ALL APPLICANTS – Prior to NARBHA’s credentialing process, provider policies are reviewed. NARBHA will be reviewing your policies prior to making any credentialing decisions as required by DBHS and AHCCCS. The following is a checklist of the items that are required to be in provider policies. These may be contained in one policy or multiple. For providers up for recredentialing, please submit any policy updates.

Policies must contain documentation of the following:

☐ Description of all steps taken to apply for credentialing with NARBHA, including licensure (providing licenses or obtaining licensure), and accreditation and/or CMS or state inspections, if applicable. Review that the organization complies with all NARBHA contractual insurance requirements.

☐ Description of how provider complies with A.A.C. Title, 9, Chapter 20, particularly R9-20-202 required reports.

☐ Process by which the subcontractor reports incidences of abuse, neglect, injuries, unexpected death and/or any other adverse actions.

☐ Description of the process for credentialing staff at the agency level (who do not qualify for credentialing at the NARBHA level)

☐ Description of process of federal excluded party lists checks for agency staff

☐ Process for notifying NARBHA of staff changes and adverse actions related to agency staff or agency facilities themselves

☐ Process for accreditation renewal (if applicable)

Confidential information noted in this application and any attached documentation is not to be distributed or shared.

Submit your policies to:
Northern Arizona Regional Behavioral Health Authority
Attn: Credentialing Unit
1300 S. Yale Street
Flagstaff, AZ 86001
Fax: 928.774.3165
-or-

Pamela.Choate@narbha.org

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