Office Of Individual and Family Affairs

AMPM 963 and 964

Note: Test data/information is displayed in the screenshots listed in this document

To create a new AMPM Record, Providers can navigate to https://qmportal.azahcccs.gov/ and log in.

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1. AHCCCS Users

• Log in as an AHCCCS user and click on the link titled OIFA in the lefthand navigation menu.



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- A landing page will display several options:
 - Add 963 Master Registry
 - Add 964 Master Registry
 - Search All



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2. 963 Master Registry

- Click on the Add 963 Master Registry option to add 963 master records.
- Enter data into the 963 Master Registry and click on the Save button to save the data.
- The saved record appears in a grid with an option to delete the record.

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		RecordID	Agend	yName	Interstate_Re	ciprocity	Specialty	LastName	FirstName	DateOfGraduation	DateCreated	CreatedBy
D	elete	3069	PRSST	rgProgram	IR		GI2	Testin	Testfn	7/31/2023	12/26/2023	AHCCCS\LXVeerav

• If a 963 master record already exists, a message will be displayed if the user attempts to add a record with the same training program name, graduate last name, graduate first name and date of graduation.

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• A 963 Master Registry required field validation message is displayed if any of the following fields are not entered: Training Program Name, First Name, Last Name and Date of Graduation.

AMPM	963	PRSS	Master	Registry
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PRSS Training Program Name:	PRSSTrgProgram						
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LastName:		FirstName:			Date Of Graduation:	_	
			Save	Last Name is re First Name is re Date of Graduat	quired. quired. tion is required.		

3. 964 Master Registry

• Click on the Add 964 Master Registry option to add a 964 master record and click on the Save button to save the record.

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• The saved record appears in a grid with an option to delete the record.

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PFS frainin	ig Frogram Name.	Arizona Complete Health		_				
	LastName:		FirstName:		Date Credentialed:	12/22/2023		
			Save	This record wa	s successfully Saved.			
	RecordID	ProgramName	LastName	FirstName	DateOfGraduation	DateCreated	CreatedBy	*
Delete	3077	Arizona Complete Health	Testin789	testfn9	12/22/2023	12/26/2023	AHCCCS\LXVeerav	

• A 964 Master Registry required field validation message is displayed if any of the following fields are not entered: Training Program Name, First Name, Last Name and Date Credentialed.

AMPM 964 PFS Master Registry

PFS Training Program Name:	Arizona Complete Health					
LastName:		FirstName:			Date Credentialed:	
		1	Save	Last Name is re First Name is r Date Credentia	equired. equired. led is required.	

• If a 964 master record already exists, a message will be displayed if the user attempts to add a record with the same training program name, graduate last name, graduate first name and date credentialed.

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AHCCCS Arizone Health Care Cost Containment Syst	Som			R								
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963 Master	964 Master	Sea	rch									
			AMP	M 964 P	FS Maste	er Regi	stry					
PFS Training Program Name:	TPName964B											
LastName:	sdsf123		FirstName:	sdf9			Date Credentialed:	12/01/2023				
				Save A Maste	er record with	n Program I	Name: TPName	964BLast N	ame: sdsf123First	t Name: 12/0	sdf9Date Cre 01/2023 alrea	dentialed: dy exists.

4. Search and Export

- Click on the Search All option on the main landing page.
- Use the Form Type dropdown list to select from several search options: 963A, 963C, 964A, 964B, 963 Master and 964 Master.

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	HC Health Care Coal					Re						
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- Select an option from the Form Type dropdown list.
- Enter any search criteria into the available fields and click the Search button to view the search results.
- *** If search criteria are not entered, all records will be displayed.
- To export the results to a file, click the Export to Excel button.

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Contracted	Health Plan:	Select All	~	Date Employed (From)			Date	Employed (To):			
	FTE:	Select All	~	Date Employment End (From)			DateEmplo	yment End (To):			
BH Work	er Category:	Select All	~	Submittee (From)			Subr	mitted (To):			
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Master Records

- Select Form 963 or 964 Master from the Form Type dropdown list.
- Enter any search criteria into the available fields and click the Search button to view the search results.
- *** If search criteria are not entered, all records will be displayed.
- To export the results to a file, click the Export to Excel button.

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AMPM 963 and 964

- 963 and 964 master records can be updated by clicking on the Select link for the record.
- Enter the necessary changes and click the Update button to save the record.

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OIFA >	HCC Health Care Cost C		Stem	h #110C	► OHR	Waitlist	© Out Of State	EOIFA	■My Exports	🚱 FAQ	Technical Assistance	🕞 Log Out	
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AMPM 963 PRSS Master Registry													
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Delete	3038	PRSS	TrgProgram	IR307		GI	Nelson	Melissa2	1/1/2023	3	12/27/2023	AHCCCS\LXVeerav	

• 963 and 964 master records can be deleted by clicking on Delete link for the record.

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