Arkansas Healthcare Transparency Initiative
Entity Registration Process

ARKANSAS
APCD
All-Payer Claims Database

September 17, 2015

Registration Overview

- Applies to entities licensed with the Arkansas Insurance Department (AID) providing coverage for the following:
  - Medical services
  - Dental services
  - Pharmaceutical services
- Registration deadline is Friday, November 13, 2015

Registration Compliance

- Registration enables compliance with Act 1233 of 2015 and AID Rule 100 data submission requirements

- Provides AID and ACHI (administrator of the Initiative's database) better understanding of number of submitting entities and expected volume of data

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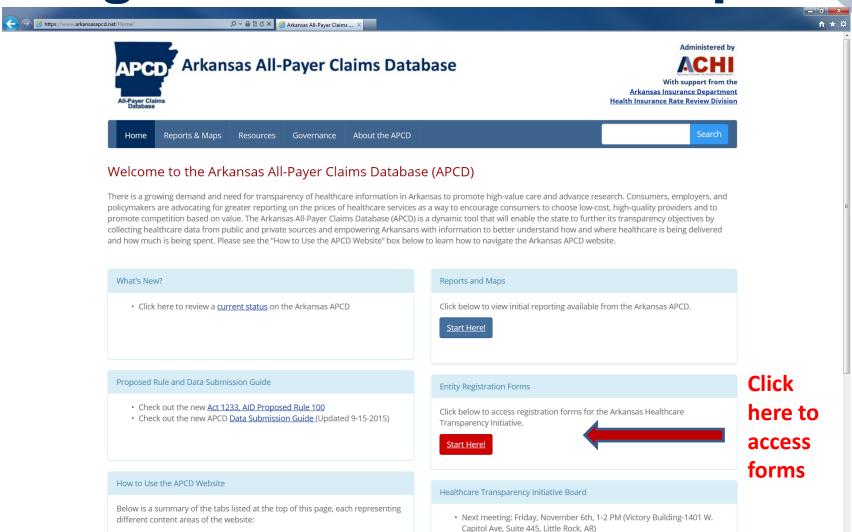
Registration Compliance

- Registration captures critical contact information from submitting entities' technical staff involved in the data submission process

- Finally, the registration process offers opportunity for entities that believe they are not subject to requirements to attest to such belief
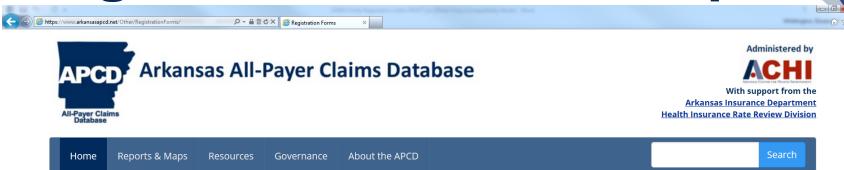
Registration Forms

- Access forms at www.arkansasapcd.net
  - Forms are located on the homepage under the "Entity Registration Forms" content box
  - Click red "Start Here!" button
- Two forms available:
  - Issuer registration form
  - Pharmacy benefit manager (PBM) and third party administrator (TPA) registration form

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Registration Process: Step 1

Registration Process: Step 2

Registration Process: Step 3

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Registration Process: Step 4

Registration Process: Step 5

Registration Process: Step 6

- Return completed registration form to arapcd@uams.edu with **Registration** in the subject line

- Ensure that forms are fully completed with all requested information (as applicable)
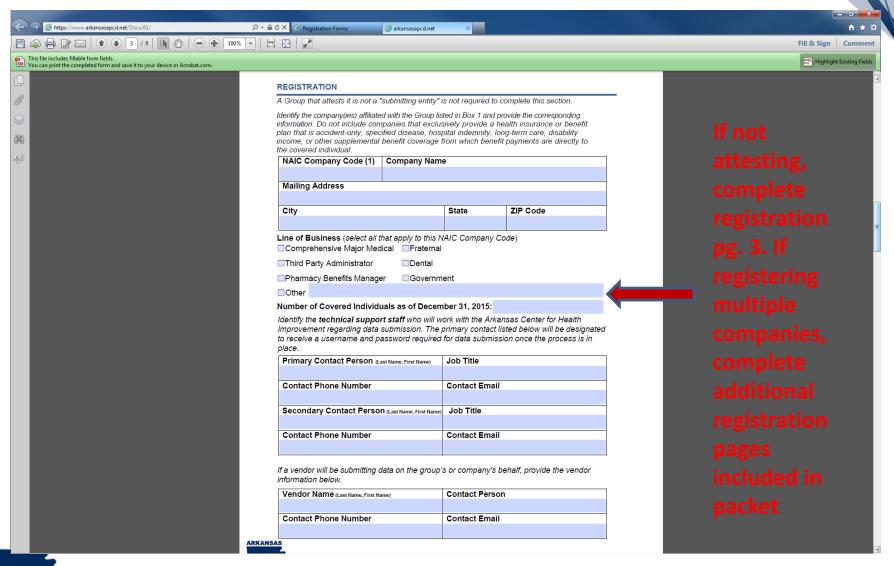 - Technical contact information captured on registration pages will be used to setup usernames and passwords for data submission

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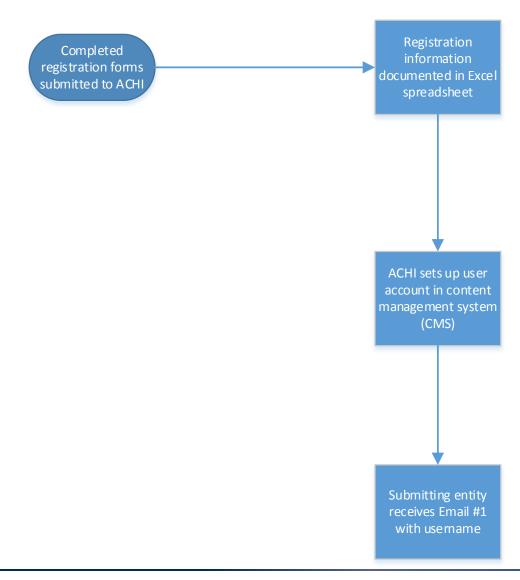
Registration Process Follow Up

- ACHI will review all registration forms for completeness and accuracy within 5 days
  - Entities attesting to a belief that they are not subject to data submission requirements will be reviewed by AID within 5 days

- Data submitting entities will be contacted within 2 weeks with follow-up information on the data submission process

Username/Password Set-Up

Completed registration forms submitted to ACHI

Registration information documented in Excel spreadsheet

ACHI sets up user account in content management system (CMS)

Submitting entity receives Email #1 with username

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Username/Password Set-Up

| Submitting entity receives Email #1 with username | → | Shortly thereafter, submitting entity receives Email #2 with temporary password | → | Submitting entity completes set up and creates new password | → | Submitting entity ready for kickoff meeting and readiness audit |

APCD

ADMINISTERED BY **ACHI** Arkansas Center for Health Improvement

APCD Technical Support Contact Information and Hours of Operation

Email:
arapcd@uams.edu

Phone:
501-526-4306

Website:
http://www.arkansasapcd.net

Days and Times:
Monday through Friday
9:00 AM – 4:00 PM, Central Standard Time

excluding state and federal holidays and weekends

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