



## Ancillary/facility/long-term care provider application checklist

### Accreditation

- Submit a copy of accreditation certificates (e.g., The Joint Commission [TJC], Community Health Accreditation Program [CHAP], etc.)

Nonaccredited providers must submit one of the following:

- Copies of the most recent government agency surveys conducted within the past 36 months, including corrective action plans if deficiencies were cited
- A letter from a government agency stating the facility is in substantial compliance with its most recent survey standards

Facilities not meeting the requirements above require an onsite visit before network status may be granted. Failure to provide documentation or complete the onsite survey may delay your ability to become a participating provider.

### Application

Include:

- An attestation
- The completed and signed release section
- Supplemental credentialing information form (if using state applications, please submit this)

### Clinical laboratory improvement amendments (CLIA)

- If you provide laboratory services, include a copy of your CLIA certification as applicable by location(s); claims reimbursements for laboratory services require the facility to hold a valid and active CLIA certification or waiver

### Liability insurance (professional and general)

- Include all required details within the application or include a copy of the face sheet for both your professional and general liability (must be current within 30 days of the date of submission of your application)

### Participating agreement

- Agreement must be executed by an officer of your organization

### Licenses

- Copies of all federal, state and/or local license(s) or occupational business license(s) required to operate as a health care facility (by location)

Return all completed forms and documentation to:

Provider Services: Network Development

Amerigroup Iowa, Inc.

P.O. Box 62509

Virginia Beach, VA 23466-9965

Fax: 1-855-832-7289

Email: [iowamedicaid@amerigroup.com](mailto:iowamedicaid@amerigroup.com)

If you have questions, please call our Network Development team at 1-855-789-7989.