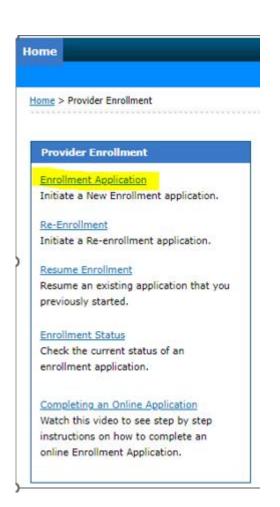
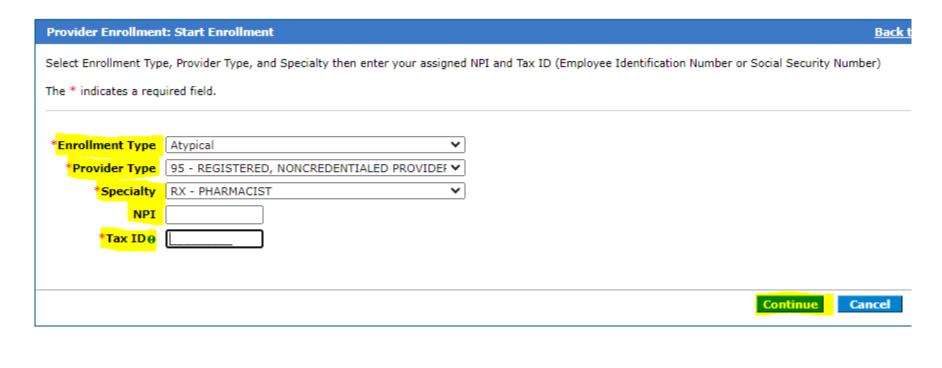


Starting the application

- Click the link to Start your application
- Select "Enrollment Application"

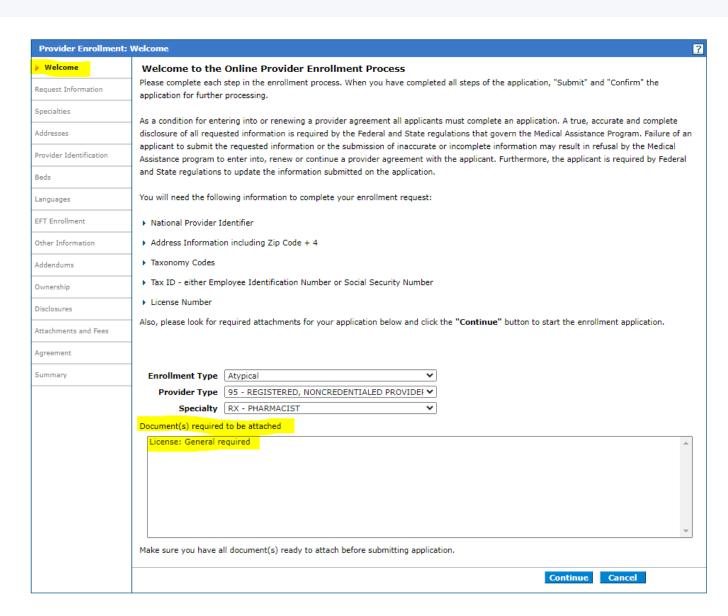
- Select the options below
- NPI: List registered to the enrolling pharmacist listed on the application.
- TAX ID: List the SSN of the enrolling pharmacist.





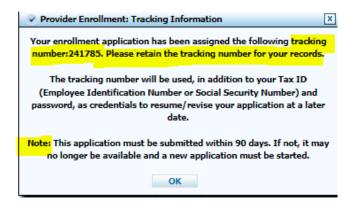
Entering the application data: Welcome tab

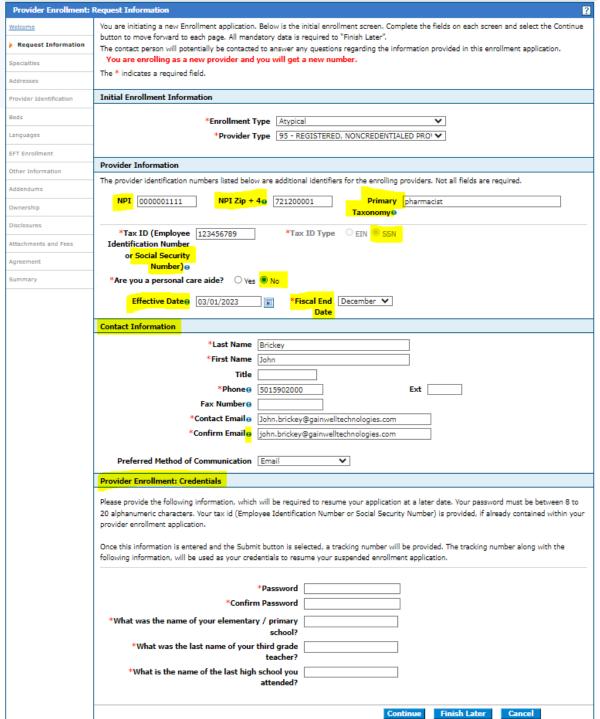
- The welcome tab will detail key information that will be asked during the application process. At the bottom the online application will show if any documentation is needed to be attached towards the end of the application.
- Hit continue to proceed with the application.



- NPI: List registered to the enrolling pharmacist listed on the application.
- **Primary Taxonomy**: You can search or enter any valid taxonomy. Must list a taxonomy.
- TAX ID: List the SSN of the enrolling pharmacist.
- Are you a Personal Care Aide? This question should always be marked as no for RX – Pharmacist.
- Effective date List a requested effective date or place todays date.
- Fiscal Year End: Enter December unless fiscal year end falls on another date.
- Complete Contact Information: This sections will receive email notifications if the ATN is RTP'd. RTP= Returned to Provider for review/corrections.
- Provider Enrollment Credentials: Keep note of the password and security
 questions you completed for your application. If you need to check the
 status online or re-access the application after RTP to resubmit for
 processing; this information will be asked and cant be reset.

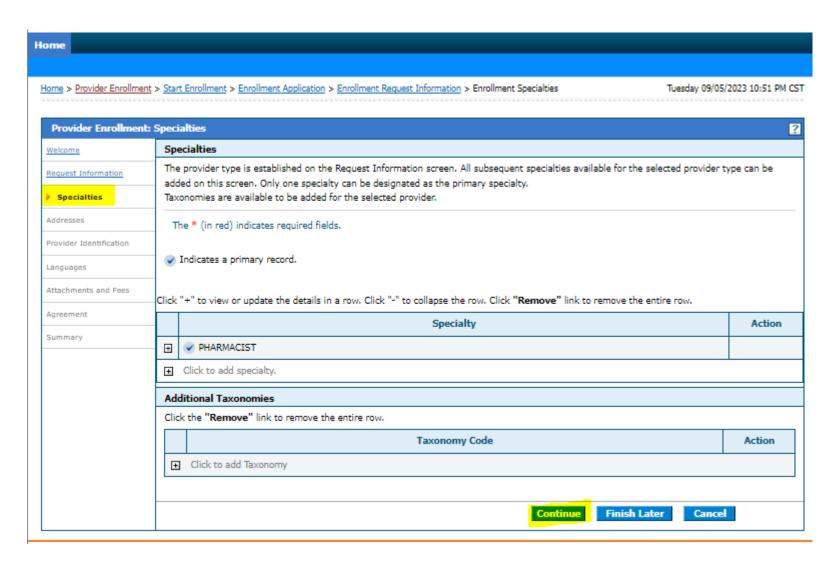
Once all sections have been completed, hit continue and a message will pop up with your application tracking ID. An email notification will also be sent.





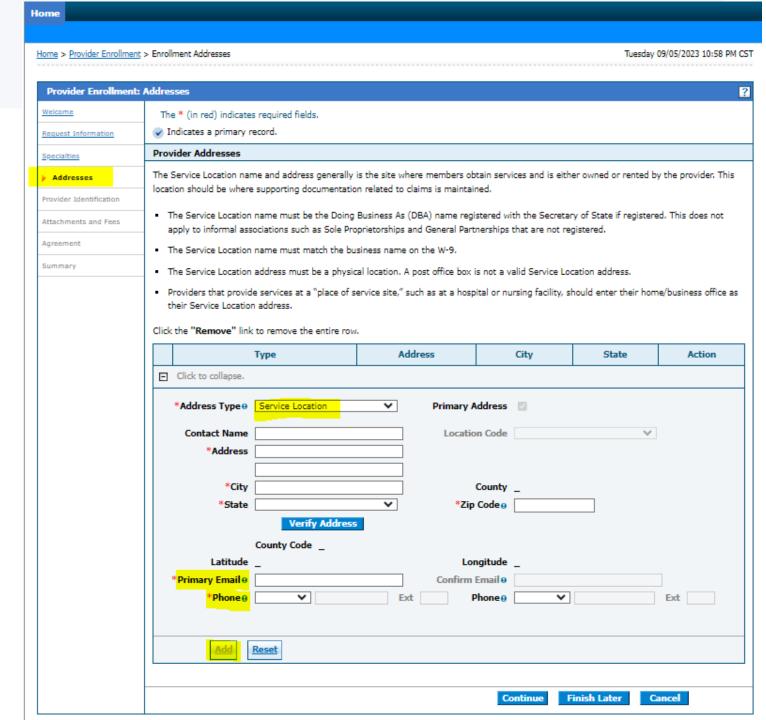
Entering the application data: Specialties tab

• Hit continue to proceed with the application.

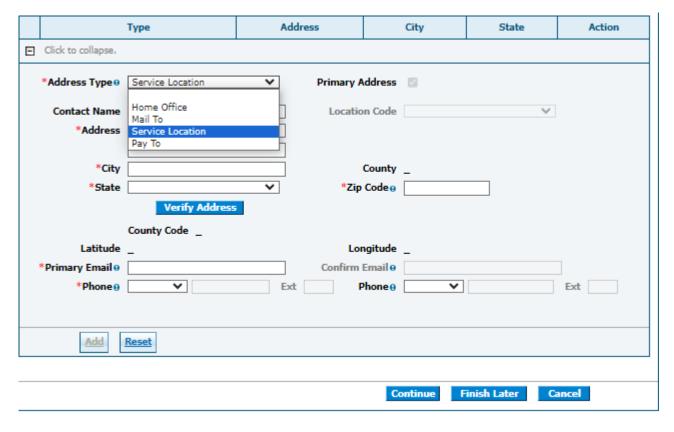


Entering the application data: Addresses

- Service location is required. Once entered you must hit "Verify Address" before the application will allow you to save the information.
- Complete address info for Home Office, Mail to, and Pay to. If these sections are not completed the information listed on the service location will be copied for all addresses.

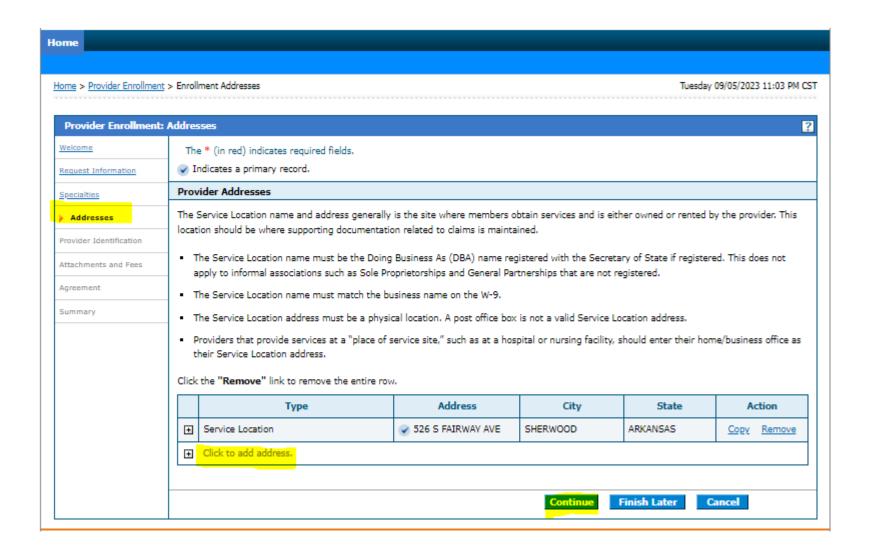


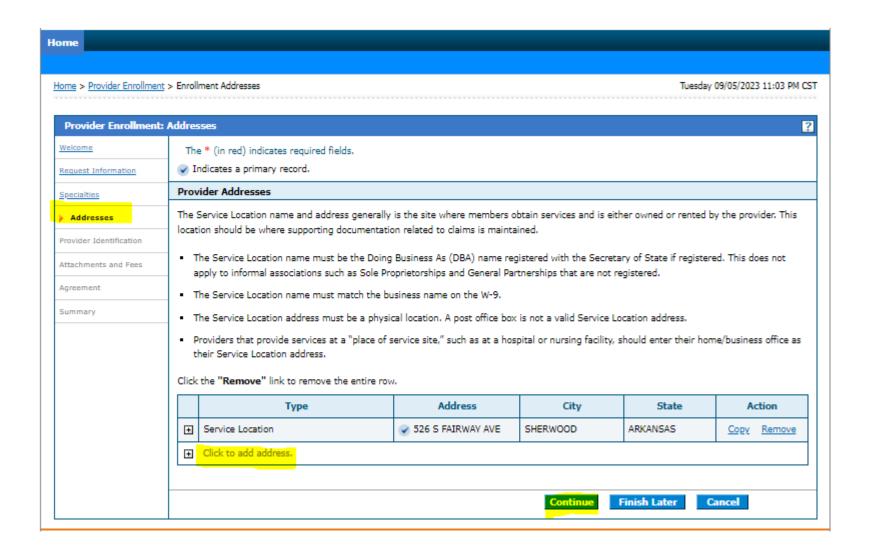
Entering the application data: Addresses





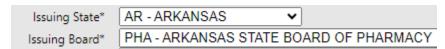
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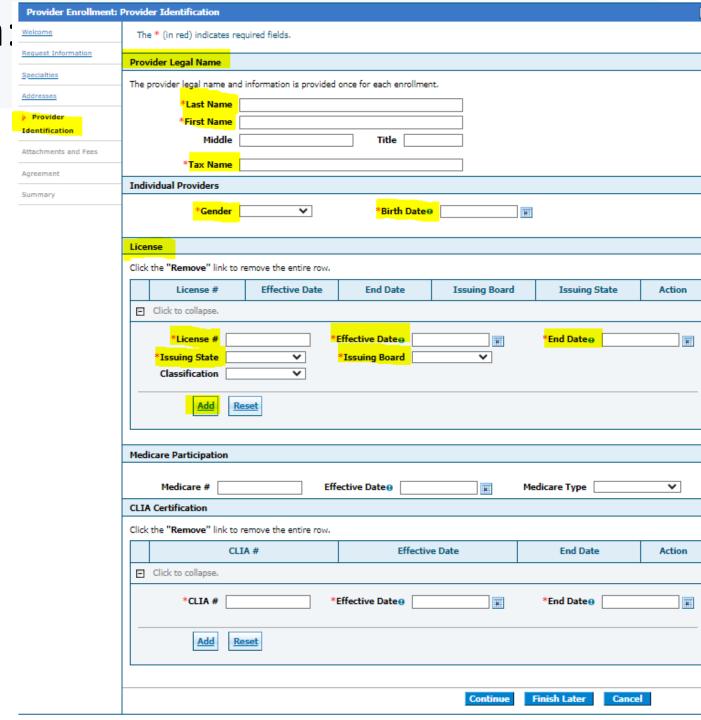


Entering the application data: Provider Identification

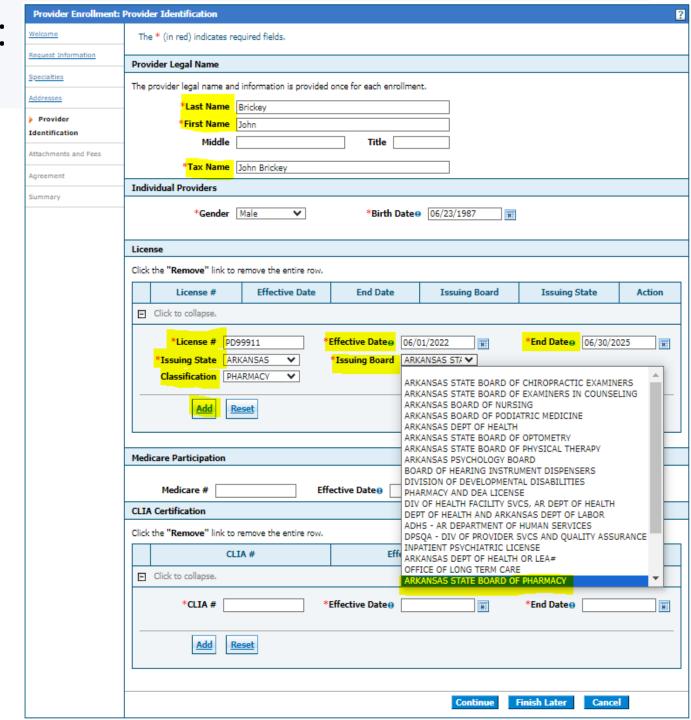
- Provider Legal Name: List the providers legal name.
- Tax Name: This section should match the same name listed above.
- Gender/DOB: Enter gender & DOB of Pharmacist.
- **License**: List the provider license information.



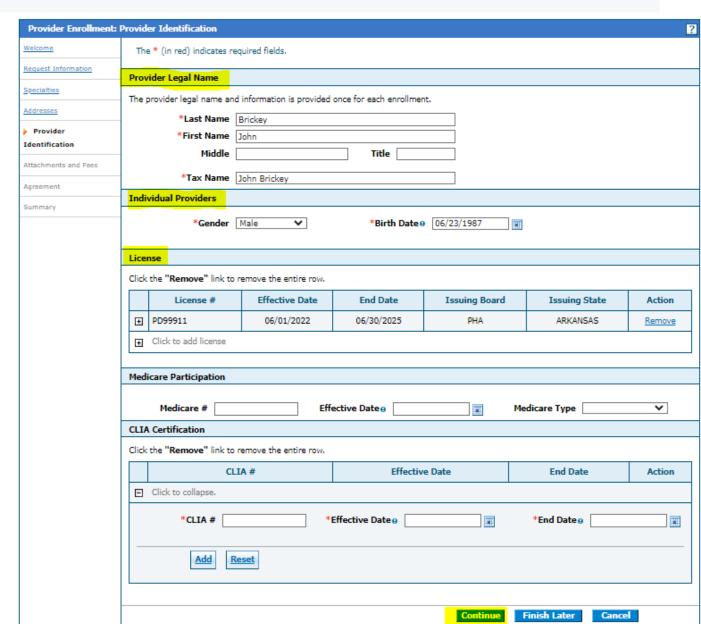
- Medicare & CLIA is optional if applicable
- You can proceed without the Medicare and CLIA by hitting the continue button at the bottom.



Entering the application data: Provider Identification

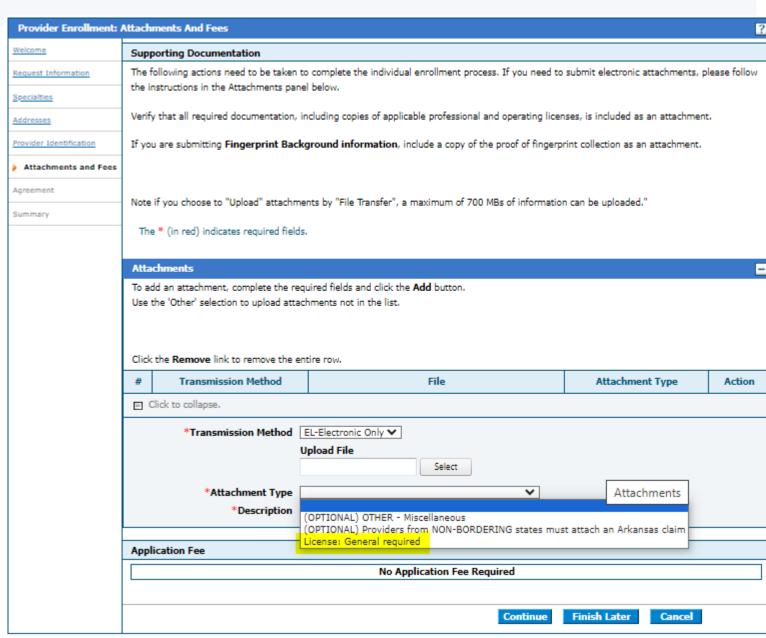


Entering the application data: Provider Identification

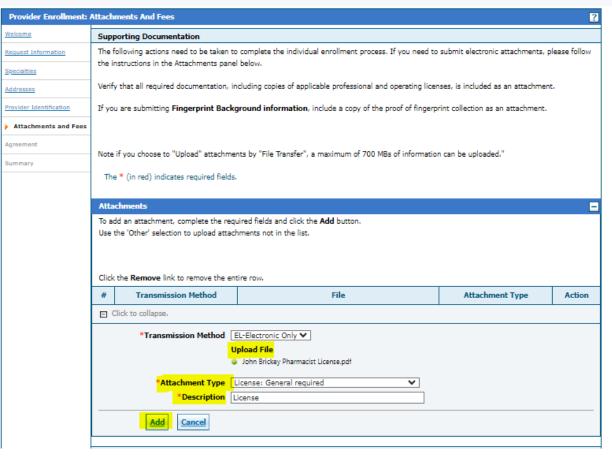


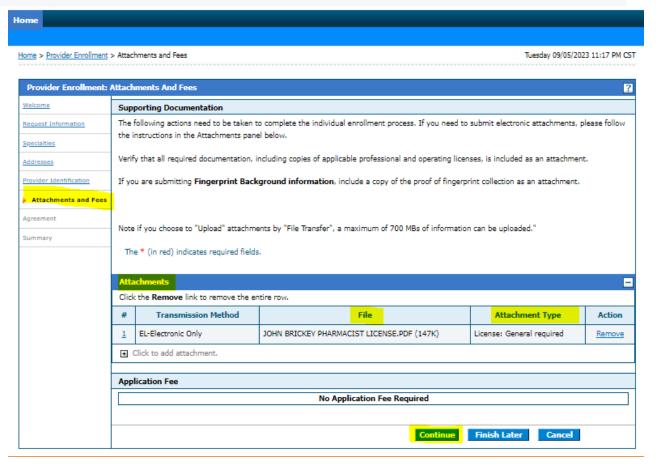
Entering the application data: Attachments and Fees

- Required to upload a copy of the Pharmacy board License. Is best to submit the license verification page from the board website.
- This link can be used to obtain a copy of the providers license from Arkansas Pharmacy Board.
 https://arbopharmprod.glsuite.us/glsuiteweb/clients/arbopharm/public/verification/search.aspx
- All providers boarding or out of state will need to provide a copy of their license from their state Pharmacy Board.
- All optional listings are only needed if applicable or requested.



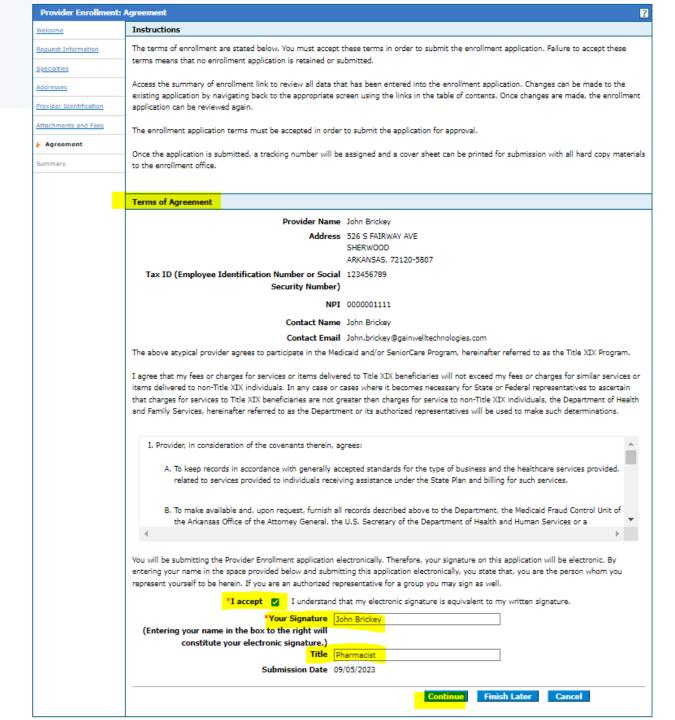
Entering the application data: Attachments and Fees





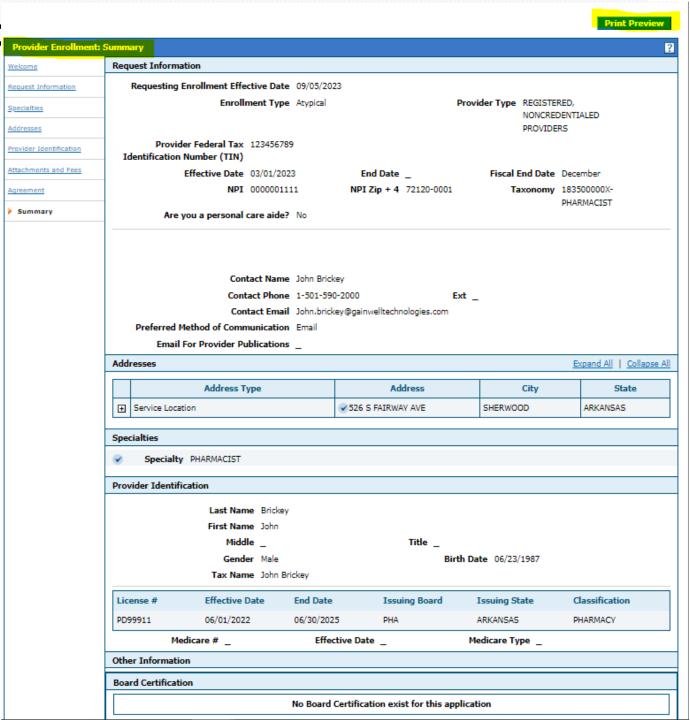
Entering the application data: Agreement

- Click "I Accept" to terms of agreement
- Enter the providers legal name and title to finalize the signature page for the application.



Entering the application data: Summary

- This is a preview of your application before you complete your submission.
- Hit "Print Preview"
- Save a copy of the application summary for your records.
- Must go to the bottom of the page in order to complete the submission of the application.



Entering the application data: Summary

Ownership/Controlling Interest

Enter the name, address and percentage of interest of each person, Corporation, Limited Liability Company, Partnership, Limited Liability
Partnership, or other organization with a direct or indirect ownership or controlling interest or more in the named entity or in any
subcontractor in which the named entity has direct or indirect ownership of 5% or more. (This applies to all Medicaid providers.) By
completing and signing this form, I give consent for the Arkansas Department of Human Services to request, copy, access, and use State and
Federal criminal records and other information about the Owner in order for the Department to determine the status with the Arkansas
Medicaid program.

If you are correcting an already submitted application or this is a revalidation application, please use form Ownership and Conviction
Disclosure (DMS-675) for ownership changes needed for any listed entities in the owner section only.

No owner relationships exist for this enrollment.

Supporting Documentation

The following actions need to be taken to complete the individual enrollment process. If you need to submit electronic attachments, please follow the instructions in the Attachments panel below.

Verify that all required documentation, including copies of applicable professional and operating licenses, is included as an attachment.

If you are submitting Fingerprint Background information, include a copy of the proof of fingerprint collection as an attachment.

Note if you choose to "Upload" attachments by "File Transfer", a maximum of 700 MBs of information can be uploaded."

At	timents =			
#	Transmission Method	File	Control #	Attachment Type
1	EL-Electronic Only	JOHN BRICKEY PHARMACIST LICENSE,PDF (147K)	20230905224175	License: General required

Terms of Agreement

- I. Provider, in consideration of the covenants therein, agrees:
 - A. To keep records in accordance with generally accepted standards for the type of business and the healthcare services provided, related to services provided to individuals receiving assistance under the State Plan and billing for such services.
 - B. To make available and, upon request, furnish all records described above to the Department, the Medicaid Fraud Control Unit of the Arkansas Office of the Attorney General, the U.S. Secretary of the Department of Health and Human Services or a designated agent or representative of any entity entitled to records. For all Medicaid beneficiaries these records include, but are not limited to those records which are defined in Section "A" of this contract. For clients who are not Medicaid beneficiaries, the records that must be furnished are financial records of charges billed to non-Medicaid insurance to ensure that charges billed to Medicaid do not exceed charges billed to non-Medicaid insurance.
 - 1. In connection with this contract each party hereto will receive certain confidential information relating to the other party. For purposes of this contract, any information furnished or made available to one party relating to the financial condition, results of operation, business, customers, properties, assets, liabilities or information relating to the financial condition relating to beneficiaries and providers, including but not limited to protected health information as defined by the Privacy Rule promulgated pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, is collectively referred to as "Confidential Information."
 - The contract shall safeguard the use and disclosure of information concerning applicants for or beneficiaries of Title XIX services in
 accordance with 42 CFR Part 431, Subpart F, and shall comply with 45 CFR Parts 160 and 164 and shall restrict access to and
 disclosure of such information in compliance with federal and state laws and regulations.

Entering the application data: Finalizing Submission

- Must go to the bottom of the page in order to complete the submission of the application.
- Hit "Submit" to complete the application. Save the tracking ID for your records.

III. This contract may be terminated or renewed in accordance with the following provisions:

- A. This contract may be voluntarily terminated by either party by giving thirty (30) days written notice to the other party without cause and/or convenience of either party;
- B. This contract will be automatically renewed for one year on July 1 of each year if neither party gives notice requesting termination;
- C. This contract may be terminated immediately by the Department for the following reasons:
 - 1. Returned mail
 - 2. Death of provider
 - 3. Change of ownership
 - 4. Or other reason for which a sanction may be issued as set forth under the applicable Medicaid Provider Manual.

The above atypical provider agrees to participate in the Medicaid and/or SeniorCare Program, hereinafter referred to as the Title XIX Program.

I agree that my fees or charges for services or items delivered to Title XIX beneficiaries will not exceed my fees or charges for similar services or items delivered to non-Title XIX individuals. In any case or cases where it becomes necessary for State or Federal representatives to ascertain that charges for services to Title XIX beneficiaries are not greater then charges for service to non-Title XIX individuals, the Department of Health and Family Services, hereinafter referred to as the Department or its authorized representatives will be used to make such determinations.

You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By entering your name in the space provided below and submitting this application electronically, you state that, you are the person whom you represent yourself to be herein. If you are an authorized representative for a group you may sign as well.

I accept I understand that my electronic signature is equivalent to my written signature.

Your Signature John Brickey

(Entering your name in the box to the right will constitute your electronic signature.)

Title Pharmac

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Agreement Date 09/05/2023

Instructions for Summary Page

If changes are required when viewing the Summary page, please select the appropriate link in the Table of Contents panel, navigate back to that page, and make changes. Note that if the Enrollment Type or Provider Type fields are modified on the Request Information page, that you will be required to navigate through the enrollment application wizard again and update all fields that are contingent upon these two fields. Once you have reviewed the contents of this application, select 'Submit' to complete the enrollment application for processing. Please print a copy of this summary for your records.

Print Preview



Finish Later







Ownership/Controlling Interest

Enter the name, address and percentage of interest of each person, Corporation, Limited Liability Company, Partnership, Limited Liability
Partnership, or other organization with a direct or indirect ownership or controlling interest or more in the named entity or in any
subcontractor in which the named entity has direct or indirect ownership of 5% or more. (This applies to all Medicaid providers.) By
completing and signing this form, I give consent for the Arkansas Department of Human Services to request, copy, access, and use State and
Federal criminal records and other information about the Owner in order for the Department to determine the status with the Arkansas
Medicaid program.

If you are correcting an already submitted application or this is a revalidation application, please use form Ownership and Conviction
Disclosure (DMS-675) for ownership changes needed for any listed entities in the owner section only.

No owner relationships exist for this enrollment.

Supporting Documentation

The following actions need to be taken to complete the individual enrollment process. If you need to submit electronic attachments, please follow the instructions in the Attachments panel below.

Verify that all required documentation, including copies of applicable professional and operating licenses, is included as an attachment.

If you are submitting Fingerprint Background information, include a copy of the proof of fingerprint collection as an attachment.

Note if you choose to "Upload" attachments by "File Transfer", a maximum of 700 MBs of information can be uploaded."

ı	Atta	chments	<u>-</u>		
	#	Transmission Method	File	Control #	Attachment Type
	1	EL-Electronic Only	JOHN BRICKEY PHARMACIST LICENSE,PDF (147K)	20230905224175	License: General required

Terms of Agreement

- I. Provider, in consideration of the covenants therein, agrees:
 - A. To keep records in accordance with generally accepted standards for the type of business and the healthcare services provided, related to services provided to individuals receiving assistance under the State Plan and billing for such services.
 - B. To make available and, upon request, furnish all records described above to the Department, the Medicaid Fraud Control Unit of the Arkansas Office of the Attorney General, the U.S. Secretary of the Department of Health and Human Services or a designated agent or representative of any entity entitled to records. For all Medicaid beneficiaries these records include, but are not limited to those records which are defined in Section "A" of this contract. For clients who are not Medicaid beneficiaries, the records that must be furnished are financial records of charges billed to non-Medicaid insurance to ensure that charges billed to Medicaid do not exceed charges billed to non-Medicaid insurance.
 - 1. In connection with this contract each party hereto will receive certain confidential information relating to the other party. For purposes of this contract, any information furnished or made available to one party relating to the financial condition, results of operation, business, customers, properties, assets, liabilities or information relating to the financial condition relating to beneficiaries and providers, including but not limited to protected health information as defined by the Privacy Rule promulgated pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, is collectively referred to as "Confidential Information."
 - The contract shall safeguard the use and disclosure of information concerning applicants for or beneficiaries of Title XIX services in
 accordance with 42 CFR Part 431, Subpart F, and shall comply with 45 CFR Parts 160 and 164 and shall restrict access to and
 disclosure of such information in compliance with federal and state laws and regulations.



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Applications submitted on portal

You can **check the status** of any application submitted and see any notes for corrections or documents needed to complete your application.

If corrections are needed, you can click the "Resume Enrollment" to access the previously submitted application and upload any document or make changes need for your application and resubmit.

Provider Enrollment

Home > Provider Enrollment

Enrollment Application

Initiate a New Enrollment application.

Re-Enrollment

Initiate a Re-enrollment application.

Resume Enrollment

Resume an existing application that you previously started.

Enrollment Status

Check the current status of an enrollment application.

Completing an Online Application

Watch this video to see step by step instructions on how to complete an online Enrollment Application.

Customer Links

Print an Application for Mailing

Pay Application Fee (new window)

Provider User Manual

