# GROUPS OR FACILITIES: HOW TO INITIATE AN
AFFILIATION WITH EXISTING
RENDERING PROVIDERS

The affiliation process allows a group or facility to bill and receive payments for services rendered by an individual provider. The group or facility that bills on behalf of services provided by a provider, must add that rendering provider to their Maryland Medicaid account through ePREP.

STEP 1: Start a new application by selecting "Accounts" from the ePREP landing page.

STEP 2: From the Accounts page, locate the Account ID, Provider Name, and Location of the account from which the User would like to initiate the affiliation. Then select the "Add Rendering Affiliation" Icon.
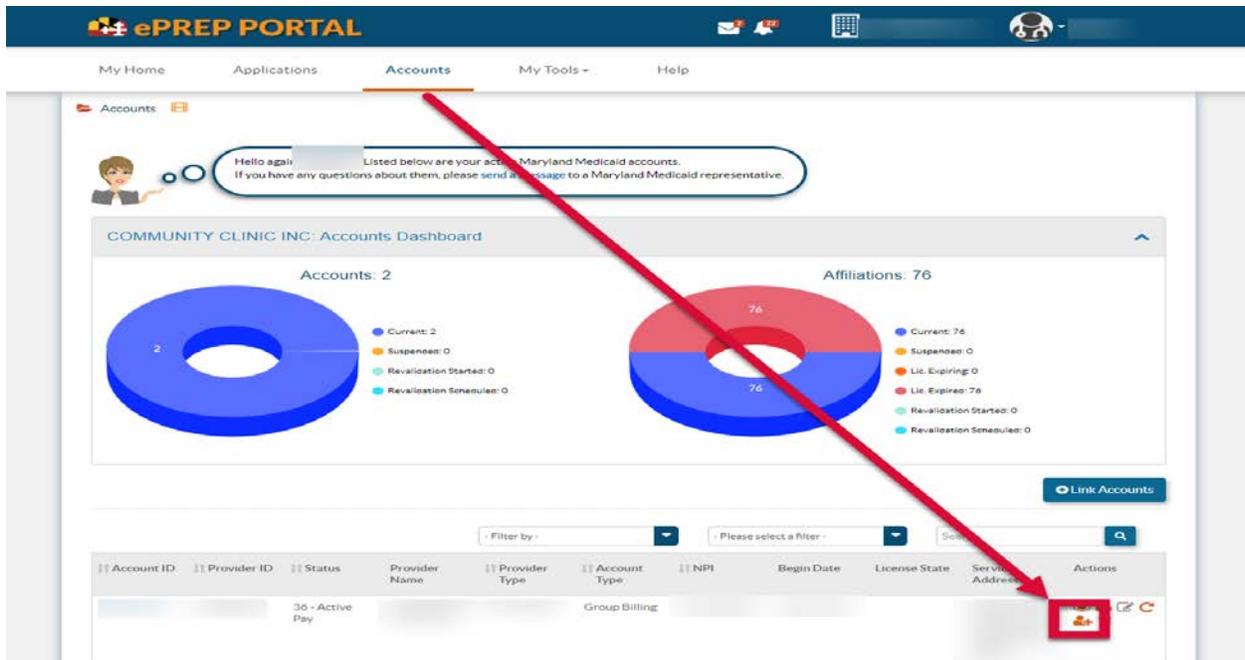
STEP 3: This next page is your Account Affiliations page. Here you can see all the current affiliations listed under the account. Continue with the affiliation process by clicking "+Add Affiliation."
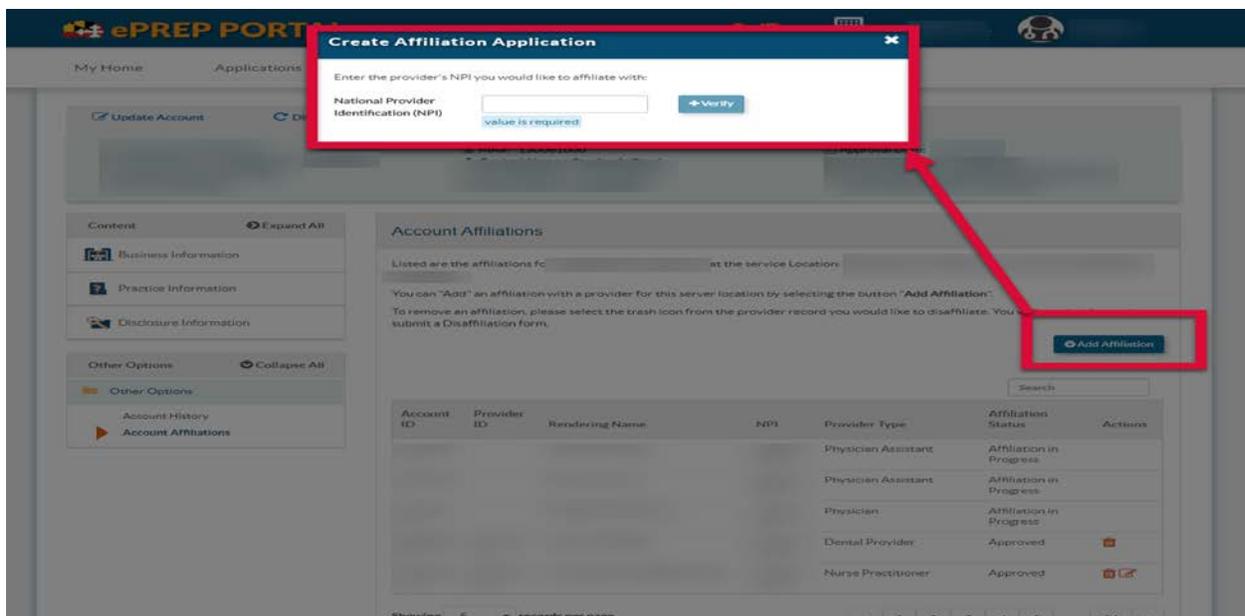
STEP 4: A "Create Affiliation Application" will appear. Enter the rendering provider's NPI with whom you'd like to affiliate and click "+Verify."

STEP 5: Once the NPI is verified, ePREP will display the rendering provider's name and provider type associated with that NPI. Select the correct provider and click "Continue."

*NOTE: New rendering providers will not have this same display.

STEP 6: A pop-up will then appear describing that counter e-signatures are required to complete the affiliation application. Click "*Create Affiliation.*"
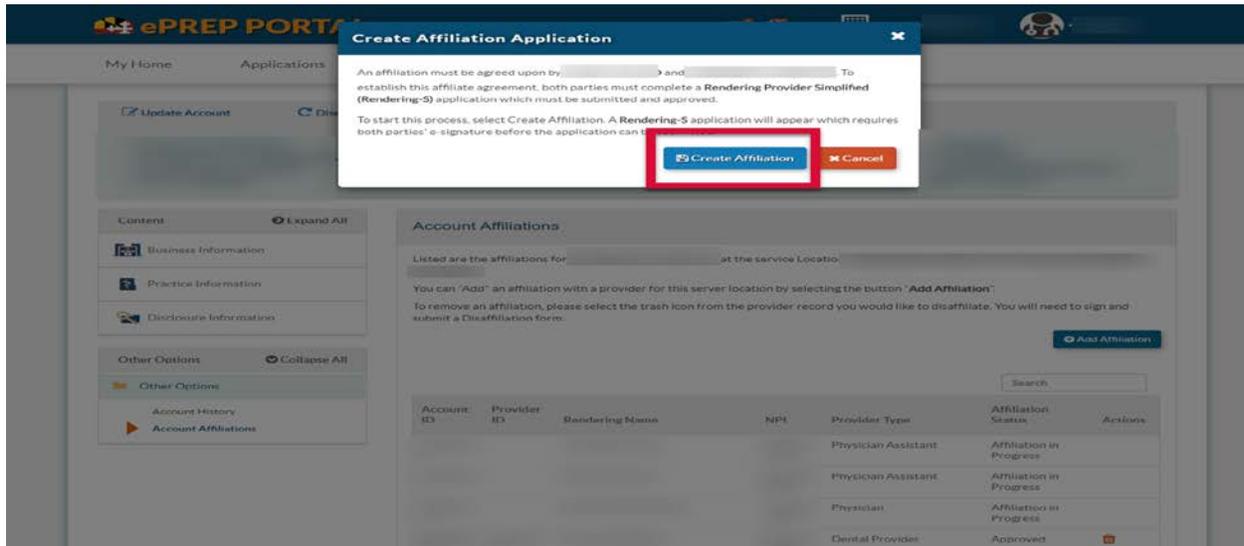
STEP 7: The affiliation application will appear on the next page. The Group's Information will appear under "Group Info." Navigate through the application utilizing the tool bar. As with all ePREP applications, as the User completes each section, the circles on the tool bar will fill in:
A full circle indicates a complete section.
An empty circle indicates that the section is not yet started.
A partially-filled circle indicates an incomplete section.
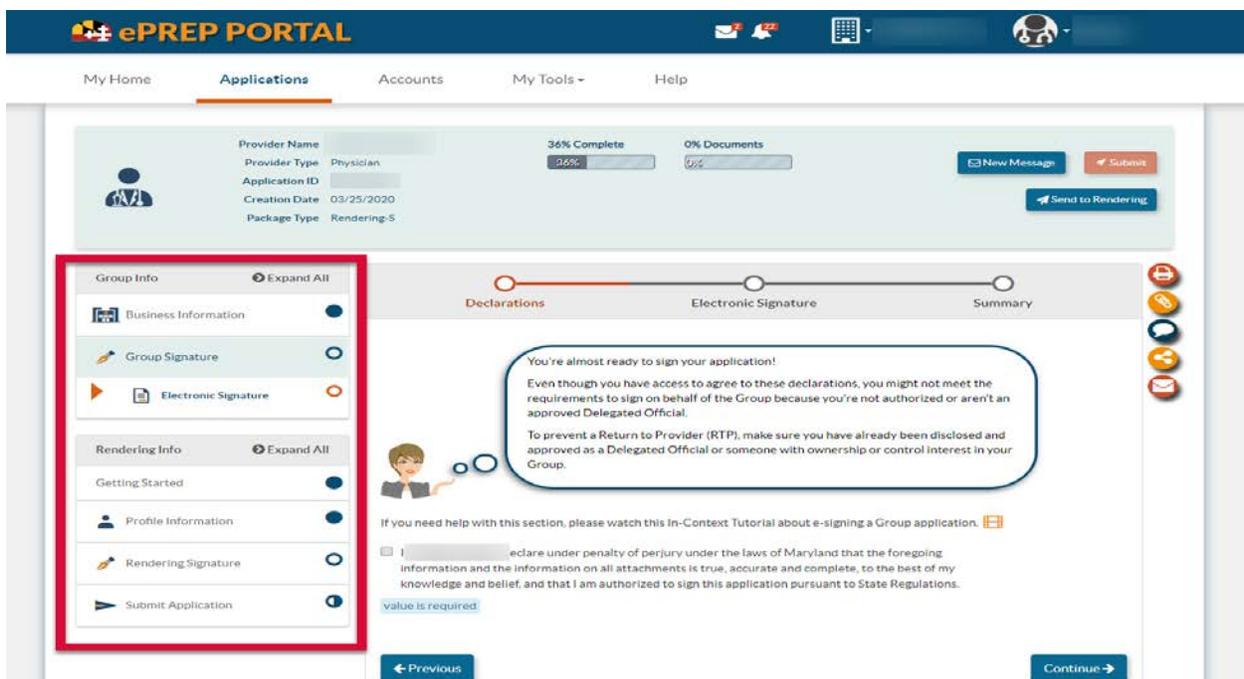
STEP 8: There are two possible applications that could be created:

    *Rendering-S Application: Simplified application if the Renderer is previously enrolled with Maryland Medicaid.

    *New Rendering Application: Full Application if the provider is not previously enrolled in Maryland Medicaid.

*NOTE: Only those with assigned administrator, manager, or authorized signer roles on the group's business profile may sign the affiliation application. A disclosed Managing employee, Owner with Control interest and Agent (MOCA) must have one of these roles on the business profile in order to sign.

STEP 9: Once the "Group Info" is complete, indicated by completely filled in circles, send the application to the rendering provider for the counter signature. Do this by clicking the "Send to Rendering" button at the top of the page.

STEP 10: Enter the email address of the rendering provider and they will then receive an email notification of the affiliation application.
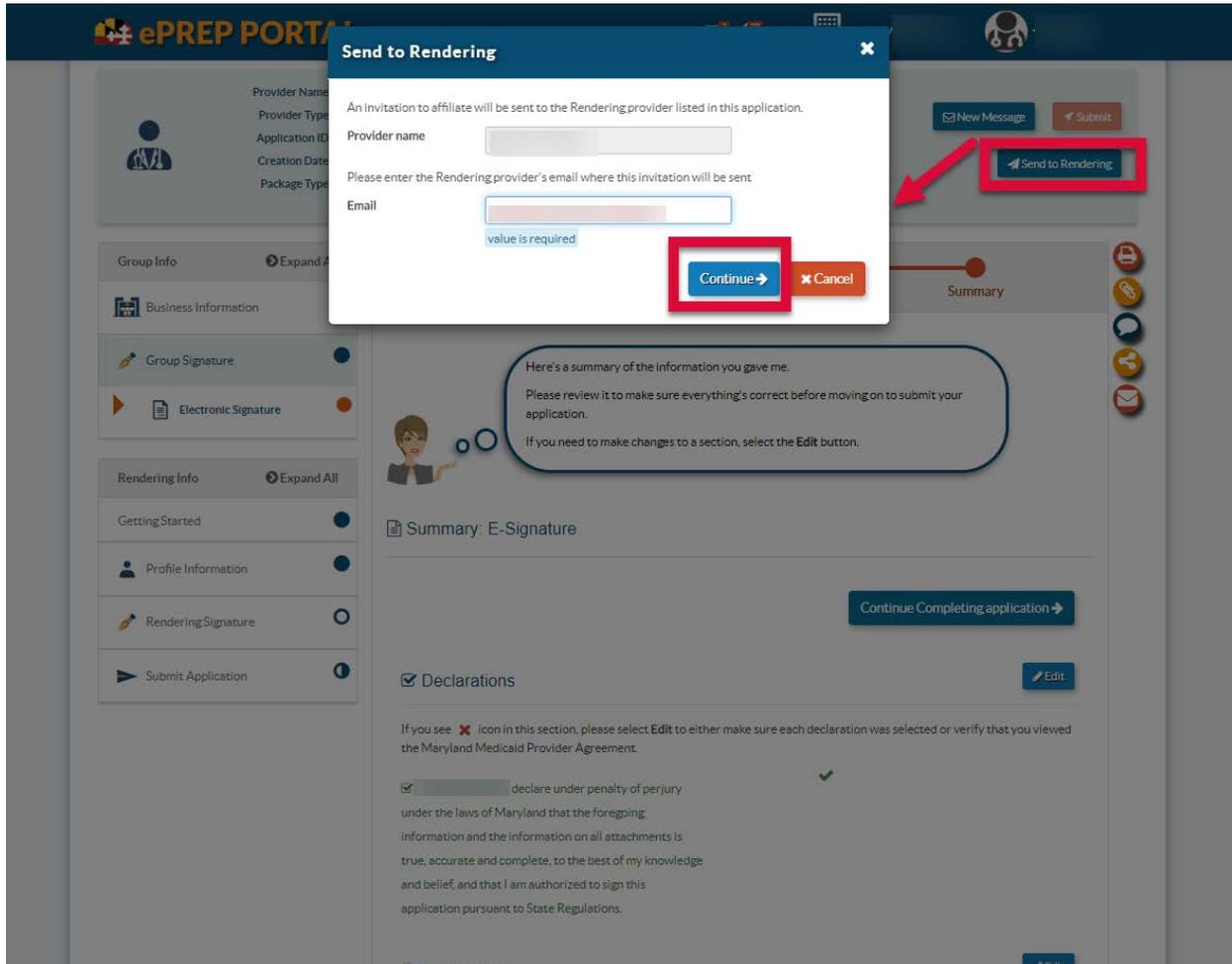
STEP 11: If the rendering provider has an ePREP User Profile they will receive a message in their ePREP inbox. As mentioned above if the renderer is new to Maryland Medicaid, you will enter the renderer's email address, and the renderer will need to complete sign-up process to then sign the affiliation application.