

**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	4/20/09		
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- complete the following,

- 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- complete the following,

- 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- complete the following,

- 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

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Traditional Healers/Spiritual Advisors- complete the following,

Part 2 – Individual provider information – Complete items 1, 2 (indicate TH/SA), 3, 5, signature and date.

AAIR Traditional Healer/Spiritual Advisor form

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.

Transitional/Sober Living Facilities- complete the following,

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.

PROCEDURE:

1. Applicants may obtain a provider application from the AAIR website, <http://www.crihb.org/aaair/pages/Forms-Pubs.html>
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.
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]