

“Assign A Doctor” Instructions

Below is a list of instructions for each question. You may print this page to read while filling out the “Assign A Doctor” online form. Remember, you must fill out all of the **Red questions** for your form to be complete.

1. Enter the ten numbers of your Medicaid or ARKids First recipient ID number.
2. Enter your first name in the blank that reads “first name” and your last name in the blank that reads, “last name”.
3. Enter the county that you live in. This is different from the city that you live in.
4. If you are the parent, guardian, or caregiver of a Medicaid recipient, please enter your first name in the blank that reads “first name”, and enter your last name in the blank that reads, “last name”.
5. Enter the complete address where you receive mail. Please include apartment numbers. Also enter the city, state, and zip code. Enter the main phone number that you can be reached at most of the time by “phone number”. For your “message phone number”, enter the second number that you can usually be reached at.
6. If you have an email address, please enter it here.
7. Enter the same email address a second time.
8. Click on “search” to find the doctor you want. The doctor’s name and county will automatically be placed on the form. Please make sure that you choose the right doctor and county.
9. Enter the date of your first doctor’s visit. You might not have this information.
10. You may click on “search” again to choose a second doctor, just in case we can’t get your first choice. The doctor’s name and county will automatically be placed on the form again. Please make sure you select the right doctor and county.
11. You may click on “search” again to choose a third doctor, just in case we can’t get your first or second choice. The doctor’s name and county will automatically be placed on the form again. Please make sure you select the right doctor and county.

Next, click on “SEND REQUEST”. You will receive a letter in the mail within five business days either accepting/declining your request. Your submission **DOES NOT** guarantee your request. If you have already made a doctor’s appointment, please call ConnectCare at **1-800-275-1131**, to be assigned to a doctor immediately. ConnectCare is available 24-Hours a day Monday-Thursday, and Friday until Midnight.