

REMINDER: Arizona Early Intervention Program (AzEIP) Submissions

December 3 2021

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, and CPT code for the requested service, the signed AzEIP AHCCCS Member Service Request form, and the most recent encounter notes.

Health Choice Arizona is asking AzEIP agencies and providers to:

- Review all AzEIP documentation and determine which services are medically necessary.
- Complete AzEIP AHCCCS Member Service Request Form (AHCCCS AMPM 430, Attachment D) and Individual Family Service Plan (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 IFSP (Individual Family Service Plan). This includes the signed AzEIP AHCCCS Member Service Request form (AMPM Policy 430, Attachment D).

Please submit AzEIP AHCCCS Member Service Request and IFSP (Individual Family Service Plan) Forms along with clinical notes to fax: **480-760-4993**.

Should you have any questions, please contact your Provider Performance Representative.

Thank you,
Health Choice Network Services

