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

NEMT Profile

PROVIDER TYPE PROFILE		
PROVIDER TYPE	28	NON-EMERGENCY TRANSPORTATION PROVIDERS

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 Lands) • 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.

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

1. If you have an existing account, enter your account information (Username and password).
2. If you are new to Tra Corp select the:

<div align="center">

CREATE NON-STATE WORKER ACCOUNT

</div>

Required Information Field:

3. You will be directed to the Required Information section to complete the following fields to be issued an access code:

   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.

Access Code

4. Enter the access code assigned to the Certification training for calendar year 2025 **(ef29c20f)**
   Create Non-State Worker Account: Next, click the box titled:

<div align="center">

CREATE NON-STATE WORKER ACCOUNT

</div>

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 ServiceDesk

5. After you get the confirmation email, go back to the TraCorp login page. Type in your assigned Username and Password.

6. The NEMT Recertification Training module **HCNEMT2025** is automatically assigned to you. Click the "**Assigned Content**" button.

7. The NEMT Recertification Training course **HCNEMT2025** will display. Click on the icon to open the Navigation Bar.

8. 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.

9. **How to Obtain a Copy of the Training Certificate** To Upload in APEP

10. After you have completed the NEMT Recertification training, return to the "**Launch This Content**" page and click the "**View Certificate**" button.

11. The NEMT Provider Certificate will appear on your computer. You can choose to print, save, or download a copy of the Certificate to your desktop or computer. You need a copy of the certificate to upload into the AHCCCS Provider Enrollment Portal (APEP) for Non-Emergency Medical Transportation PT28 business owners.

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.

3) On the Document List screen, select "Add" to upload the document.
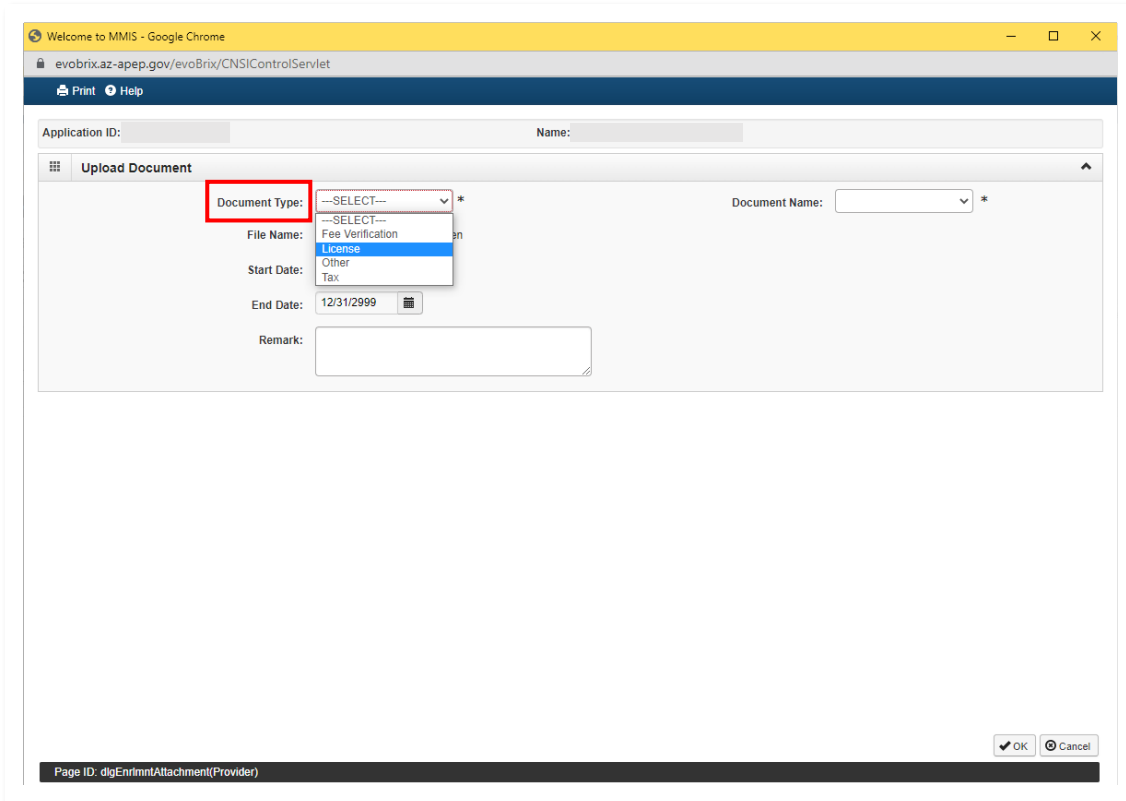
4) On the Upload Document screen, go to "Document Type" and select the "License" on the dropdown menu.
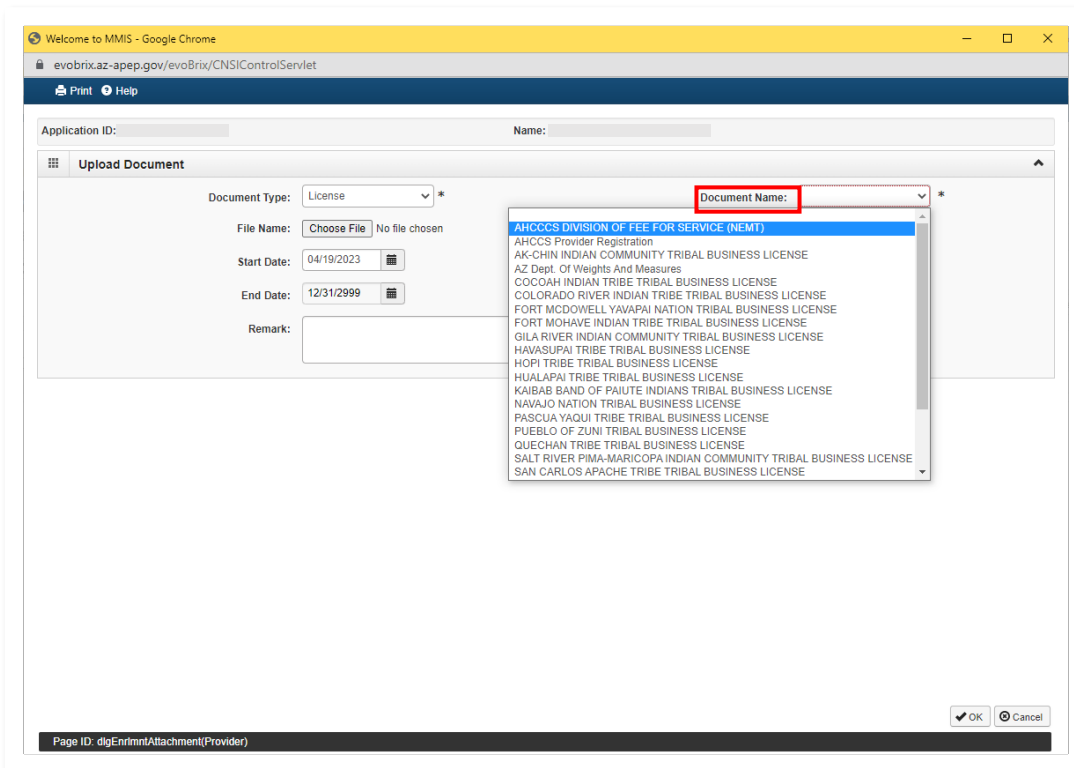
5) Go to "Document Name", select the dropdown arrow for a list of available documents. Select, AHCCCS Division of Fee for Service (NEMT).

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.
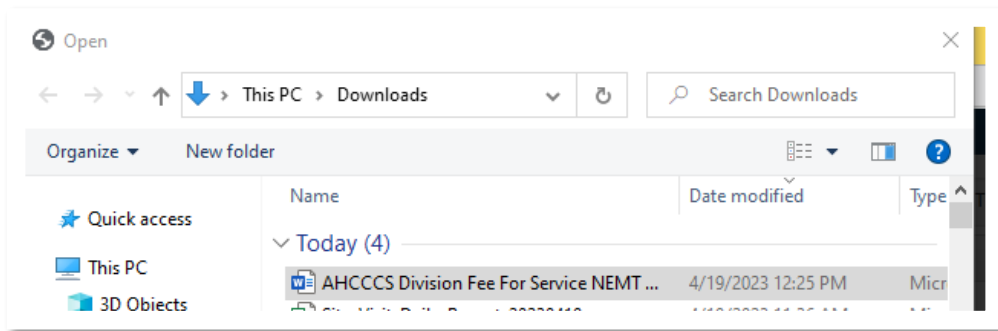
7) "Start Date" will default to the current date and the "End Date" can remain as the default date of 12/31/2999. Select, "Ok" located at the bottom right of the screen.

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.