Welcome to ePREP!

ePREP stands for electronic Provider Revalidation and Enrollment Portal. Here are some of the Benefits of using ePREP:

• Applications can be filled out electronically instead of by paper
  Easier/Quicker to fill out
  Only the necessary fields for the type of application are generated
  Shorter processing times
• Access to your Maryland Medicaid information (now called an Account in ePREP)
  You can see the status of your account (Active, Suspended or Inactive)
  You can see your affiliations
  You can see all of your demographic information
Overview

This Webinar will cover the following:

• Helpful Resources
• User Profiles
• Business Profiles
• Application Types
• How to add an addendum
• Where to find an addendum
• Disclosures
• Changes of Ownership
• Signing an Application
• Checking the Status of an Application
Maryland Medicaid has created a website with documents, checklists and webinars that will help you with ePREP enrollment and updates.

[health.maryland.gov/eprep]
Helpful Resources Cont.

Resources within ePREP

- **Lucy** – Your enrollment buddy and guide appears on most pages to give you helpful information.
- **Lucy Hover Help** – When you click on or hover over a action item (textbox, drop down, Radio button), Lucy will pop up again with more information on what and how to enter information.
- **In Context Tutorials** – If you see a filmstrip icon you can click on it to view a short 3 to 5 minute video explaining what needs to be done.
ePREP Terminology

• **User Profile:** Your individual username, used to log in to ePREP.

• **Business Profile:** A centralized environment that houses your enrolled Medicaid entity accounts and applications. A user may have access to one or more business profiles.

• **Account:** ePREP record for an enrolled provider, associated with a single NPI, provider type, practice location, and entity Medicaid (MA) number.

• **Linking:** Connecting your Business Profile to an existing account so that you can view and manage it.
ePREP Application Types

*Application Types*

- **Supplemental**: A change in a provider’s account information or required documenting, such as correspondence address or an updated professional license.
- **Change of Ownership (CHOW)**: Application to add a new Tax Identification Number (TIN) or Employment Identification Number (EIN) to Business Information form.
- **New Facility**: Application to enroll a new DPP facility to Maryland Medicaid.
- **Disenrollment**: An application to stop being part of Maryland Medicaid. Started from the Accounts screen when viewing active accounts. An example of when to create a disenrollment application, will be if a facility intends to stop being part of Maryland Medicaid, or shutdown.
Revalidation

- Application to renew your Medicaid enrollment every 5 years

- Scheduled automatically in ePREP when they are due. You may only submit a reval when you receive a notification that it is time to do so.

- You will receive a printed reval notification in the mail for your initial notification. After your ePREP account is set up, you will receive electronic reval notifications.
First things first: Let’s start by Signing Up
Password Recovery

Just in case you forget your password (we're all bound to at some point) I will need some help verifying who you are. Please answer some recovery questions.

[Select Recovery Question 1]}

What is your favorite movie?
What is the name of your first school?
What was your high school mascot?
What high school did you attend?
What is the name of your first grade teacher?
In what city were you born?
What is your father's middle name?
What is the name of your favorite pet?
Who is your favorite actor/actress/author?
When is your anniversary?
What was your favorite place to visit as a child?
What was the make of your first car?
Which phone number do you remember most from your childhood?
What street did you grow up on?
What is the name of your first love?
What is your mother's maiden name?
Password Recovery Cont.

Just in case you forget your password (we’re all bound to at some point) I will need some help verifying who you are. Please answer some recovery questions.

Please enter an email address to recover your password if you forget. This should be an email that you check regularly and one that will stay constant through potential job changes.
Dear Ben,

Welcome to the DHCS Maryland Department of Health ePREP Portal! To complete your registration process select the hyperlink below within 30 days of the receipt of this activation email.

[Link: ePREP Portal Activation]

Sincerely,

ePREP Portal Administration

To review Maryland Department of Health’s Internet Policies and Procedures select [MDH Policy/Procedure]

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.
Setting up a Business Profile

• To create a Business Profile you can use your NPI or if you are already a Maryland Medicaid provider you can use your Provider ID to create the Business Profile.

• If you want to join an existing Business Profile you can enter either the NPI or the Provider ID.
Verifying Facility NPI

Congratulations, George. On to the next task!

Now that you have a User Profile, you will need to set up a new Business Profile or join an existing one. Start by entering your NPI or Provider ID.

Let's set up your Business Profile

NPI/Provider ID

1659568020

_verify NPI/Provider ID

Business Profile Name

value is required

_Create Business Profile

☐ I don't have an NPI
Welcome Screen

This is your Business Profile

This is your User Profile
Information Reminder

- Diabetes prevention program facilities are not required to enter rendering provider affiliations to proceed with their application.

- You should **NEVER** link a rendering provider’s NPI to the same Business profile as the facility.
Facilities
New Application Option

Hello, Charles!

Please answer this simple questionnaire to help me determine the correct type of application for you. If you need help with any of these options, you can watch the Questionnaire In-context tutorial.

Let’s get started!

- I’m enrolled in Maryland Medicaid, and I want to create an application
- I’m enrolled in Maryland Medicaid, and I want to affiliate with another provider
- I’m new to Maryland Medicaid, and I want to create a new application

What kind of provider are you?
- 🏥 I’m an individual health care practitioner
- 🛋️ I’m a Group or FGHC health care practice
- 🌟 I’m a Facility, Clinic, Health Care Organization or Waiver Provider

Once you have made your choice, select Continue.
New Application Option

DPP facilities must select the correct application and provider type to ensure that Medicaid can reimburse for their services.
NPI Verification

Terrific! Now you have your registry! To be safe, check if your information is correct before moving on.

National Provider Identifier (NPI)

Type: 2-Organization
Legal name: DIABETES3.
Taxonomy Code(s): 174H00000X
NPPES address (registered): 1100 S MAIN ST L

Is this information correct?
- Yes
- No

When you have entered and verified your NPI, select Continue.
New Application Option Cont.

After verifying the facilities NPI number, you are required to select the “Provider Type.”

Now that your NPI has been verified, select your provider type from the drop-down list and press Continue to move on.
Completing the Application

- Filled circles indicate the section is completed.
- Half circles mean the section is not completed.
- Empty circles indicate sections not started.

Keep an eye on the completion prompts to guide you. Make sure all the circles are filled in.
Provider Addendum

• Diabetes prevention program facility providers must attach an addendum to their application.

• The addendum is available on the Maryland Medicaid website. [health.maryland.gov/providerinfo](http://health.maryland.gov/providerinfo)

• The provider will need to navigate to the Enrollment page. This is where the provider can then find their Provider Type (PT) and click on the “X” to retrieve that PT’s Addendum.
Okay, your provider type *Diabetes Prevention Program (DPP) Provider* requires specific addenda and supporting documents to be included in this application for enrollment approval. Please add them by selecting the hyperlink.

Select **Addenda/Supporting Documents** to obtain the required addenda and supporting documents for the *Diabetes Prevention Program (DPP) Provider* provider type. Once you have completed your required attachments select the **Add** button to attach them to this application.

- N/A

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**Addenda/Supporting Document Name**

- There is no addenda

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Where To Find Addenda on MDH Website

D

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<tr>
<td>PRESCRIPTION DRUG PROGRAM</td>
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</tr>
</tbody>
</table>
Attaching an Addendum

Okay, your provider type **Diabetes Prevention Program (DPP) Provider** requires specific addenda and supporting documents to be included in this application for enrollment approval. Please add them by selecting the hyperlink.

Select **Addenda/Supporting Documents** to obtain the required addenda and supporting documents for the **Diabetes Prevention Program (DPP) Provider** provider type. Once you have completed your required attachments select the **Add** button to attach them to this application.

<table>
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<tr>
<th>Addenda/Supporting Document Name</th>
<th>Documents</th>
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<td>Addendum</td>
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*Document Required: Addenda/Supporting Document document is required*
Attaching an Addendum

- Uploaded files will be indicated by the number “1” next to the paper clip.
- Multiple files as shown can be uploaded to the application by clicking the “Add” option to add new documents.
Disclosure of Ownership

**MOCA = Managing employees, Owners and Controlling interest Agents.**

- These will always be updated in the Disclosure Information section of an ePREP application.
- MOCA information can be updated without a need to complete a CHOW application.
Disclosure of Ownership Cont.

Add new MOCAs to Disclosure Information form and this determines who can sign the application.
Change of Ownership

**CHOW = Change of Ownership.**

- Only done if the Tax ID changes.
- The MOCA information will also need to be updated with any CHOW.
For Maryland Medicaid CHOWs, the provider should:

- Add new Tax Identification Number (TIN) or Employment Identification Number (EIN) to Business Information form.
You're almost ready to sign your application!

Even though you're completing and submitting your application through ePREP Portal and not on paper, your signature is still required. Using the electronic signature feature, you can submit this application just like your handwritten signature.

Please read the Maryland Medicaid Provider Agreement, and then check the boxes to declare that you agree with this process.

Please note that in order to continue with the e-Signature process, you **must** read the Provider Agreement.

Maryland Medicaid Provider Agreement

Please read and review the agreement and then check the box to declare that you have read, understood, and agree with the terms of the Maryland Medicaid Provider Agreement.

value is required

I, [Your Name], declare that I have legal authorization to sign this application for and on behalf of [Provider Name].

value is required
Applications

Your list of submitted and in progress apps.

**The Status of your apps.**

Additional Status Information.

Here are your in-progress or submitted applications for your Maryland Medicaid accounts. Once you have completed the enrollment process, you will be able to modify your accounts. Listed below are the provider applications you have or are currently enrolling in Maryland Medicaid.

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New Application

MARYLAND Department of Health
Questions & Contacts

• ePREP Portal: eprep.health.maryland.gov

• Resources and frequently asked questions: health.maryland.gov/eprep

• ePREP Call Center:

  1-844-4MD-PROV (1-844-463-7768)
  Monday – Friday 7AM- 7PM
  ***Closed on State holidays***