

General Information

Use AHC11234, *Practitioner Request*, to register practitioners and create **business arrangements** (BA) and their associated relationships.

Completing the Form

The form will expand and display fields relevant to the registration type you select under “Type of Request”. Mac users must open the form in Adobe Reader.

Note: It is important that Alberta Health is notified when you move.

Type of Request

- 1) “Registration Type”: Select one of three choices:
 - Select **Practitioner** to register a new practitioner under a BA.
 - Select **Allied Practitioner—Referral Only** if you are a practitioner who does not submit claims to the Alberta Health Care Insurance Plan but refers patients to practitioners who do bill the plan.
 - Pharmacists who need a **practitioner identifier** for business reasons must select this option.
- 2) Add information or clarify your request in “Comments”.

Practitioner Information

- 1) Enter the practitioner’s information as requested.
- 2) Enter the business mailing address to which Alberta Health will send all correspondence, including claim statements (if selected).
 - You must notify Alberta Health in advance of any changes to your business mailing address. To do so, fax a letter signed by the **contract holder** to 780-422-3552. Include your PraeID in the letter.
- 3) Alberta Health will send correspondence to your residential address if you do not provide a business mailing address.
 - You must notify Alberta Health in advance of any changes to your residential address if you are using that address as your business mailing address. Follow the above notification procedure.

Education, Professional Association Registration, and Specialties/Certifications

- 1) Enter information about your degree. Click the + button to add another degree.
- 2) Enter information for the college or association with which you are registered. Click the + button to add another certification.

- 3) List any specialties or certifications you hold. Attach a copy of your college/association specialty-certification letter. Click the + button to add more credentials.

Form Attachments

Please attach the following documents in order for your form to be processed:

- Attach a copy of your practice, permit or license from an Alberta licensing body.
- Specialty/Certification letter from the College/Association
- Registration, Understanding and Acknowledgement from the CPSCA

Information Required for Canadian Tax Purposes

- 1) You are a [non-resident of Canada for tax purposes](#) if you meet the following conditions:
 - You normally, customarily, or routinely live in another country and are not considered a resident of Canada; **or**
 - do not have significant residential ties in Canada; **and**
 - live outside Canada throughout the tax year; **or**
 - stay in Canada for less than 183 days in the tax year.
- 2) Indicate whether you will be staying in Canada more or less than 180 days.

Create or Join a Business Arrangement (BA)

- 1) Select “Assign a new BA” when creating a new BA.
- 2) Select “Add to existing BA” when adding a practitioner to an existing BA.
 - Alberta Health sends payments to the contract holder, not to the practitioner. Practitioners are responsible for arranging payments with their contract holders.
- 3) Enter the BA number that you are adding the practitioner to and the date on which the addition becomes effective.
- 4) Enter the practitioner’s **default skill**.

Business Arrangement (BA) Information

- 1) Select the business arrangement type.
 - Select **fee-for-service** to receive payment from the Alberta Health Care Insurance Plan via the traditional payment model.
 - Select **locum** if you have a BA in your own name or that of your professional corporation.
 - Select **Alternate Relationship Plan or Academic medicine and Health Services Program** if you wish to receive payment via a manner other than fee-for-service.

- 2) Alberta Health sends payments via electronic funds transfers. Submit form [AHC1143, Direct Deposit Request](#), to receive payments via electronic transfers.
- 3) Make payment to:
 - Select “me” to receive payments directly.
 - Select “my PC/clinic” to have payments directed to your PC or clinic.
- 4) Statements of Account and Assessment:
 - Select “me” to have your statement of account or statement of assessment sent to the business mailing address associated with your PracID.
 - Select “my PC/clinic” to have statements sent to your PC or clinic and enter the facility’s mailing address. This address will become the new address associated with your PC or clinic, and Alberta Health will send all correspondence to this address.
 - Select “suppress” if you receive statements from your **accredited submitter**. Suppress means to halt printing and sending of your statements to the address of your business practice.
 - You must retain copies of your statements of assessment for six years.

Alberta Health for payment of health services they provide to eligible Alberta residents. All practitioners registered with Alberta Health must be part of a BA.

- 4) A **Business Arrangement** is an agreement between a practitioner and Alberta Health covering arrangement for payment for health services provided.
- 5) Alberta Health assigns a **Business Arrangement Number** to each BA. The BA number defines the contract holder, the service provider and the payee; all of whom could be the same or different stakeholders. All practitioners registered with Alberta Health must have or be part of a BA in order to claim for services.
- 6) A **Contract Holder** is a person, professional corporation, or organization that enters into a BA with Alberta Health.
- 7) Practitioners designate a **Default Skill** as the primary skill against which they will submit claims. Practitioners with multiple skills can designate a default skill; if the “skill” fields on the practitioner’s claim is empty, Alberta Health processes the claim using the default skill.
- 8) Physicians who wish to work as a **Locum Tenens** must have locum business arrangements in their own names or in the names of their professional corporations. Locum arrangements apply to medical claims only.
- 9) Alberta Health assigns a **Practitioner Identification** (Prac ID), a unique nine-digit code, to individual practitioners. Practitioners registering with Alberta Health for the first time must submit AHC0912, *Practitioner Information*.
- 10) A Statement of Assessment summarizes the payments Alberta Health makes on the claims you submit, Explanatory codes accompany claims reduced, refused or paid at zero.

Submitting the Form

- 1) Return the completed form to the Provider Relationship and Claims unit at Alberta Health.
 - Fax: 780-422-3552
 - Email: Health.Pracforms@gov.ab.ca
- 2) Contact the Provider Relationship and Claims unit at the above email address or by phone for more information.
 - 780-422-1522 in the Edmonton area
 - In the rest of Alberta, dial toll-free 310-0000, then (780) 422-1522 at the prompt.

Additional Information

- 1) Contact the [H-Link Administration Help Desk](#) for a copy of the *Electronic Claims Submission Specific Manual*.
- 2) Click on the links below to access copies of resource guides from Alberta Health.
 - [Physician’s Resource Guide](#),
 - [Allied Health Practitioner’s Resource Guide](#),

Glossary of Terms

- 1) An **Accredited Submitter** is an organization or individual accredited by Alberta Health to transmit electronic claims and receive transaction results for practitioners.
- 2) Practitioners enter an **Alternate Relationship Plan** to be paid in a manner other than via fee-for-service.
- 3) Practitioners establish a **Business Arrangement** (BA) with