

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

POLICY MANUAL	AAIR PROGRAM	PAGE	1 of 1
CHAPTER 4	PROVIDER APPLICATION, CREDENTIAL REVIEW, AND ENROLLMENT	NUMBER	c4.s1.1

SUBJECT Provider Application Review

EFFECTIVE DATE 5/01/08
REVISION DATE

POLICY:

To participate as a provider in AAIR, an application must be completed and submitted by the applicant to AAIR administration.

PROCEDURE:

1. AAIR administration will review each application to verify that the application is complete and the required support documents are present. If the application does not contain all of the required parts, AAIR administration will contact the applicant to offer technical assistance in accordance with **c7.s1.0 – Technical Assistance Program**.
2. If the application contains all of the required parts, AAIR administration will enter the applicant’s information into the AAIR credentialing information system. Only licensed, certified or registered providers are entered into the credentialing information system.
3. AAIR administration will review all of the application materials and may contact any collateral sources deemed necessary to verify that the submitted information is valid and authentic. If the application contains unverifiable or false information, AAIR administration may issue a provider enrollment denial letter as described in **c4.s4.0 – Eligibility Determination and Notification**.
4. If the application information is found to be valid and authentic, and the provider meets all other criteria for AAIR enrollment, an approval letter will be generated and sent to the provider as described in **c4.s4.0 – Eligibility Determination and Notification**.

[END]