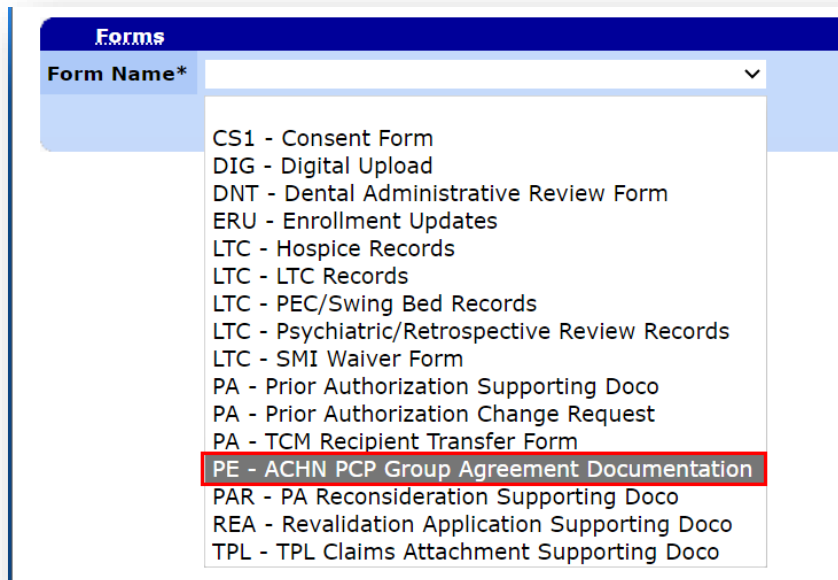


Steps to upload the ACHN PCP Group Enrollment Agreement:

1. Log on to the Interactive Web Portal by going to the following link and selecting **Secure Site**: <https://www.medicaid.alabamaservices.org/ALPortal/>.
2. On the **Trade Files** tab select **Forms**.



3. In the **Form Name** drop-down menu, select the **ACHN PCP Group Agreement Documentation** form.



4. Click **Search** for the appropriate form to display for completion.

5. Complete the fillable form and select **Choose File** to electronically attach completed Agreement.

ACHN PCP Group Agreement Documentation

Instructions :
Please complete all form fields below. ACHN PCP Group Enrollment Agreement may be uploaded or faxed upon successful form submission.
Upon completing and submitting the form below, a barcode coversheet will be generated.
It is imperative that you save a copy of this barcode coversheet, should you be requested to submit additional documentation for this packet.
If you do not have a saved PDF version of the Agreement, this coversheet may be used to fax a completed printed paper version.
Fax documents with the **barcode coversheet as page 1** and Agreement to 334-215-7416.

Reminders :
Please complete a separate coversheet for each ACHN PCP Group Enrollment Agreement.
Do not fax double-sided pages.

Record ID
Group ID (NPI) *
Group Medicaid ID (MCD) *
Provider / Group Name *
Submitter First Name *
Submitter Last Name *
Submitter Phone * Ext.:
Submitter Email *

No file chosen
 No file chosen

Document Upload (*.PDF)

Please review all fields above for completion and accuracy. No further review opportunities will be available once the Submit button is pressed.

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6. Click **Submit** to submit the form and attachment to Gainwell Technologies

Upon successful submission, a barcode coversheet will be generated. It is **imperative** that you save a copy of this barcode coversheet, should you be requested to submit additional documentation for this packet.

If you do not have a .PDF saved version of the Agreement, this barcode coversheet may be used to fax a completed printed paper version. Fax Agreement **with the barcode coversheet as page 1** to (334) 215-7416.

For assistance with this process, please contact Provider Enrollment at (888)223-3630.