

Access the Credentialing Portal in one of two ways:

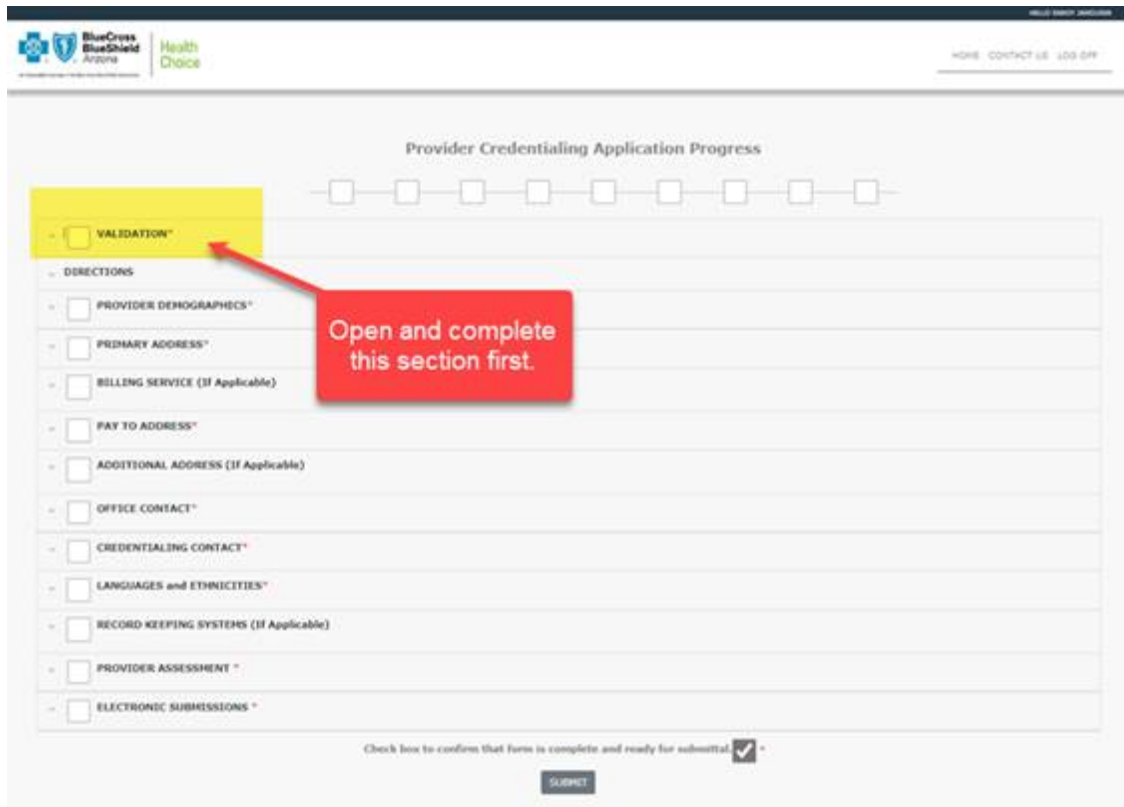
1. <https://providerportal.healthchoiceaz.com/Azahp/AzahpAccount/AzahpLogin>
2. Go to the website Healthchoiceaz.com
 - a. Click **Providers**
 - b. Click **Provider Portal**
 - c. Click **Electronic Credentialing – AzAHP Practitioner Data**

Log into the Credentialing Portal:

1. Existing Health Choice Provider Portal users can log in using existing Provider Portal credentials, email and password.
2. New users must click Register and create a new account. New users need their TIN number and office information such as Super Admin.

Start a new AzAHP application:

1. From the summary (home) page, click **Start new application**.
2. Complete the **Validation** section first.



Provider Credentialing Application Progress

VALIDATION*

DIRECTIONS

PROVIDER DEMOGRAPHICS*

PRIMARY ADDRESS*

BILLING SERVICE (If Applicable)

PAY TO ADDRESS*

ADDITIONAL ADDRESS (If Applicable)

OFFICE CONTACT*

CREDENTIALING CONTACT*

LANGUAGES and ETHNICITIES*

RECORD KEEPING SYSTEMS (If Applicable)

PROVIDER ASSESSMENT *

ELECTRONIC SUBMISSIONS *

Check box to confirm that form is complete and ready for submission

3. Complete all other required sections before submitting the form. When each section is completed the **Application Progress** box is checked off. If you don't have the information or are unable to complete the application, save it to return to at a later date.



Provider Credentialing Application Progress

Progress bar: [checked] [] [] [] [] [] [checked] [] [] []

- VALIDATION*
- DIRECTIONS
- PROVIDER DEMOGRAPHICS*
- PRIMARY ADDRESS*
- BILLING SERVICE (If Applicable)
- PAY TO ADDRESS*
- ADDITIONAL ADDRESS (If Applicable)
- OFFICE CONTACT*
- CREDENTIALING CONTACT*
- LANGUAGES and ETHNICITIES*
- RECORD KEEPING SYSTEMS (If Applicable)
- PROVIDER ASSESSMENT *
- ELECTRONIC SUBMISSIONS *

Annotations:

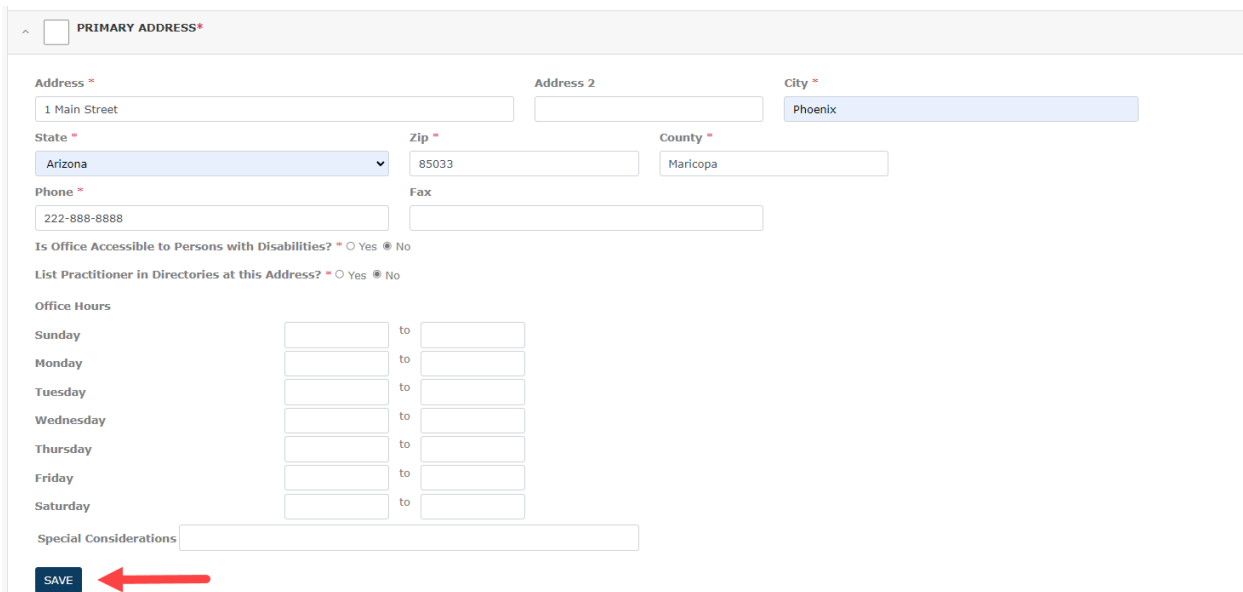
- Red box: "the red asterisks are required sections" with arrows pointing to sections marked with an asterisk.
- Red box: "all boxes should be checked off" with an arrow pointing to the progress bar.

Check box to confirm that form is complete and ready for submittal:

SUBMIT

Save forms:

Each section has a Save button at the bottom. Be sure to click the Save button for each section. Saving the data for each section, even if it is incomplete, retains the completed information so that it can be completed at a later time.



PRIMARY ADDRESS*

Address * Address 2 City *

State * Zip * County *

Phone * Fax

Is Office Accessible to Persons with Disabilities? * Yes No

List Practitioner in Directories at this Address? * Yes No

Office Hours

Sunday	<input type="text"/>	to	<input type="text"/>
Monday	<input type="text"/>	to	<input type="text"/>
Tuesday	<input type="text"/>	to	<input type="text"/>
Wednesday	<input type="text"/>	to	<input type="text"/>
Thursday	<input type="text"/>	to	<input type="text"/>
Friday	<input type="text"/>	to	<input type="text"/>
Saturday	<input type="text"/>	to	<input type="text"/>

Special Considerations

SAVE ←

Credentialing Portal Information

Action buttons on the Summary page:

- Copy - Used to create a new credentialing form. This copies most answers onto the new form.
- Print - Opens a completed PDF version of what you entered online. Print the PDF and send it to other health plans for credentialing.
- Resume - Used when the form is in 'incomplete' status. Resume allows the user to resume work on a saved, incomplete form.

Textboxes vs. dropdown lists:

While some textboxes are for free-form entries, some have auto populated lists. For these, a list will populate after a few characters are entered.

i.e. Hospitals and ASC - type in 'BAN' and a list of facilities that start with BAN will generate.

Provider Assessment section:

- An assessment needs to be completed for the primary and each additional address.
- An assessment is not needed for the other address types such as billing service, pay to address, etc.
- Assessments will not save until all required assessments have been completed.
- Assessments will not save until at least one 'Yes' is answered to a question.
- To select another address, click the 'save' button and the application will navigate to the addresses drop down list. Click the dropdown list and select the next address, complete its assessment, and hit save. Repeat the process until an assessment has been completed for each address.