numbers for billing.

A review of the audit findings submitted to AHCCCS by MAXIMUS has revealed a lack of documentation supporting the provider qualifications (i.e. CPR and First Aid) for Health Aides. In order for this program to continue to be a success in Arizona, AHCCCS must ensure that all Federal and State Medicaid regulations are being met. It is our belief that by registering Health Aides individually we will be better able to monitor and validate the required provider qualifications.

Under the new procedure, LEAs will be responsible for registering individual Health Aides with AHCCCS. The provider registration process will be the same as for any other provider, and the [registration forms](#) and [instructions](#) are available on the AHCCCS website. In addition, the provider qualification documentation is outlined in our AMPM. This policy has not changed since the beginning of the Medicaid School Based Claiming program, however in an effort to provide further clarification; the policy was updated in August 2005.

AHCCCS is hopeful most schools will have the required documentation available to begin the registration process. Our Provider Registration Department will start accepting the Health Aide registration packets on November 1, 2005. This will give the LEAs ample time to obtain their individual provider number in order to continue billing for the April 1, 2006 effective date without interruption. ***It is important to stress that as of April 1, 2006 the district specific provider number currently being used to bill for Health Aides will no longer be valid. LEAs***

will be required to use the individual Health Aide provider number to submit claims for payment as of April 1, 2006. Consequently, it is important that the LEAs begin the process of obtaining individual provider numbers for Health Aides timely.

We appreciate your help with conveying this information to the LEAs and if you have any [questions](#) regarding the above changes please feel free to call either of us.