ADHS LICENSING

Becoming a Behavioral Health Provider in Arizona

The purpose of this document is to provide a high level overview of what is needed to become a behavioral health (BH) provider in Arizona. The below information is only an overview, and is not intended to provide legal or tax advice or to be a complete resource. We recommend you consult with knowledgeable professionals such as an accountant and an attorney to determine the particular needs of your business.

Review BH Facility Regulations and Resources

- To ensure you are familiar with what a BH facility is and what health care institution (HCI) class or subclass you want to pursue a license for:
  - Review applicable licensing regulations
    - Arizona Revised Statutes (A.R.S.) Title 36, Chapter 4 - Public Health and Safety
    - Arizona Administrative Code (A.A.C.) Title 9, Chapter 10 - Health Care Institutions Licensing
  - Review applicable resources on the Arizona Department of Health Services (ADHS) website
  - Learn how to apply to become an Arizona Health Care Cost Containment System (AHCCCS) registered provider as well as what to expect after you become an approved provider (if applicable)
    - AHCCCS Provider Enrollment Portal (APEP)
    - AHCCCS Fee-For-Service Provider Billing Resources & Rates webpage

Secure BH Facility Location

- Identify and secure the location of your BH facility through a lease (must include rights and responsibilities of the parties and exclusive rights of possession of the leased facility) or purchase
- Obtain documentation from the local jurisdiction of compliance with applicable local building codes and zoning ordinances (i.e. Certificate of Occupancy)
  - If documentation from the local jurisdiction is not available, documentation of the unavailability of the local jurisdiction compliance and documentation of a general contractor's inspection of the facility is safe for occupancy as the applicable health care institution class or subclass

Business Entity Name, Entity Type, and Website Domain Name

- Choose a name for the business entity that is not owned or used by others
- Choose an entity type for the business (i.e. corporation, nonprofit corporation, or limited liability company (LLC)
- Check the entity name on the Arizona Corporation Commission (ACC) website to see if it is available (see if there are any corporations, LLCs, or trade names that are already using the name)
  - If the entity name is available on the ACC website, you have 3 options:
    - You can get a name reservation through the ACC website; or
    - You can go to the Secretary of State's website and register the name as a trade name; or
    - You can submit your formation documents online through the ACC website
- If you are going to have a website, purchase a domain name

File with the ACC Corporations Division

- Submit your formation documentation with the ACC through their online services available on the

ACC website

Submit a Transaction Privilege Tax Application through the Arizona Department of Revenue (ADOR)

- Determine whether you need to complete a transaction privilege tax (TPT) application
  - For more information, check the ADOR website and the Arizona Commerce Authority Small Business Services website

City or County Taxes and Business Licensing

- Register the business entity with the city in which the business is located (or county if you are in an unincorporated area)
  - This is for TPT purposes and also for any business or occupational licenses that the city requires

Federal Employer ID # or Tax ID

- Check the Internal Revenue Service (IRS) website to obtain an employer identification number (EIN) or tax identification number (TIN)

Business Bank Account

- Open a business account with your bank or credit union

Submit an Application for Licensure and Obtain License

- Complete and submit an application for licensure, including application fee
  - Ensure application is administratively complete (all required information and documents are submitted)
  - Ensure application is substantively complete (will include an onsite initial inspection to determine substantial compliance with applicable regulations)
  - Pay licensing fees
- Obtain the license to operate your BH facility

Submit an Application to Become an AHCCCS Registered Provider *(if applicable)*

- Complete and submit an application to become an AHCCCS registered provider
- Obtain enrollment approval from AHCCCS