
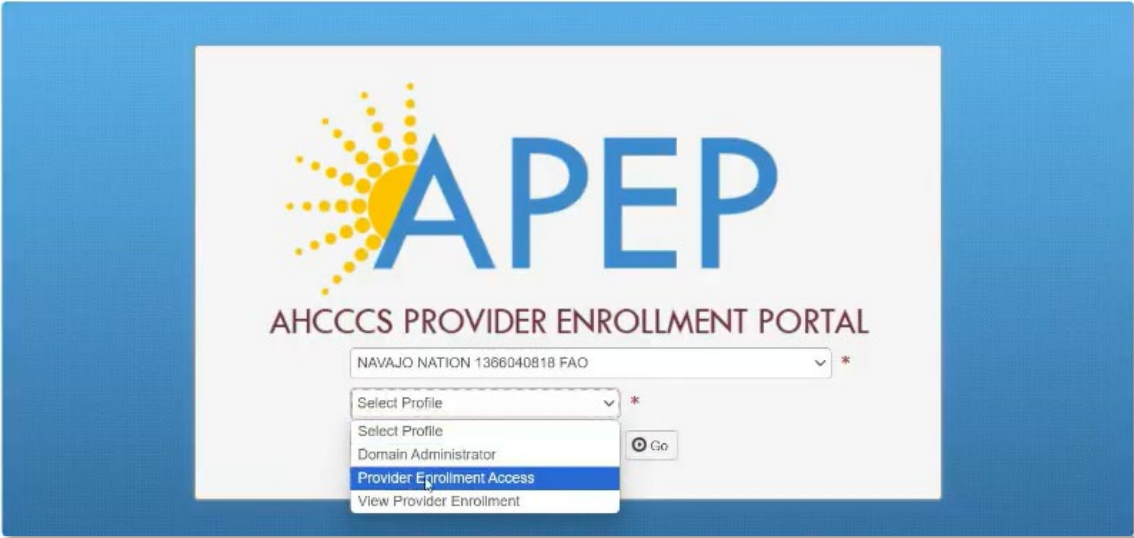
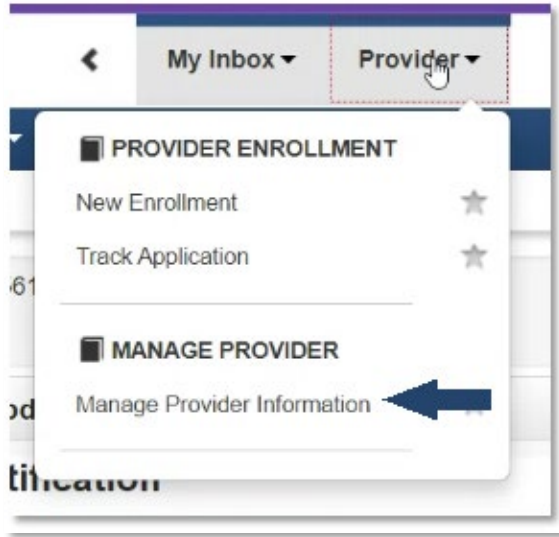


## Adding a New Behavioral Health Professional In the AHCCCS Provider Enrollment Portal (APEP)

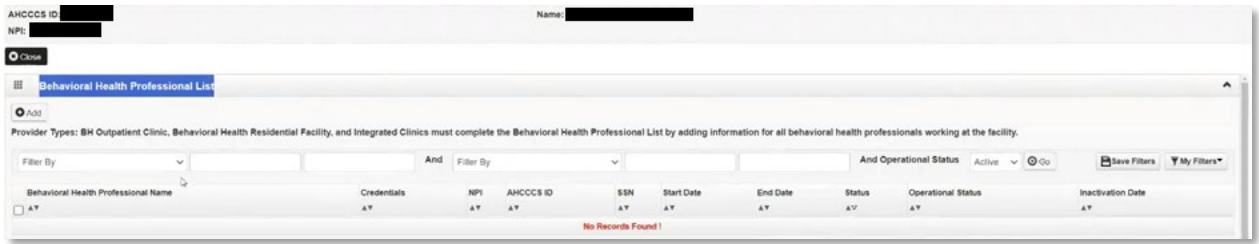
Step	Action
1.	Log into the APEP website at <a href="http://www.azahcccs.gov/APEP">http://www.azahcccs.gov/APEP</a> .
2.	Under the domain dropdown, select the <b>organization's name</b> .  
3.	Under the Select Profile dropdown and select ' <b>Provider Enrollment Access</b> ', then "Go".  
4.	Once in the Provider Profile <ul style="list-style-type: none"> <li>• Go to 'Provider' tab (at the top of the page)</li> <li>• Select 'Manage Provider Information'</li> </ul>



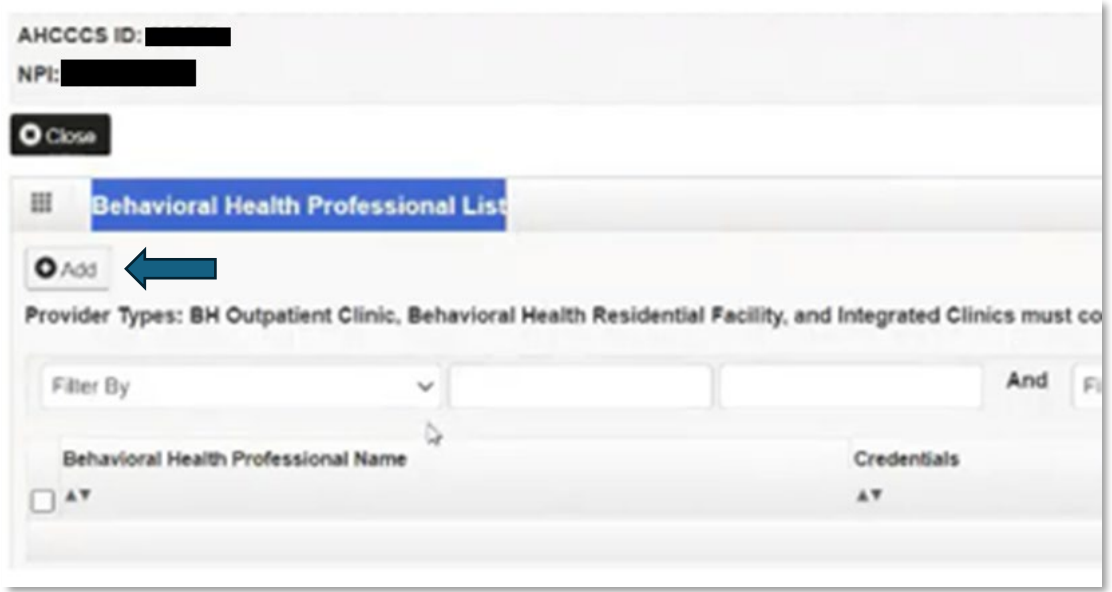
5. On the View/Update Provider Page
- Select Step 7: Additional Information

<input type="checkbox"/> Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 2: Locations	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 3: Correspondence Address	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 4: Provider Type/Specialties/Subspecialties	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 5: Associate Billing Provider/Other Associations	Optional	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 6: License/Certification/Other	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 7: Additional Information <a href="#">View Details</a>	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 8: Provider Controlling Interest/Ownership Details	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 9: Taxonomy Details	Required	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 10: View Servicing Provider Details	Optional	10/23/2024	10/23/2024	Complete		
<input type="checkbox"/> Step 11: Fee Payment	Required	10/23/2024	10/23/2024	Complete		

6. Under the section labeled as Behavioral Health Professional List, click the “Add button”.



- A closer look



7. A popup window will open. Fill in the BHP information in the popup window



- Enter:
  - The NPI
  - SSN
  - Start date



**NOTE:** No end date should be entered when adding a BHP, this will only be entered when updating once the person has left the agency.

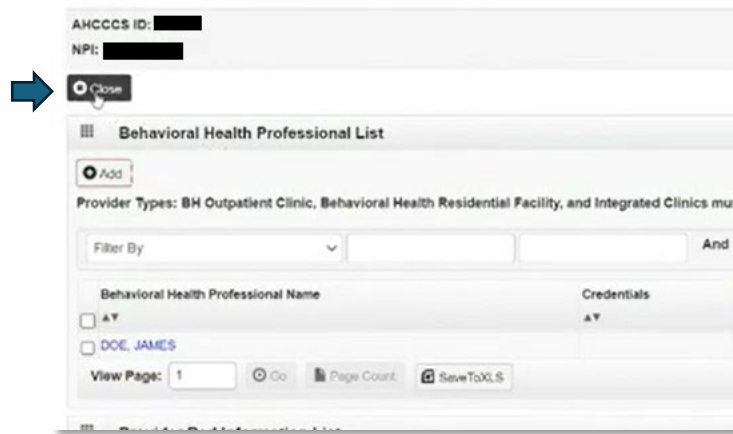
- Click ok (on the bottom right corner)

Back on the Modification window the BHP will show as being in review:

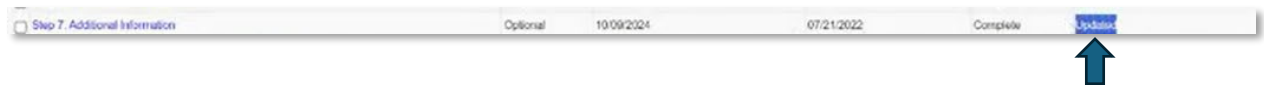


**Repeat this process to disclose each BHP that is working for your organization**

8. Once all your BHP have been added close out of the screen.

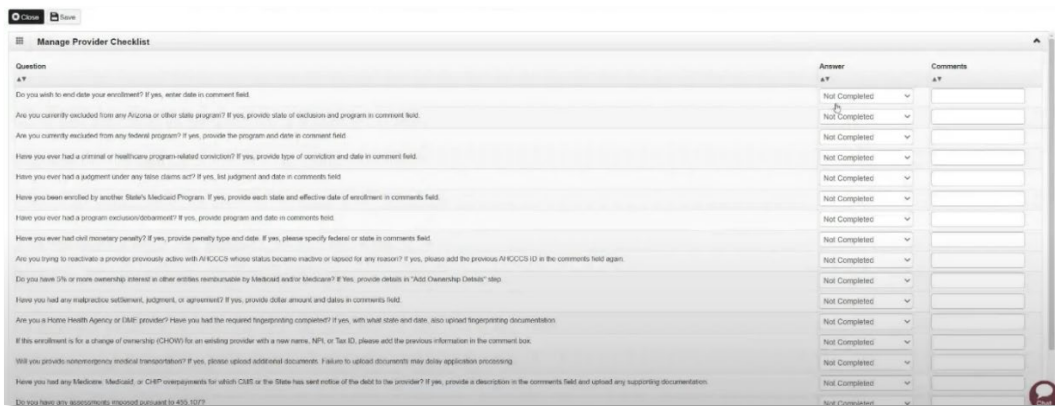


9. On the View/Update Provider Page Step 7 will show as updated.

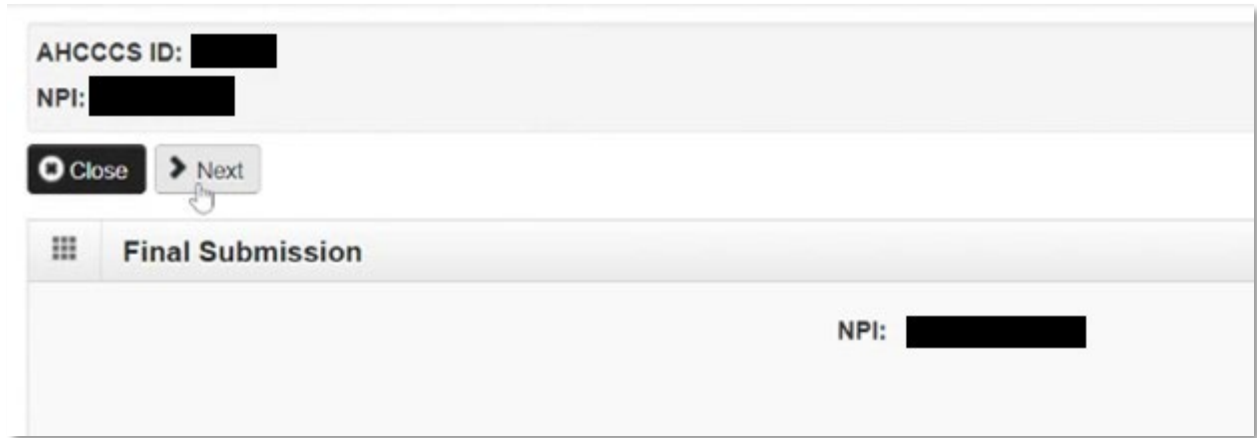


**DO NOT STOP HERE - The Modification application still needs to be submitted for State review and approval. If you do not continue and submit this modification, you will not be in compliance with the requested disclosures and could be at risk of termination. You must continue through the next steps to submit the modification for the State to review the disclosed BHP information.**

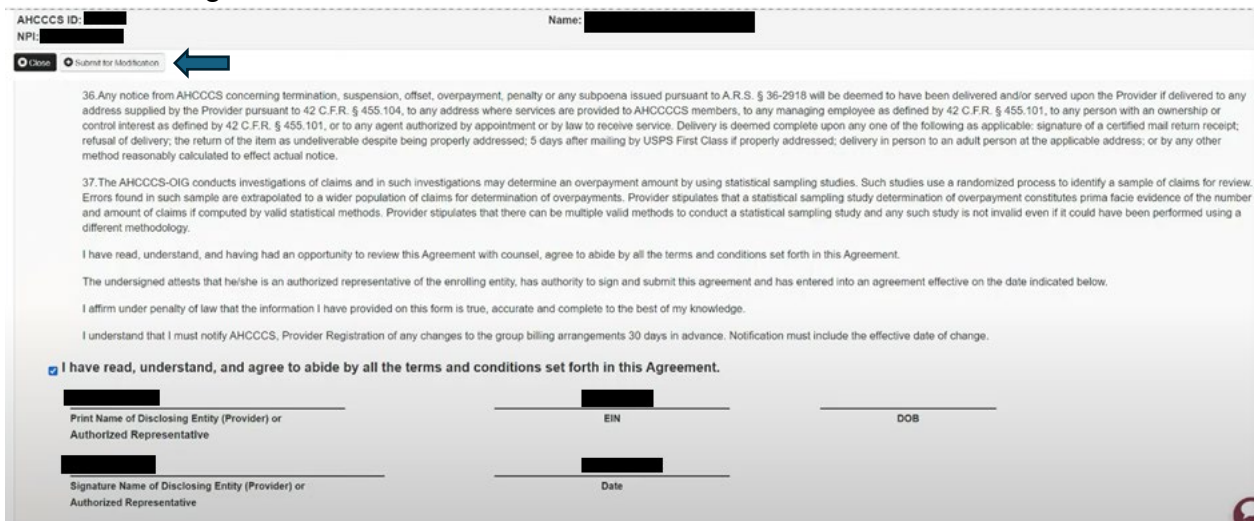
10. In step 14 Complete Modification Checklist: answer all the questions and save



11. In step 15 Submit Modification Request for Review: you must click the next button at the top.



12. Read and e-sign the PPA, and click submit for modification.



A red banner will appear at top showing the modifications were submitted. Corrections can be made while the red banner stating the request has been submitted is there. Click "Pull Back" to make corrections.



Once the red banner changes to say that the request has been received changes can no longer be made. The "Pull Back" will be greyed out and cannot be clicked.



Once the modification has been reviewed and processed you will receive correspondence from AHCCCS by your preferred correspondence.