

Tips for completing a Revalidation application in ePREP

1. Revalidation instructions can be found:
<https://health.maryland.gov/mmcp/SiteAssets/pages/Provider-Information/Revalidation%20Instructions%20April%202020.pdf>
2. If an individual provider (sole proprietor) has more than one location, they will be required to get a Type 2 group NPI for each location. The provider will then need to register as a renderer at each of those locations.
3. All groups and individuals who are directly reimbursed with Maryland Medicaid funds are required to disclose their SDAT and be in good standing.
https://health.maryland.gov/mmcp/SiteAssets/pages/Provider-Information/SDAT%20Information%20for%20Providers_April2019.pdf
4. Groups are required to provide a copy of their Tax ID verification from the IRS (letterhead).
5. With each application verify contact information, practice address, phone numbers, email address and group affiliations.
6. In the logistics section of the application, check the “Yes” box stating that you see Fee-for-Service (FFS) Medicaid participants if you will be providing treatment to the Maryland Healthy Smiles Dental Program (MHSDP) members. *If you check “No, I only accept HealthChoice managed care patients”, then you will not be reimbursed for dental services you provide to MHSDP members.
7. Ensure that correct expiration dates are in the fields for the dental and DEA licenses.
8. The addendum will not allow you to save directly into the application itself. Therefore, you will need to download the addendum, save it (ensure the document is correctly saved), then go back to upload the saved addendum file to the application.
Group addendum link:
https://health.maryland.gov/mmcp/Provider%20Enrollment%20Application%20Material/PT14_Dental/PT14_Group_ePREPAddendum_V6.pdf
Individual provider addendum link:
https://health.maryland.gov/mmcp/Provider%20Enrollment%20Application%20Material/PT14_Dental/PT14_Individual_ePREPAddendum_V3.pdf
9. After submitting your application, check back into the portal weekly to see if there are messages and if your application has been returned for additional information.

*If you need any additional help fulfilling your applications through the Maryland Department of Health's electronic Provider Revalidation and Enrollment Portal (ePREP), please utilize both our Call Center (1-844-4MD-PROV) and our website that houses tutorial and guides for ePREP processes <https://mmcp.health.maryland.gov/Pages/ePREP.aspx>