

NOTICE: Change in Fax Number for Arizona Early Intervention Program (AzEIP) submissions

September 20, 2019

Dear Valued Provider:

AHCCCS requires providers and contractors to comply with AMPM Policy 430, Attachment C: Procedures for the Coordination of Services under EPSDT and Early Intervention.

AHCCCS requires providers to send completed documentation to the Contractor's Prior Authorization Department for processing. Completed documentation includes the order for services with ICD 10 codes, description of the diagnosis, CPT code for the requested service, the signed AzEIP AHCCCS Member Service Request form, and the most recent encounter notes.

Steward Health Choice is asking AzEIP agencies and providers to:

- Review all AzEIP documentation and determine which services are medically necessary
- Complete AMSR and IFSP form
- Complete the order for services with ICD 10 diagnosis codes and their description
- Include information that supports individualized goals and family support services
- Submit the most recent progress notes from the EPSDT/Well Child Visit and documentation that shows medical necessity
- Return requested information to the Health Plan within two business days from the date of the request in order to ensure medically necessary services are initiated within 45 days of a completed Individual Family Service Plan (IFSP). This includes the signed AzEIP AHCCCS Member Service Request form (AMPM Policy 430, Attachment D)

Effective October 20, 2019 please submit to AzEIP AHCCCS Member Service Request and IFSP (Individual Family Service Plan) Forms: **480-760-4993**



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