



Provider communication
General information and system updates

October 9, 2023

AHCCCS Provider Enrollment Portal (APEP) Reminder

Applicable to: Mercy Care Complete Care, Mercy Care ACC-RBHA, Mercy Care Long Term Care Mercy Care DD and Mercy Care DCS CHP

As a reminder, all providers must be registered with AHCCCS and obtain an AHCCCS provider ID number in order to render services to Medicaid members or become contracted with Mercy Care. This also includes non-participating providers. For additional information on registering to get an AHCCCS provider ID, please refer to the [AHCCCS Provider Registration Applications and Revalidations](#) web page or our **Claims Processing Manual, Chapter 8, Non-Par Provider Registration** on our [Claims Information](#) web page.

As of August 31, 2020, all new providers, as well as existing providers who need to update their accounts will use the AHCCCS Provider Enrollment Portal (APEP). This is an on-line, electronic portal which is available 24/7. It streamlines the provider enrollment process and eliminates the need for paper-based applications. APEP allows providers a means to electronically submit a new enrollment or modify an existing provider ID anytime of the day. Mercy Care will ensure providers register through APEP and continue to maintain their provider ID as required by AHCCCS.

Once registered, providers are required to keep their information up to date and revalidate every 4 years.

To access the [AHCCCS Provider Enrollment Portal](#), please click on the link.

For additional assistance, please feel free to contact Provider Assistance at (602) 417-7670, Option 5, or email APEPTrainingQuestions@azahcccs.gov.

As always, don't hesitate to contact your Mercy Care Provider Relations Representative with any questions or comments. You can find this notice and all other provider notices on our Mercy Care website.

Thanks for your attention to this important matter.

[Sign up for our email list](#)

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