

## **Company Requirements**

- **Company Policies and Procedures**
- **Auto Liability Insurance Certificate**
  - **Naming Client Business Office as the Certificate Holder on the Insurance Certificate**
- **Workmen's Comp Liability Insurance Certificate**
- **Company Articles of Incorporation**
- **Company Good Faith Standing Certificate**
- **Any Copies of the Vehicle pre-trip inspection sheet**
- **Weights & measures with units listed**
- **Individual Insurance Cards/Registration with matching VIN#**
- **Company AHCCCS Approval Letter with Provider ID# Listed**
- **Company AHCCCS Contact Information to verify business address**

**Once Company has everything in then they are scheduled to be on the agenda for WMAT Health Board**

**There they present there company, letting board know they will be willing to work on WMAT Tribe and follow all rules and regulations that is set by Client Business Office.**

- **Approval Letter from WMAT Health Board**
- **Copy of Proof of payment and certificate from WMAT T.E.R.O. Office**
- **Copy of Signed Contract with the WMAT**
- **Business License from WMAT Tribe**

## Client Business Office /Non-Emergency Transport Required Documents:

Required Original documents before hire:	Required 5 days after effective date:	Required after 2 months of hire:
Arizona Drivers License	Drug test (administered by your company)	First Aid/ CPR
Social Security Card		Sexual Harassment Class
Tribal Rap Sheet		HIPPA Certificate
5 Year driving record		Defensive Driving Course
Finger Print Clearance Card		Fraud and Waste Training
Orientation		AHCCCS NEMT Training