Non-Emergency Medical Transportation (NEMT) PT-28 Packet

In this packet, you will find the following documents:

- Page 2: NEMT Profile
- Page 4: Instructions on how to take the required AHCCCS NEMT Training
- Page 9: Instructions on how to upload the required AHCCCS NEMT Training certificate into APEP

<table>
<tr><td colspan="3" align="center">PROVIDER TYPE PROFILE</td></tr>
<tr><td>PROVIDER TYPE</td><td>28</td><td>NON-EMERGENCY TRANSPORTATION PROVIDERS</td></tr>
</table>

Effective Date: 10/01/1982	**Enrollment Type:** Atypical – FAO
Risk Level: High	**NPI Required:** No
Enrollment Fee Required: Yes	**Site Visit Required:** Yes
FCBC Required: Yes	

Description:

Non-emergency transportation provides transport to and from medically necessary services.

CATEGORIES OF SERVICE		LICENSE/CERTIFICATION
MANDATORY	31 NON-EMERGENCY TRANSPORTATION	- Vehicle Insurance - Signed and Dated Provider Type 28 Profile Form - AHCCCS NEMT Training Certificate - Vehicle Registration for Company Vehicles - Tribal Business License (*Required by each tribe if rendering services on Arizona Tribal Reservations) - Employee/Driver Information (Full legal name, DOB, SSN, employment begin and end dates) - Company logo on all vehicles (*Verified at Site Visit) - ADOT Vehicle for Hire permit

As the Owner/Provider, you are responsible for providing CPR and First Aid and HIPAA training for every Employee/Driver.

As part of the application process, including the initial, revalidation and company change applications, the Owner/Provider is required to disclose each Employee/Driver's full legal name, employment begin date, employment end date (if applicable), date of birth, and social security number directly in the AHCCCS Provider Enrollment Portal (APEP).

Any changes regarding the Employee/Driver must be reported within 30 days by submitting a modification in APEP.

As the Owner/Provider, you are responsible for maintaining and providing upon request a valid Arizona driver's license for each Employee/Driver.

ATTESTATION:
As the Owner/Provider, you attest through your signature below that all Employee/Drivers hold valid, current HIPAA Training Certificates and CPR and First Aid Certifications.

As the Owner/Provider, you further attest through your signature below to having a process in place to address any violation of state drug laws by an Employee/Driver and provide documentation upon request.

By signing below, you are also attesting through your signature that this information will be kept current, on file, and made available upon request to Arizona Health Care Cost Containment System (AHCCCS).

Signature		Printed Name	
Date			
Provider Name		Provider ID Number	

SPECIAL INSTRUCTIONS:

REVISED 4/13/2023

How to take the required AHCCCS NEMT Training

Non-Emergency Medical Transportation (NEMT) Recertification Training for Provider Type (PT28) business owners.

NEMT Certification Training Course ID: **HCNEMT2023**

Dear NEMT business owner,

NEMT business owners are required to complete the NEMT Certification Training for PT28 business owners. Business owners must create a Non-State Worker training account in TraCorp which is the State of Arizona's Learning Platform.

The TraCorp training account is required to provide access to complete the NEMT Certification training for PT28 business owners. Please use the following instructions below to create your Non-State Worker training account. Review each page of this document to ensure you have completed all necessary steps. **This training is to be completed only by the PT28 NEMT business owner.**

1. Go to https://adoa.server.tracorp.com/novusii/application/login/

2. Click on the **"Create Non-State Worker Account"** button as shown below.
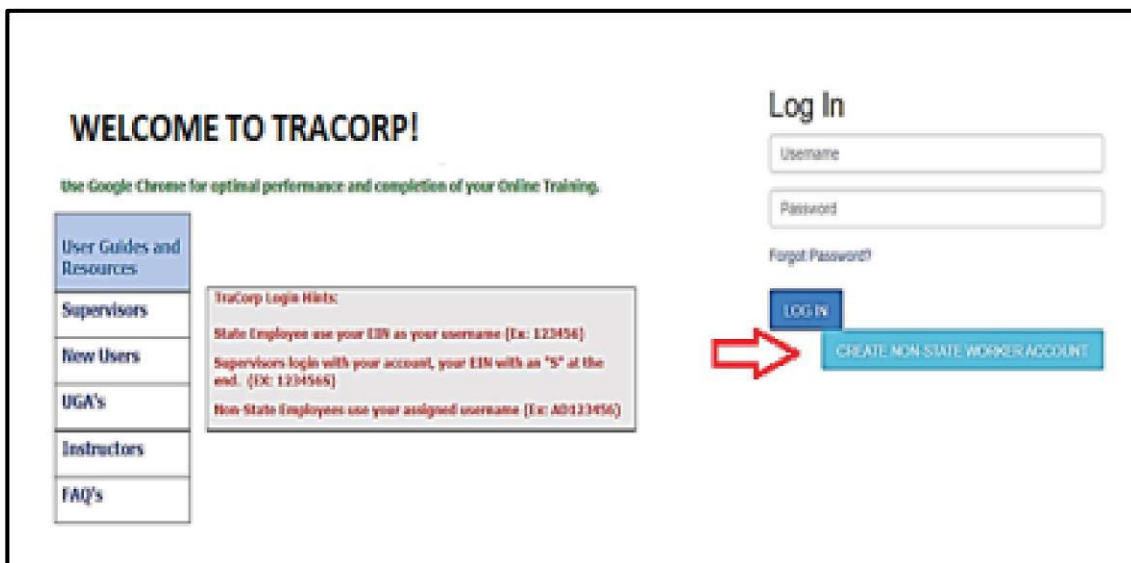
3. The first section to complete is the ***Required Information*** section. Please complete the fields as indicated in *Red* below. Leave the username field blank. After completion of the TraCorp account set up, you will receive an email with your assigned username.

Required Information

Username
This field must remain blank.

Email
Must enter a valid email address.
🛈 Value is required and can't be empty

First Name
Business owner first name must be entered in this field.
🛈 Value is required and can't be empty

Last Name
Business owner last name must be entered in this field.
🛈 Value is required and can't be empty

Password
Password must be a minimum of 8 characters and must contain at least 1 Uppercase letter(s).
🛈 Password must contain at least 1 uppercase letter(s).

Confirm Password
Password must be a minimum f 8 characters and must contain at least 1 Uppercase letter(s).

4. Next enter the Access Code **CF08C2C2** in the access code field shown below:

Access Code

Access Code

CF08C2C2
🛈 Value is required and can't be empty

5. Next complete the **Additional Registration Information** section. Please leave the agency and division fields blank. It is important to complete the following required fields as noted below. **In the Home Address, Home Phone Number, Mobile Number, City, State and Postal Code fields you must enter the PT28 NEMT business or organization's information in these required fields only.**

6. After completing the Additional Registration information fields click on the "**Create Account**" button at the bottom of the page.

7. Congratulations, you have completed the Non-State Worker TraCorp account process.
   ● You will receive an email notification with your **Username and Password.**
   ● Please note if you *do not* receive this email within 2 hours,
      ○ First- Check your Spam or Junk Mail folder for the email address provided in the steps above. Upon refreshing your email if you still do not see the email ■ Please email the DFSM provider training team at
         providertrainingffs@azahcccs.gov

8. After you receive the confirmation email, return to the TraCorp Login page: https://adoa.server.tracorp.com/novusii/application/login/. Enter your assigned **Username and Password.**

9. The NEMT Recertification Training module **HCNEMT2023** is automatically assigned to you. Click the **"Assigned Content"** button.


10. The NEMT Recertification Training course **HCNEMT2023** will display. Click on the icon to open the Navigation Bar.

11. The NEMT Recertification Training page will appear with the course ID. Click the **"Launch this Content"** button to begin the NEMT Recertification Training for PT28 business owners.
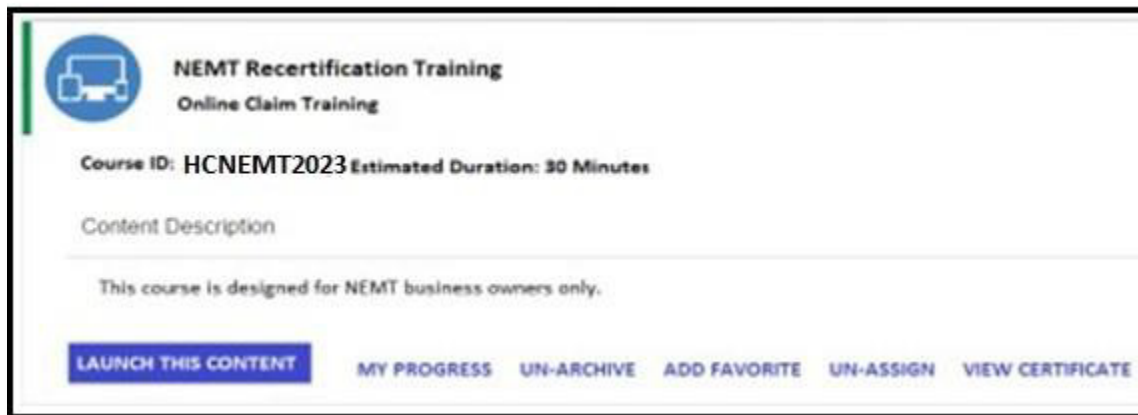
How to Obtain a Copy of the Training Certificate

12. After you have completed the NEMT Recertification training, return to the **"Launch This Content"** page and click the **"View Certificate"** button.
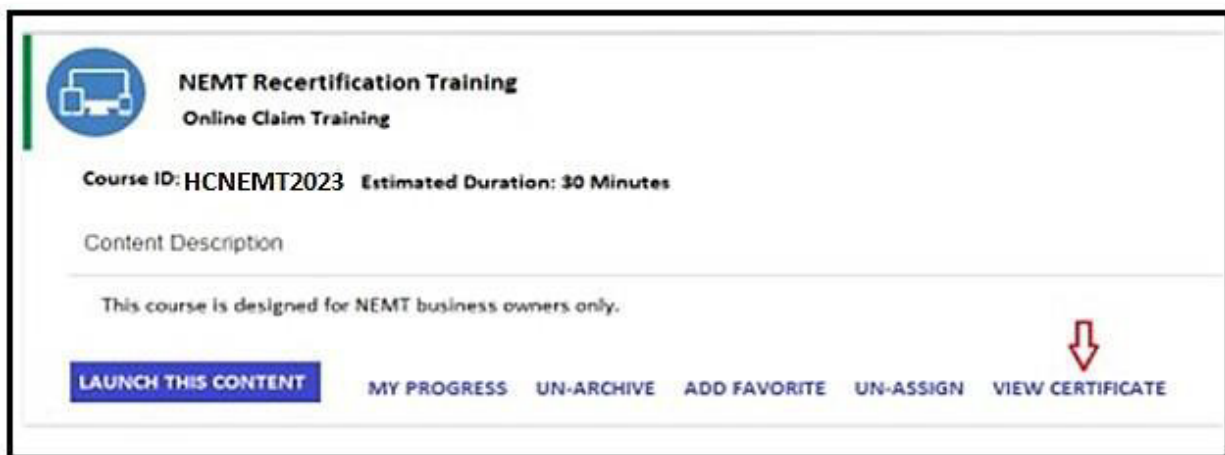
13. The Training Certificate will open on your computer. You will have the option to print/save or download a copy of the Certificate to your desktop or computer. A copy of the certificate is required to upload into the AHCCCS Provider Enrollment Portal (APEP) during the re-validation process for Non-Emergency Medical Transportation PT28 business owners.

If additional assistance is needed with this process email the DFSM Provider Education Team at providertrainingffs@azahcccs.gov In the subject line include **NEMT Recertification Training**.

Thank you.

How to upload the required AHCCCS NEMT Training certificate into APEP

1) Log in to the AHCCCS Provider Enrollment Portal (APEP) by visiting https://www.azahcccs.gov/PlansProviders/APEP/Access.html

2) Select Step 13: Upload Documents.

Application		Name: A			

O Close

Enroll Provider - Atypical Agency					^

Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required			Incomplete	
Step 2: Add Locations	Required			Incomplete	
Step 3: Add Correspondence Address	Required			Incomplete	
Step 4: Add Provider Type/Specialties/Subspecialties	Required			Incomplete	
Step 5: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Additional Information	Optional			Incomplete	
Step 8: Add Provider Controlling Interest/Ownership Details	Required			Incomplete	
Step 9: Add Taxonomy Details	Optional			Incomplete	
Step 10: Fee Payment	Optional			Incomplete	
Step 11: Employee Details	Optional			Incomplete	
Step 12: Add Populations Served	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required			Incomplete	
Step 15: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 ⊙ Go ▮ Page Count ⬤ SaveToXLS	Viewing Page: 1	≪ First ‹ Prev › Next ≫ Last

3) On the Document List screen, select "Add" to upload the document.

Application ID:		Name:		

O Close

Document List							^

O Add

Filter By ▾			⊙ Go			🖫 Save Filters ▼ My Filters▾

| Document ID ▲▼	Document Type ▲▼	Document Name ▲▼	File Name ▲▼	Start Date ▲▼	End Date ▲▼	Uploaded By ▲▼	Uploaded Date ▲▼	Document Status ▲▼
				No Records Found !				

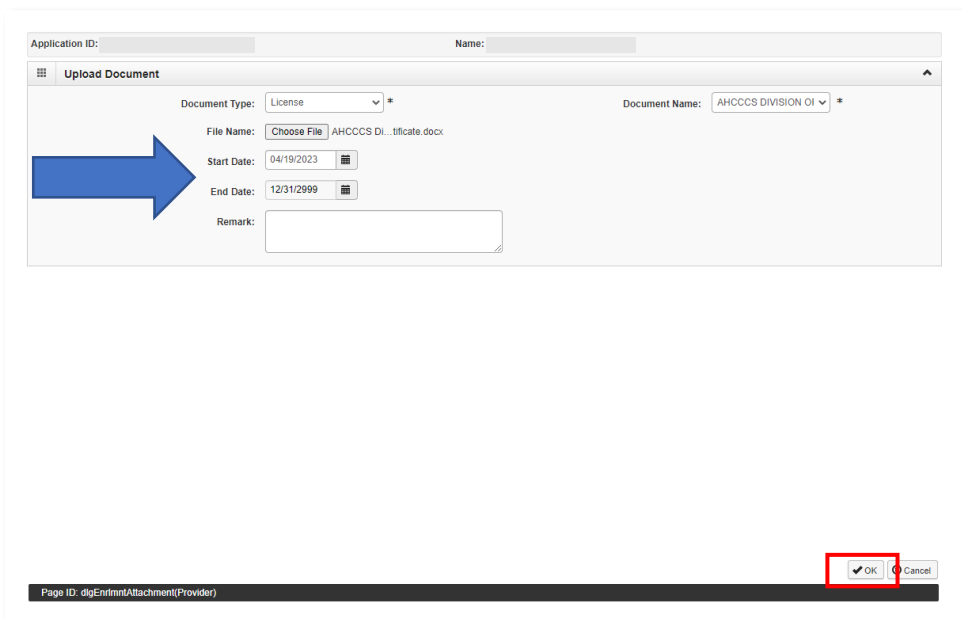4) On the Upload Document screen, go to "Document Type" and select the "License" on the dropdown menu.
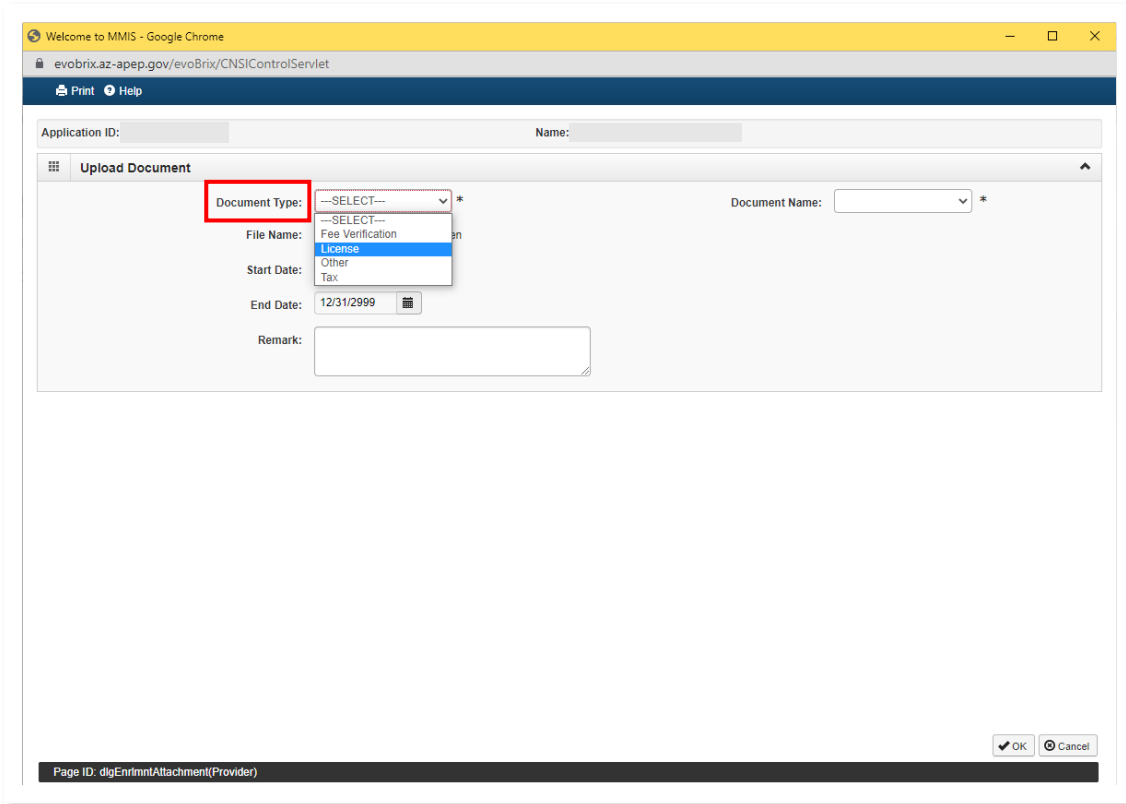
5) Go to "Document Name", select the dropdown arrow for a list of available documents. Select, AHCCCS Division of Fee for Service (NEMT).
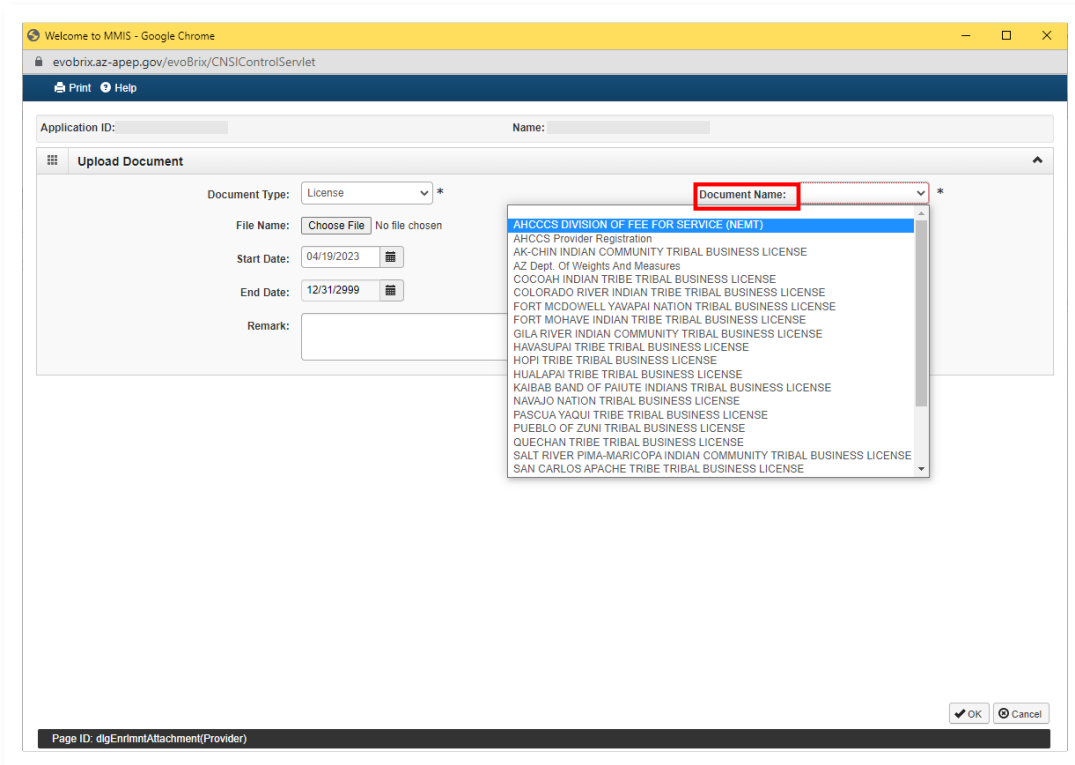
6) Go to "File Name", select the Choose File button to upload the AHCCCS Division of Fee for Service certificate. Note: You will need to upload this document from your personal folder.
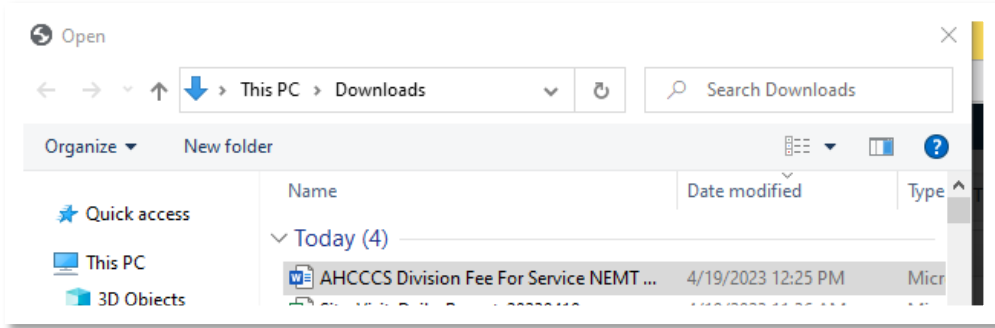
7) "Start Date" will default to the current date and the "End Date" can remain as the default date of 12/31/2999. Select, "Ok" located at the bottom right of the screen.

8) Once the upload is complete, the user will be redirected back to the Document List screen and the uploaded document will be displayed. The user can continue to upload documents by selecting the "Add" button on the Document list screen. Select "Close" when uploads are complete.