Alberta Primary and Preventative Health Services

Nurse Practitioner Primary Care Program (NPPCP)
Registration

About this document

This document outlines **Primary and Preventative Health Services (PPHS)** registration process for Nurse Practitioners (NPs) who have been approved for the NPPCP.

The registration steps below conform to the process for establishing a NP primary care clinic outlined in the Nurse Practitioner Primary Care Program Guide.

NPs should **not** enter into any contracts or business agreements until **Primary and Preventative Health Services (PPHS)** has advised them that their setup processes under the NPPCP are complete.

NOTE: The Nurse Practitioner (NP) must have received email confirmation of approval to participate in the NPPCP prior to initiating the registration steps listed below.

Throughout the process there are 2 assigned the following individuals who will support the NP through the registration process:

- **ACDU (Alternate Compensation Delivery Unit) Policy Analyst** – The assigned ACDU policy analyst facilitates the movement of the all the forms through the registration process EXCEPT for the CII/CPAR portion. The ACDU analysts do not process any of the program related forms.
- **eHS (eHealth Services) Implementation Consultant**– This consultant is assigned at Step 9 and ONLY facilitates the CII/CPAR onboarding process.

IMPORTANT NOTE: Forms required for Steps 1, 2, 4, 5 and 8 of the registration process must be submitted to the ACDU Policy Analyst assigned to the NP. Forms for Step 9 will be provided to the NP by the eHS Implementation Consultant and once completed submitted via fax to the consultant.

Accurate completion and timely submission of the forms will facilitate a faster go live in the program. If there are any questions regarding form fields, please contact the assigned analyst/consultant to clarify.

Practice Readiness and Registration

In order for an NP's clinic/practice to go live, documents must be completed and submitted to PPHS related to the set-up of the NP, their practice under the NPPCP, as well as practice readiness. This includes obtaining a Practitioner Identification (PRAC ID) if one was not already attained, as well as Program ID, Business Arrangement (BA), Privacy Impact assessment and CII/CPAR participation.

Step 1- Apply for a Practitioner Identification (PRAC ID) using AHC11234 – **Note:** Issuance of a PRAC ID takes a **minimum 2 weeks** from application submission. If the NP already has a PRAC ID proceed to **Step 2**.

An NP registering with PPHS for the first time must complete a Practitioner Request form -AHC11234. When registered, the new practitioner is assigned a Practitioner Identification number (PRAC ID). The PRAC ID is entered on a claim to the Alberta Health Care Insurance Plan (AHCIP) to identify the practitioner who provided the service. When applicable, it also identifies the practitioner who has referred a patient to another practitioner for an insured service.

Key points on this form:

- Practitioner Request form – AHC11234: An NP registering for a Practitioner Identification Number (PRAC ID) with PPHS for the first time.
    - If NP has been approved for the program and starting from this point
        - select Practitioner as registration type
        - comments field – Nurse Practitioner Primary Care Program
        - choose "assign a new BA" (This will complete Step 5)
        - choose FFS
        - Skill used on claims: NRPR
        - Accredited submitter required - feeds into AHC2210 if there is none

Step 2 - Facility Registration Form (PracID required) – **Note:** This is only needed if the NP is registering a new facility. This form can be completed at the same time as the PracID form (AHC11234) and –**typically takes minimum 10- 15 business days** before a facility ID is issued. Proceed to Step 3 if facility is already registered.

- Facility Registration form – AHC0910A: To set up a new facility (NPs do not need a CPSA clinic registration letter)

Step 3 – Implement an Electronic Medical Record (EMR) Note: Timelines are vendor dependent (Note - If EMR is implemented proceed to Step 4)

To get started with CII/CPAR, an NP must be using one of the following conformed EMRs:

- Accuro (QHR)
- AVA
- TELUS CHR (Collaborative Health Record)
- Healthquest
- TELUS Med Access
- TELUS PS Suite
- Connect Care (only for AHS-operated primary care clinics)

NOTE: To avoid delays please read your EMR help files or contact your EMR support to ensure the NP is properly set up as a billing provider and with the correct license in the EMR.

Step 4 - Accredited H-Link submitter role (PracID is required) – An accredited submitter is required to submit claims and for the Business Arrangement (Step 5). Claims are sent to the AHCIP via an accredited submitter using the electronic H-Link method. All business arrangements must have an accredited submitter attached to them for claims to be submitted. The NP can use the services of an existing accredited submitter or become their own submitter.

- If using an existing accredited submitter, the NP will have to associate their NPPCP Business Arrangement (Step 5) to the submitter prefix code of the accredited submitter.

- If the NP choses to be their own submitter, they will need to complete an H-Link Application for Submitter Role form - AHC2210. The timeline for processing the application is **typically 10-15 business days** from the time PPHS receives the public key from the submitter's EMR vendor.
    - H-Link Submitter role creation can be done alongside the facility registration.

Step 5 - Business Arrangement and Relationship documentation - (**Note:** PracIDs and submitter prefix code required. This can be submitted at the same time as the facility ID and the accredited submitter prefix request). The Business Arrangement is a mandatory agreement between the NP and PPHS detailing payment arrangements for insured health services and it defines the contract holder, NP involved, payee and accredited submitter. The timeline to be issued a Business Arrangement Number is **typically 10-15 business days**.

All business arrangements must have an accredited submitter attached to them for claims to be submitted for payment. All NPs participating in the NPPCP will have to request a BA# for the NPPCP (some NPs may already have BA#s with PCNs, these BAs cannot be used for the NPPCP)

- Business Arrangement and Relationships Application form AHC11236: To set up a new business arrangement with PPHS, complete the form including:
    - **Registration Type** – Business Arrangement Request. Please note only one Business Arrangement is issued per provider under the NPPCP.
    - **Comment Field** – Nurse Practitioner Primary Care Program
    - **Select 'Fee for Service'** - Although the NPPCP is an alternative funding model and NPs will shadow bill (i.e. submitted claims do not generate payment) the selection of Fee for Service is the only option that populates the other required fields.
    - Leave the Accredited Submitter section blank if also completing the Accredited H-Link Submitter role form (Step 4).
    - A letter containing the details of the business arrangement number will be mailed out to the NP once the process is completed.

Step 6 – Complete Netcare and EMR PIA and pORA **(Note:** PIA process for Netcare can be started as soon as a facility ID and PracID have been issued and the EMR is in place)

Under the Health Information Act (HIA), custodians must submit PIAs to the Commissioner before implementing practices or information systems that will collect, use, or disclose health information.

Step 7– Go live with access to Netcare (Note: If your clinic is already live on Netcare proceed to step 8)

To be granted access to Alberta Netcare, eHealth Services team will work with each community healthcare facility to ensure that it meets the requirements for accessing Alberta Netcare. This includes assessing the technical requirements, organizational processes, and training requirements.

Contact the eHealth Services Provider Support, and an eHealth Consultant will be assigned to work with you and your staff.

Phone (toll free) 1-855-643-8649
Email: eHealthProviderSupport@gov.ab.ca

Step 8 – Complete the Nurse Practitioner Confirmation of Participation (CoP) and the CII/CPAR Panel Readiness Checklist to initiate CII/CPAR Process

Note: All NPs must be live on CII/CPAR to participate in the NPPCP.
Note: Please use the Nurse Practitioner CoP form that was supplied as an attachment to the NPPCP approval email.

Once completed, the NP CoP must be sent to the assigned ACDU Policy Analyst who will forward the CoP to the responsible eHS Implementation Consultant on the CII/CPAR team.

Note: The CII/CPAR Panel Readiness Checklist can help to see where your clinic stands and must be submitted with the CoP. **The link to this checklist can be found in Part B of the CoP.**

Step 9: CII/CPAR Preparation and Go Live

Note: This is a separate mandatory process with additional forms that must be completed. The ACDU Policy Analyst does not support this portion but rather the NP will be supported by an eHS Implementation Consultant through the entire process. A participation package detailing the forms required to be completed will be sent by the eHS Implementation Consultant to the NP contact listed on the COP form.

Note: It is **a minimum 3-4 weeks** to go live date. Go live timeframe is directly related to having up to date PIAs in place and proper completion and submission of documentation.

Note: There are four key pre-requisites for participation in CII/CPAR:

1. Clinic must be using the latest version of a conformed EMR (see Step 3)
2. Clinic EMR PIA must be up to date (see step 6)
3. Clinic must be live on Alberta Netcare (see step 7)
4. Clinic must be panel ready - Panel identification and maintenance processes must be in place.

Step 10: CII/CPAR live and ACDU notified that the NP is live on CII/CPAR

Once the NP is CII/CPAR live the eHS Implementation Consultant notifies both the NP contact and the ACDU Policy Analyst. The ACDU Policy Analyst will continue the NPPCP registration process if any other step is still pending.

Step 11: ACDU Analyst contacts NP to setup a walkthrough of operating within the program.

When the NP's program has been created in the system, the NP's assigned ACDU analyst will schedule a meeting to review program operations. At this time the NP will be provided:

- Program specific details (Program ID#, Non-Patient Specific ULI etc.)
- Monthly Program Service Hours (PSH) reporting template
- Quarterly Performance reporting template
- Annual Performance reporting template
- Payment schedule*

** Payment Schedule: NPs under the NPPCP are compensated at an annualized base payment rate for 1,928 Program Service Hours (PSH) of service provision per fiscal year. The annualized base payment rate is the total NP compensation for the fiscal year based on panel size, Table 1 in the NPPCP Guide. Compensation is distributed on a semi-monthly payment schedule, effective April 1, 2026. This change will support more efficient tracking of pay periods and payment dates, The expected payment dates for the rest of the 2026-2027 fiscal year can be found in the table below.*

2026-2027 Fiscal Year Semi-Monthly Payment Dates	
Service Period	**Expected Payment Date**
April 1 – 25th, 2026	Friday April 24, 2026
April 16 – 3th, 2026	Friday May 8, 2026

May 1 –15th, 2026	Friday May 29, 2026
May 16 –31st, 2026	Friday June 12, 2026
June 1 –15th, 2026	Friday June 26, 2026
June 16 –30th, 2026	Friday July 10, 2026
July 1 – July 15, 2026	Friday July 24, 2026
July 16 – July 31, 2026	Friday August 14, 2026
August 1 –15th, 2026	Friday August 28, 2026
August 16 –31st, 2026	Friday September 11, 2026
September 1 – 15th, 2026	Friday September 25, 2026
September 16 – 20th, 2026	Friday October 9, 2026
October 1 – 15th, 2026	Friday October 23, 2026
October 16 – 31st, 2026	Friday November 13, 2026
November 1 – 15th 2026	Friday November 27, 2026
November 16 – 30th, 2026	Friday December 11, 2026
December 1 – 15th, 2026	Friday December 28, 2026
December 16 – 31st, 2026	Friday January 8, 2027
January 1 – 15th, 2027	Friday January 29, 2027
January 15 – 31st, 2027	Friday February 12, 2027
February 1 – 15th, 2027	Friday February 26, 2027
February 16 – 28th, 2027	Friday March 12, 2027
March 1 – 15th, 2027	Friday March 29, 2027
March 15 – 31st, 2027	Friday April 10, 2027

At the end of the fiscal year, PPHS will reconcile the PSH paid under the agreement against hours reported on the PSH report to ensure the NP has reached 1,928 PSH. If the NP has not reached 1928 PSH, the compensation will be pro-rated to reflect the actual PSH worked during the fiscal year, either by adjusting the following payments to reflect any excess amount paid to the NP in the previous fiscal year or, if the term has expired, the NP will be responsible for repayment to PPHS of any excess amounts that were paid in the previous fiscal year.

Please note: The timelines provided are intended as a guide and may vary depending on service volumes and operational requirements. For updates on the status of your registration, you may contact your assigned ACDU analyst, your eHealth Implementation Consultant (for CII/CPAR-related inquiries only), or the NPPCP mailbox at **pphs.npprogram@gov.ab.ca**.