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STEPHANIE MCGEE AZAR
Acting Commissioner

DATE: May 12, 2014

TO: Regional Care Organization Probationary Certification Applicants

FROM: Alabama Medicaid Agency

RE: Instructions for Applying for Probationary Certification

To apply for Probationary Certification as a Regional Care Organization, follow the instructions and timeline below.

Step 1: How to Submit a Notice of Intent to Apply

Submit a short Notice of Intent to Apply (NOI) via email to RCOPortal@medicaid.alabama.gov, identifying the following information:

- Organization Name, Primary Contact Name, Physical Address, Mailing Address, Email Address and Telephone Number
- Region your organization intends to serve

You will receive an email with an acknowledgement of your NOI.

Step 2: Receive Log-in Credentials

To access and submit an application, you must receive log-in credentials from the Medicaid Agency. The log-in credentials will be issued via email after receipt of your NOI.

Step 3: Apply for Probationary Certification

Complete the application found within the electronic system.

Submit a completed application through the electronic system no later than August 1, 2014.

Step 4: Who to Contact for Assistance

Application Mailbox: For any questions related to your NOI submission or application process please contact Carolyn Miller at 334-353-5399.

Helpdesk: For any questions related to technical assistance with submitting your application please contact the Medicaid Helpdesk at 334-242-5914.