

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
 - 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 PraclD.
 - 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
- 2) For more information, contact the Provider Relationship and Claims unit at the above email address or by phone:
 - 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 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.