

NOTICE: AHCCCS Provider Enrollment Portal (APEP) Process Change

Dear Provider,

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.

The AHCCCS 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, 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.

Note: At this time the APEP system is unable to accept online modifications for Non-Emergency Transportation and Attendant Care providers who report employees. Please continue to submit these via paper.

You 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.
 - a. This is only needed if the re-registration has not been completed

The user could require domain permission, if the re-registration has been approved to submit the modification.

For assistance on creating the Single-Sign-On (SSO), 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 Provider Assistance at (602) 417-7670, option 5, or email Provider Enrollment at APEPTrainingQuestions@azahcccs.gov

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