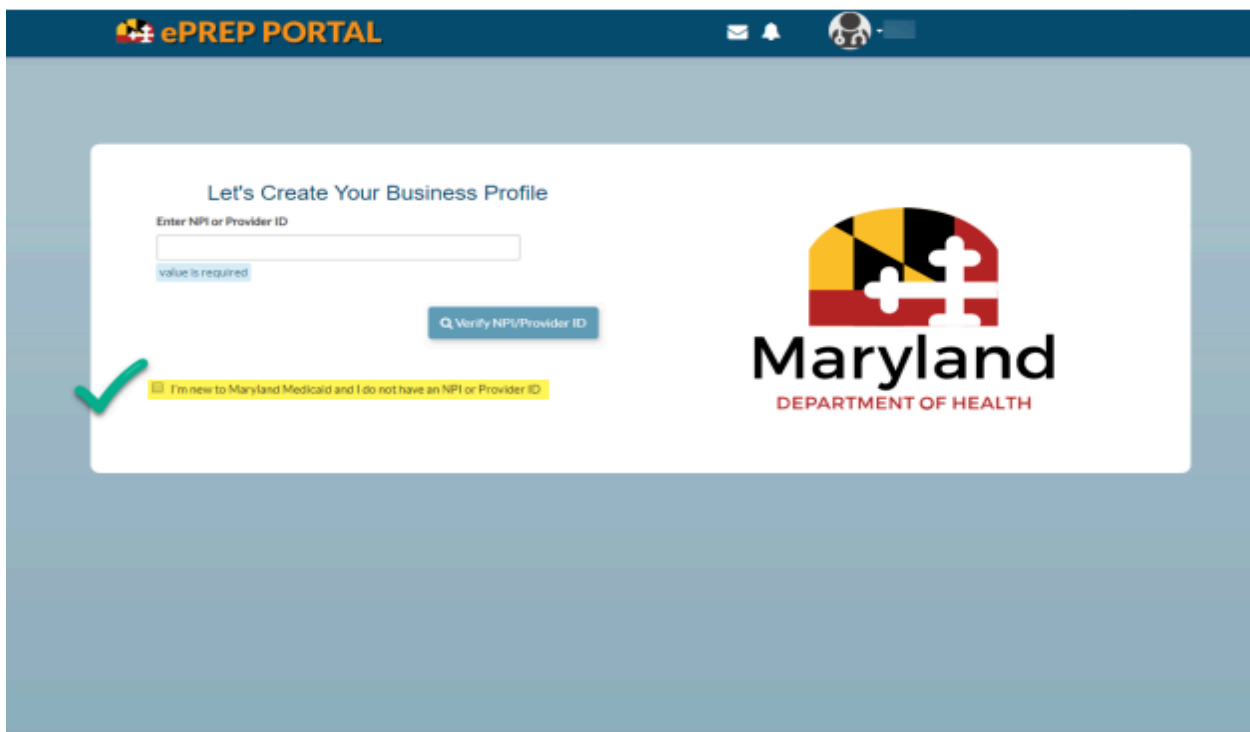


Business Profile Set up for Atypical Providers

STEP 1: Create a User Profile in ePREP. For further assistance on completing this step, please refer to the document, “Getting Started, ePREP Sign Up Instructions”, which can be found at health.maryland.gov/ePREP

STEP 2: Once the User Profile has been created in ePREP, you will need to set up the provider’s (Individual/Group/Facility) business profile. Atypical Providers do not have NPIs. Therefore, please check the box next to “I’m new to Maryland Medicaid and I do not have an NPI or Provider ID”.



The screenshot shows the 'ePREP PORTAL' header with navigation icons. The main content area is titled 'Let's Create Your Business Profile'. It features a text input field for 'Enter NPI or Provider ID' with a 'value is required' error message. Below the field is a 'Verify NPI/Provider ID' button. To the right is the Maryland Department of Health logo. A green checkmark is placed next to a checkbox labeled 'I'm new to Maryland Medicaid and I do not have an NPI or Provider ID'.

STEP 3: In the dropdown menu, select Atypical Provider and then Continue.

ePREP PORTAL

Let's Create Your Business Profile

Enter NPI or Provider ID

value is required

Verify NPI/Provider ID

You don't have an NPI? Don't worry, you can check this option to create your Business Profile without NPI or provider ID

☒ I'm new to Maryland Medicaid and I do not have an NPI or Provider ID

Are you one of the following?

<Select an Option>

Atypical Provider

Continue

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STEP 4: Next enter the name of the Business Profile. This will be the name of either the individual practitioner or the organization (i.e., group, facility). Select Create Business Profile.

ePREP PORTAL

Let's Create Your Business Profile

Thank you! It looks like your organization is new to ePREP. Enter the Business Profile name that represents your organization, Create Business Profile

Business Profile Name

PT 76 EXAMPLE

Create Business Profile

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STEP 5: Once your business profile is created, you will land on the home page. Here you can manage, create, and submit applications and view your account.

