

## General Information

Use AHC11236, *Business Arrangement and Relationships Application*, to create and modify business arrangements and their associated relationships.

A Business Arrangement (BA) is an agreement with Alberta Health to arrange payment for health services provided. All practitioners registered with Alberta Health must have or be part of a BA to claim payment for health services.

## 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 **Business Arrangement Request** to establish a new BA or end a relationship with a current BA.
  - Select **Business Arrangement/Service Provider** to be added to, or change information about your relationship with, an existing BA.
  - Select **Submitter/Client Relationship** to authorize an accredited submitter to submit claims for you or to change from one accredited submitter to another. Contact H-Link for a list of accredited submitters:
    - email: [Health.HLink@gov.ab.ca](mailto:Health.HLink@gov.ab.ca)
    - phone: 780-644-7643 in the Edmonton area; in the rest of Alberta, dial toll-free 310-0000, then (780) 644-7643 at the prompt.
- 2) Add information or clarify your request in "Comments".

## Type Business Arrangement Request Identification of the Business Arrangement (BA) Contract Holder

- 1) Enter the practitioner's Practitioner ID or
- 2) Enter the BA Contract Holder ULI.
- 3) Provide a selection of either setting up a BA for your Professional Corporation or Clinic indicated by the check box.
- 4) The BA number can be found on your Statement of Assessment. Leave this field blank if you are establishing a new BA. If modifying an existing BA, via effective date, skill code, relationship and where statements are being sent, please enter the BA number to be modified.
- 5) If you are requesting a new ULI, enter the name, address, and effective date of the new professional corporation or clinic.

- If you are a professional corporation, your Alberta Health statements should reflect this status, and your payments should be directed to your professional corporation.
  - The corporation must be registered with Alberta Health and must have a business arrangement.
  - If you are registering a professional corporation, attach a copy of the Certificate of Incorporation provided by your licensing body.
- 6) Visit the [ACO](#), [ADAC](#), or the [CPSA](#) online to view the standards of practice established by each of these licensing agencies.
  - 7) Enter the name, phone, fax, and email details of the contact to whom Alberta Health should direct correspondence about this application. Alberta Health will **not** use this information for other correspondence.

## Create, Change, or End Business Arrangement (BA)

- 1) Check "Assign a new BA" when establishing a new BA.
  - Select one of the 4 following options when assigning a new BA
    - Fee For Service
    - Locum
    - Alternate Relationship Plan (ARP) – Note: Follow the instructions listed on the link provided on the form.
    - Academic medicine and Health Services Program (AMHSP) - Note: Follow the instructions listed on the link provided on the form.
  - Enter the date the new BA becomes effective.
  - Enter the skill the practitioner will use on most claims.
- 2) Check "Add to existing BA" when adding a practitioner to a current BA.
  - Alberta Health sends payments to the contract holder, not to the practitioner. Practitioners are responsible for arranging payments with their contract holders.
- 3) Check "Change BA effective date" to:
  - change your BA effective date if the date currently on file is incorrect
- 4) Check "Change my BA default skill code" to:
  - Provide the BA number and the effective date of the change with the newly listed skill code.
- 5) Check "End my relationship with the BA" if claims submissions are no longer required through this BA.
  - Enter the BA number of the relationship to terminate.
  - Enter the date the termination becomes effective.
- 6) Check "Change where my statements are sent" to:
  - Change where the location of your Statements of Accounts and Statements of Assessments should be mailed to.

## Business Arrangement (BA) Information

- 1) Select how you would like to attach your direct deposit information, either by void cheque or documentation from a financial institution which includes bank, branch transit and account number.
- 2) How do you want to receive payments? Either directly to your bank or your PC/clinic.
- 3) Select how you wish to receive statements of assessment:
  - Select “Me” to send statements to the business mailing address on record associated with your PraCID.
  - Select “My PC/Clinic” to send statements to the PC/clinic, and provide the PC/clinic information.
  - Select “**Suppress**” if you obtain a copy of your statement from your accredited submitter and do not wish to receive a hard copy from Alberta Health. You must retain copies of your statements for six years.

## Certification and Authorization

All signature fields must be completed and signed for the form to be valid.

### Accredited Submitter Certification and Agreement

Fee-for-service and ARP business arrangements must have an accredited submitter attached to them in order for claims to be submitted for payment.

- H-Link provides the nine-digit submitter ULI.
- The prefix code is three alpha characters.

### 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](mailto:Health.Pracforms@gov.ab.ca)
- 2) For more information, contact the Provider Relationship and Claims unit at the above email address.

## Additional Information

- 1) Contact the [H-Link Administration Help Desk](#) for a copy of the *Electronic Claims Submission Specification 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 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. A Business Arrangement is an agreement between a practitioner and Alberta Health covering arrangement for payment for health services provided.
- 4) 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.
- 5) A **Contract Holder** is a person, professional corporation, or organization that enters into a BA with Alberta Health.
- 6) 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.
- 7) 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.
- 8) 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*.
- 9) 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.