

**CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.
ACCESS TO AMERICAN INDIAN RECOVERY (AAIR)**

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CHAPTER 4	PROVIDER APPLICATION, CREDENTIAL REVIEW, AND ENROLLMENT	NUMBER	c4.s1.0
SUBJECT	Provider Application		
EFFECTIVE DATE	8/1/09		
REVISION DATE			

POLICY:

To participate as an AAIR provider, each applicant must complete an application (see **c4.a1 – Provider Application Form**). The following parts of the application must be complete for it to be processed by AAIR administration:

Residential Treatment Facilities

Part 1 – General applicant information

Attach copy of State Licensure

Attach copy of W-9

Attach proof of malpractice insurance coverage (except PL 93-638 facilities)

Organized Outpatient Clinics

Part 1 – General applicant information

Part 6 – Clinic based provider application

Attach copy of State Licensure, if applicable

Attach copy of W-9

Attach proof of malpractice insurance coverage (except PL 93-638 facilities)

Sole Providers

Part 1 – General applicant information

Part 2 – Individual provider information

Part 3 – Provider attestation questions

Part 4 – Provider information release & acknowledgements

Attach copy of W-9

Attach proof of malpractice insurance

Traditional Healers/Spiritual Advisors

Must be an employee of or work under contract to an AAIR credentialed Residential Treatment Facility, Outpatient Clinic, or Sole Provider. The AAIR provider is fully responsible for the oversight of the referral for TH/SA's activities, and all billings and payments. The AAIR provider is responsible for maintaining the documentation of TH/SA services in the client record.

Part 2 – Individual provider information – ONLY Sections 1, 2 (indicate TH/SA), 3, 5 and signature are required.

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AAIR Traditional Healer/Spiritual Advisor form

Transitional/Sober Living Facilities

There are 2 ways a Transitional/Sober Living Facility may become an AAIR provider.

1. No application is required. These services are paid by the AAIR Approved Residential Treatment Facility, Outpatient Clinic or Sole Provider. The AAIR provider is responsible for assuring, and documenting, the facility owner(s) are eligible to receive federal healthcare dollars, as evidenced by the owner(s) not being on the OIG Excluded Provider List (or the GSA Excluded Parties List (<https://www.epls.gov/>). The AAIR provider is responsible for assuring the Transitional/Sober Living facility maintains documentation to support each day of the client's residence at the facility. OR
2. The Transitional/Sober Living Facility applies to become an AAIR provider by completing and submitting:
 - Part 1 – General applicant information
 - Part 3 – Provider attestation questions
 - Part 4 – Provider information release & acknowledgements
 - Attach copy of current business license
 - Attach copy of W-9
 - Attach proof of malpractice insurance
 - Attach copy of fee schedule

PROCEDURE:

1. Applicants may obtain an application from AAIR administration.
2. Applicants must complete the application according to the instructions provided.
3. Completed applications are mailed to the AAIR administration. AAIR administration will not enroll an applicant as a provider until all of the required original documents are received.

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4. If the application is incomplete, AAIR administration will contact the applicant to provide technical assistance in accordance with **c7.s1.0 – Technical Assistance Program**.

[END]