

## How to join the Health Choice Network

Health Choice Arizona currently serves eight Arizona counties: Apache, Coconino, Gila, Maricopa, Mohave, Navajo, Pima, and Pinal. Together we are highly motivated and compassionate people, using advanced systems and technology to become the healthcare provider of choice.

Health Choice Arizona is committed in providing quality healthcare services to our Members and communities we serve.

Our credentialing and contracting process is one way to help us achieve that goal. Below are helpful tips for consideration and/or to become eligible to join the Health Choice Network when submitting the required documentation to Health Choice:

- Correctly and completely submit the AzAHP Form(s), otherwise known as credentialing application(s).
- Please ensure your CAQH application and attestation is up to date and that Health Choice is authorized to access your data.
- Providers must be fully credentialed by Health Choice.
- New providers will receive a Participating Health Provider Agreement (contract). Return your signed contract and all contract documents timely.
- Upon completion of credentialing, the provider will receive a fully executed contract with the effective date of participation.
- The Contracting review/analysis process can take up to 45 days.
- The Credentialing process can take up to 90 days.

### To assist you better, we have attached instructions for:

1. A New Provider Contract Request
2. New Providers Joining an Existing Group Contract.

**Please call Health Choice if you have questions at (800) 322-8670.**



## 1. A New Provider Contract Request

If you are interested in participating in Health Choice Networks, you must complete the following steps and return the required documentation:

Please fax a Letter of Interest (LOI) to Health Choice at (480) 760-4975. The LOI needs to be on the provider's letterhead and must include the following:

- Number of providers in your practice.
- Network Affiliation(s)
- Geographic location(s) and hours of operation.
- Provider specialty and Subspecialty services.

Please submit the following forms with your LOI (*PDFs below Opens in New Window*):

- [W-9 Form](#)
- [AzAHP Practitioner Credentialing Form](#)
- [AzAHP Organizational Credentialing Form](#)

**Providers must NOT schedule or render services to Health Choice members until the contracting and credentialing process is complete and the provider receives a copy of the fully executed Agreement.**

## 2. New Providers Joining an Existing Group Contract

Providers joining an existing group must complete the following steps and provide the required documents to be added to an existing contract.

Please fax a Cover Letter to Health Choice at (480) 760-4975. The Cover Letter should explain the reason for submitting the following:

Provider(s) joining your group contract and effective date.

- [W-9 Form](#)
- [AzAHP Practitioner Credentialing Form](#)
- To avoid credentialing delays, please ensure the CAQH application and attestation is up to date and that Health Choice is authorized to access your data.

**The Credentialing and Provider loading process can take approximately 90 days for completion.**

**New Providers joining the group must NOT render services to Health Choice members until they are notified of the participation effective date by the Provider Service Representative.**

