ePREP For Waiver/Resource Providers

Brenda Logan (AHS)
Charles Choh (AHS)

MARYLAND
Department of Health

Welcome to ePREP!

ePREP stands for **e**lectronic **P**rovider **R**evalidation and **E**nrollment **P**ortal. 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

MARYLAND Department of Health

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
Department of Health

Helpful Resources

- There are two main resources you can use to learn all about ePREP and how to use it:
- Maryland Medicaid's ePREP Website
- Maryland Medicaid has created a website with documents, checklists and webinars that will help you with ePREP

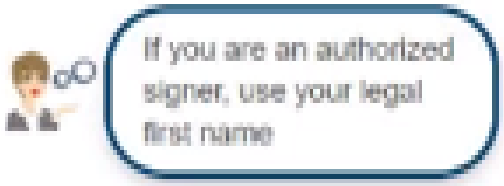
health.maryland.gov/providerinfo

MARYLAND Department of Health

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 .



MARYLAND Department of Health

ePREP Terminology – Profiles, Roles, and Accounts

- **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.

MARYLAND Department of Health

Rendering Provider Accounts

- **IMPORTANT REMINDER**
- You should **NEVER** link a rendering provider's NPI to the same Business profile as the group or facility.
- Each rendering provider should have a separate email address, User Profile, and Business Profile.
- Outpatient facilities are not required to enter rendering provider affiliations to proceed with their application.

MARYLAND Department of Health

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.
- **Outpatient New Facility:** Application to enroll an Outpatient new 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.

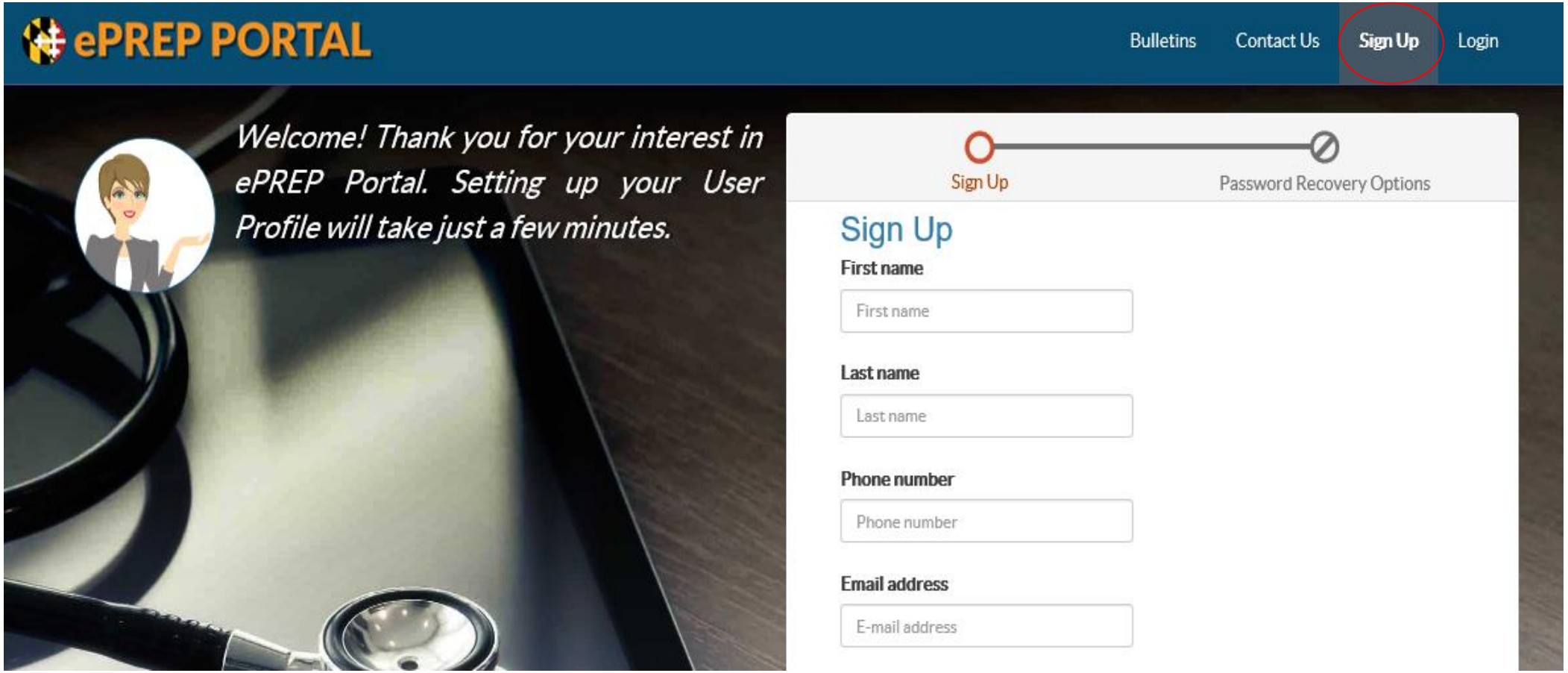
ePREP Application Types Cont.

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.

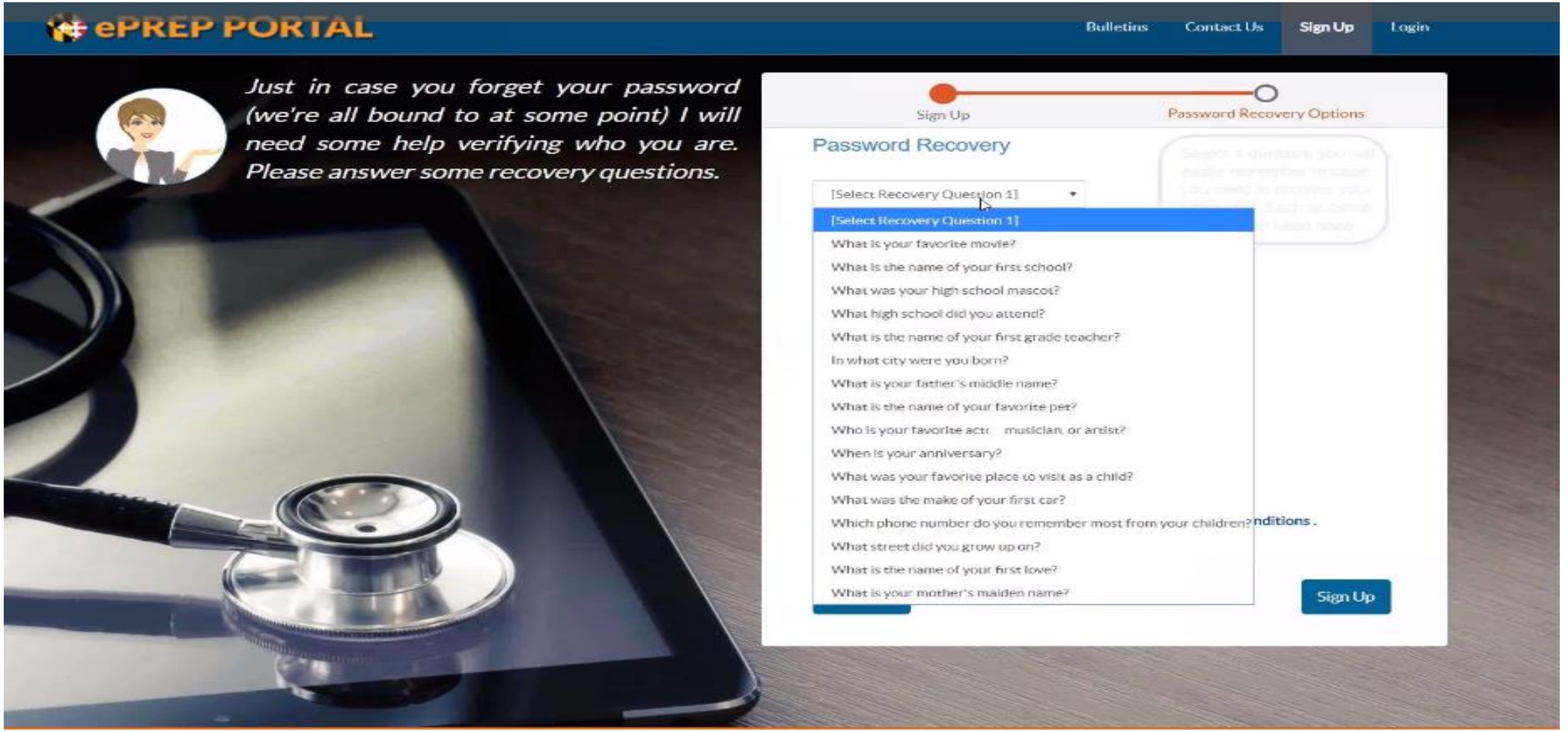
MARYLAND Department of Health

First things first: Let's start by Signing Up



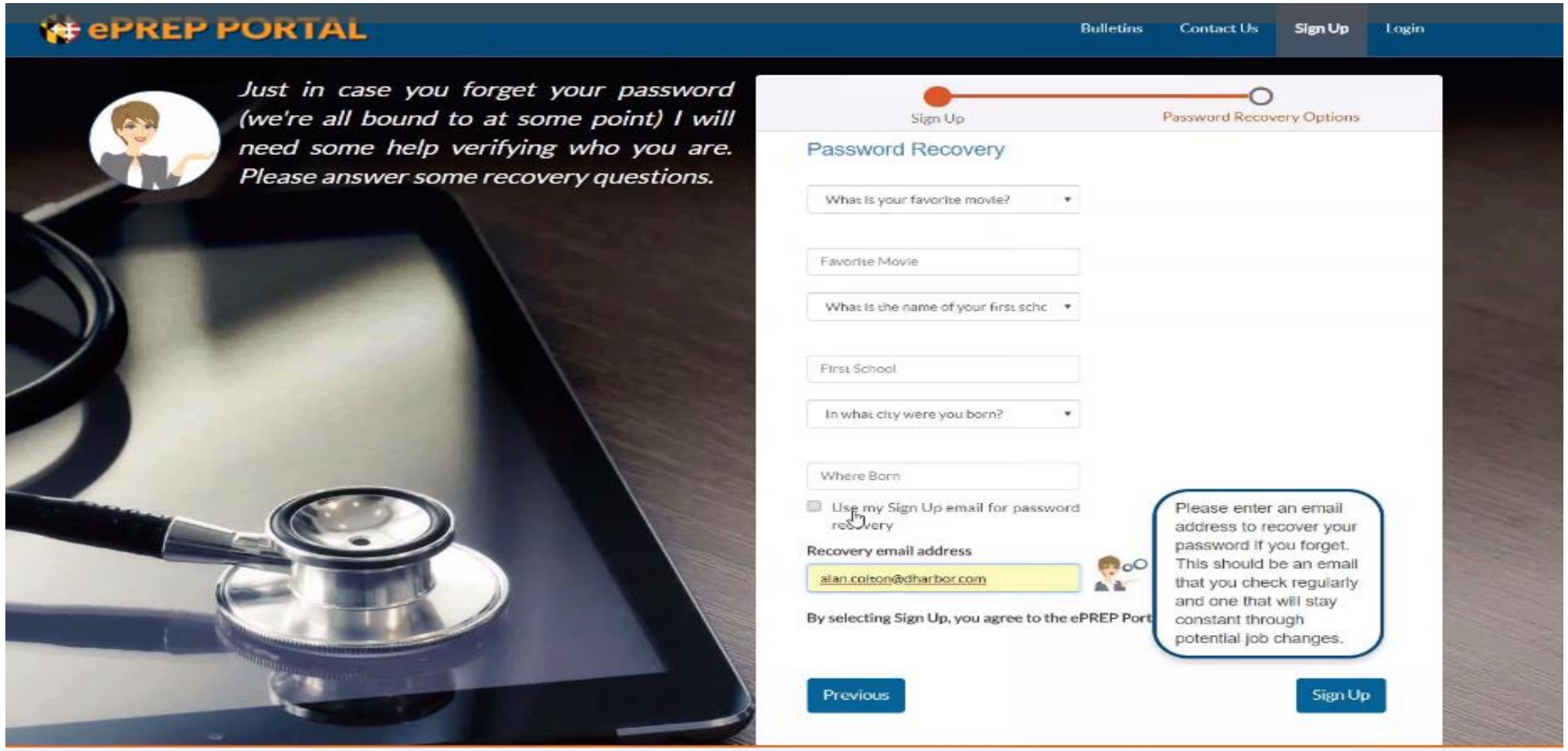
MARYLAND Department of Health

Password Recovery



MARYLAND Department of Health

Password Recovery Cont.



MARYLAND Department of Health

Email Activation

ePREP Portal - Activation

Thu Nov 15 2018 09:57:59 GMT-0500 (Eastern Standard Time)

ePREP-MDH@dharbor.com [ePREP-MDH@dharbor.com]

Dear Ben,

Welcome to the I 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.

ePREP Portal Activation

Sincerely,

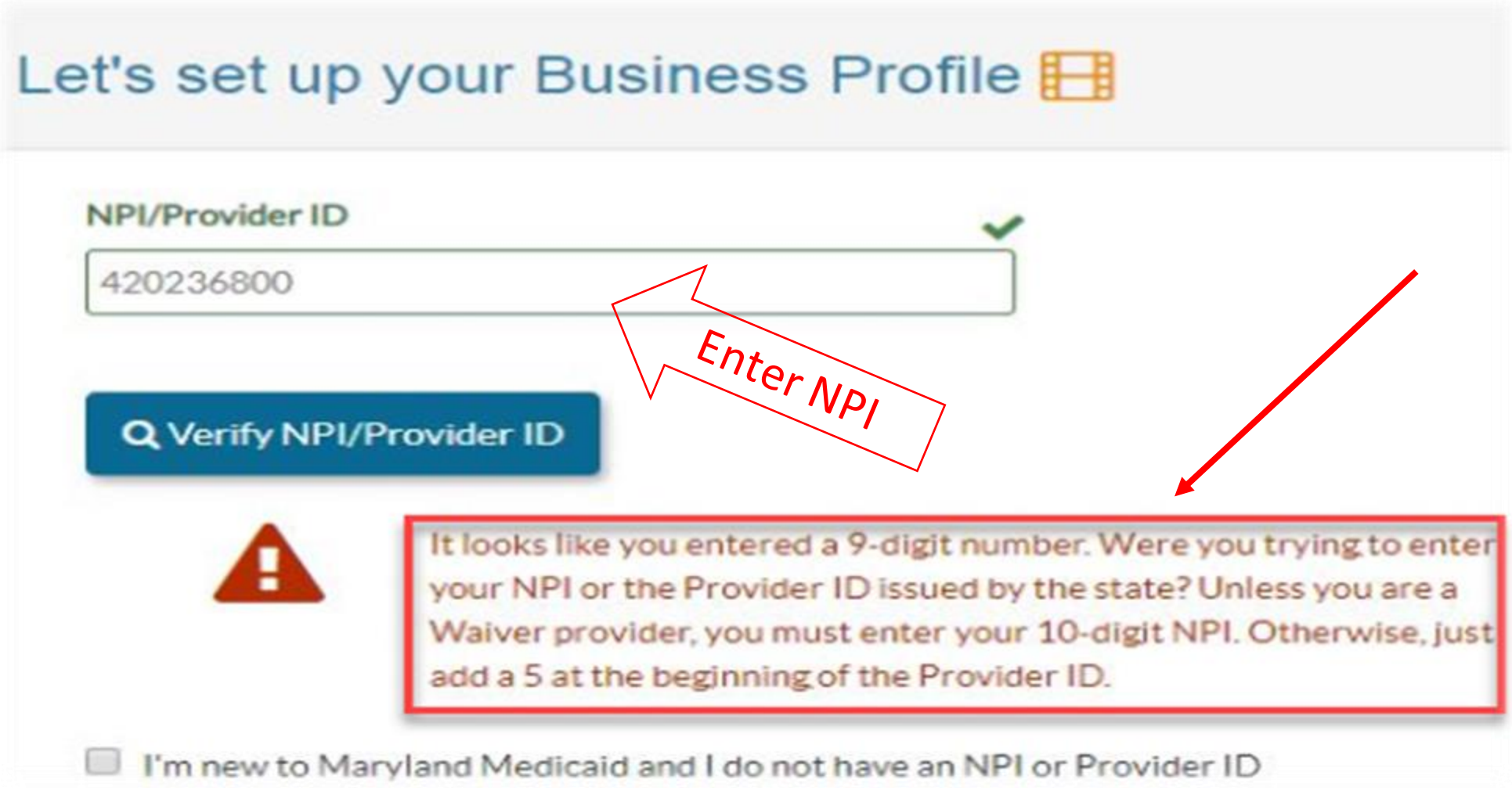
ePREP Portal Administration

To review Maryland Department of Health's Internet Policies and Proceedures 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.

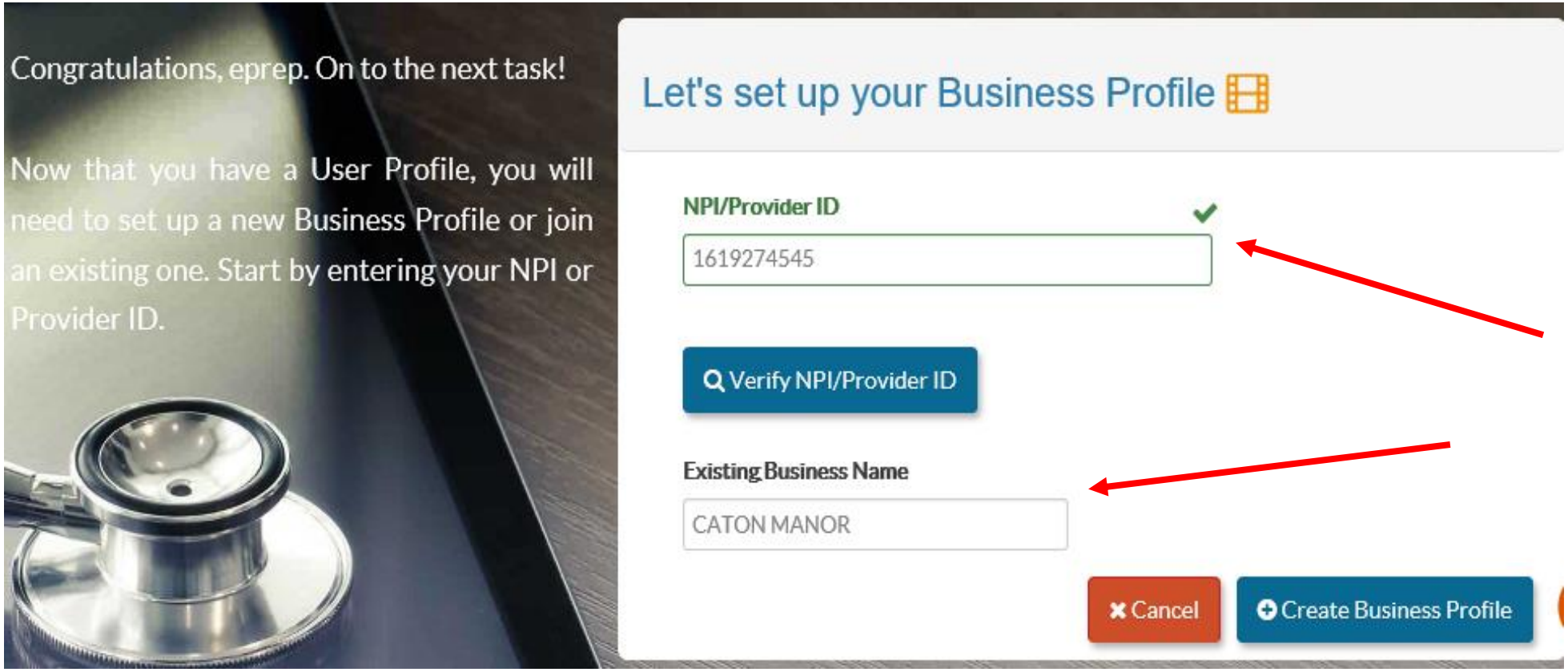
MARYLAND
Department of Health

Verify NPI to Link Account to Business Profile (BP)



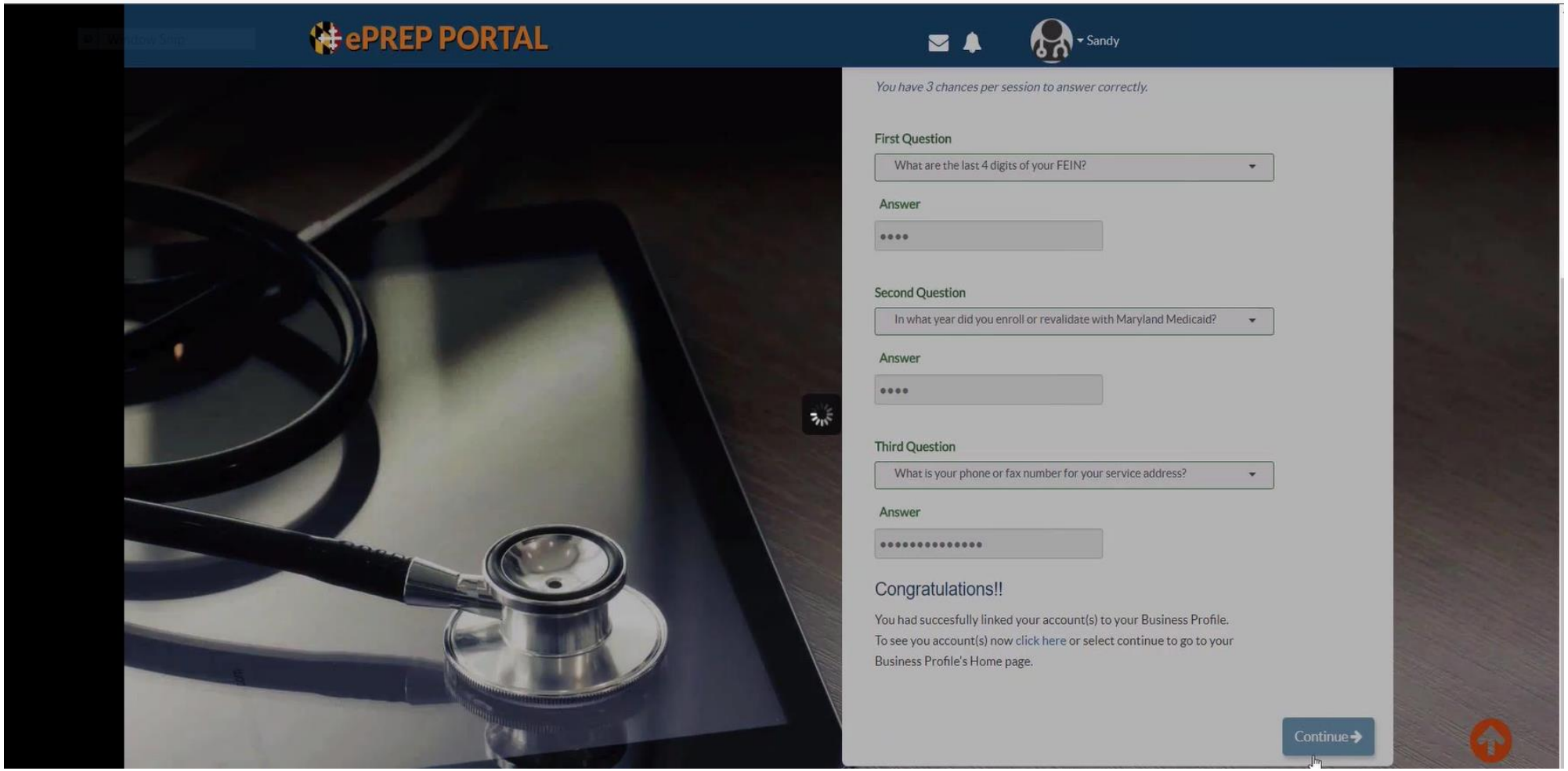
MARYLAND Department of Health

Verify NPI to Link Account to Business Profile



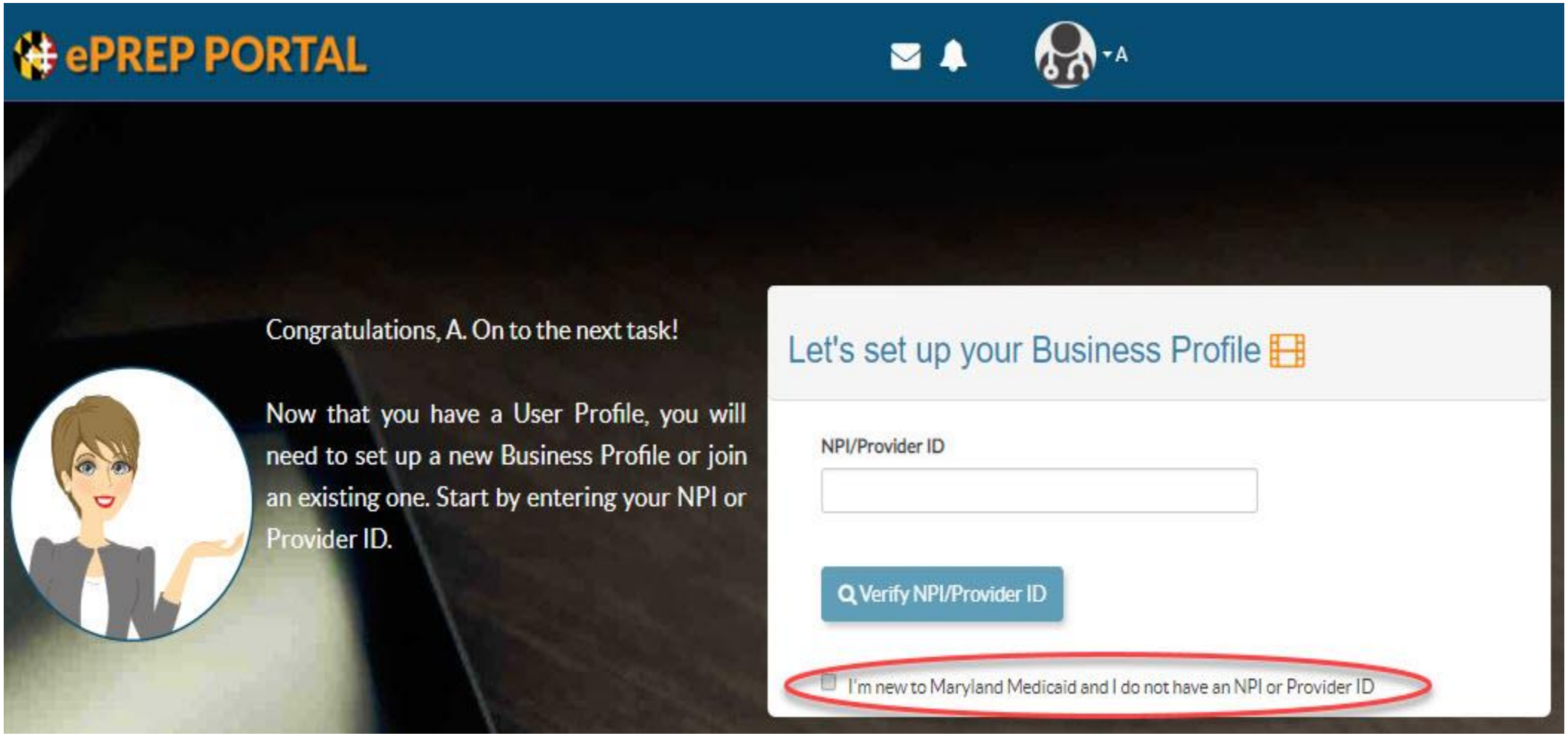
MARYLAND Department of Health

Links to BP cont.



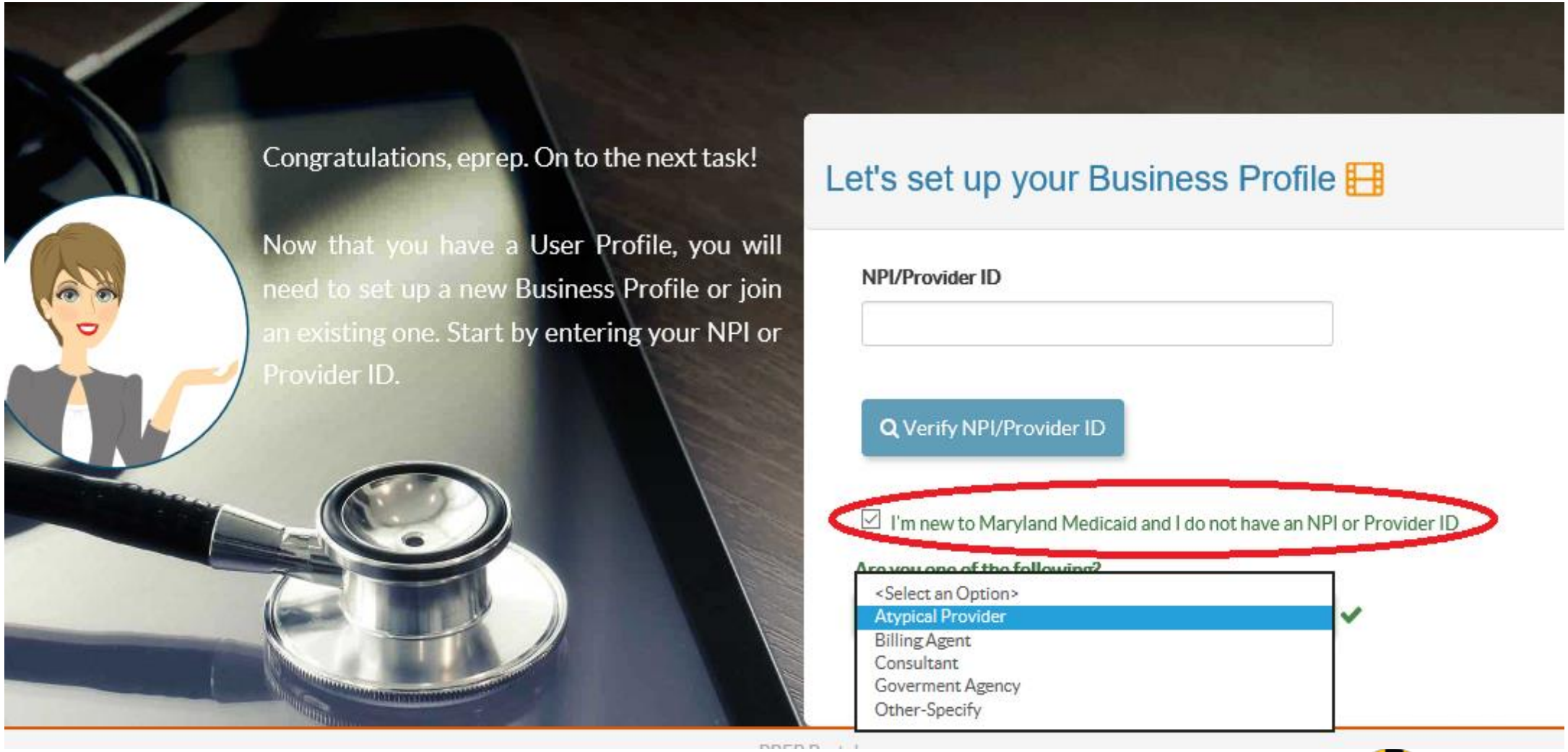
MARYLAND Department of Health

Providers without NPI/MA Numbers.



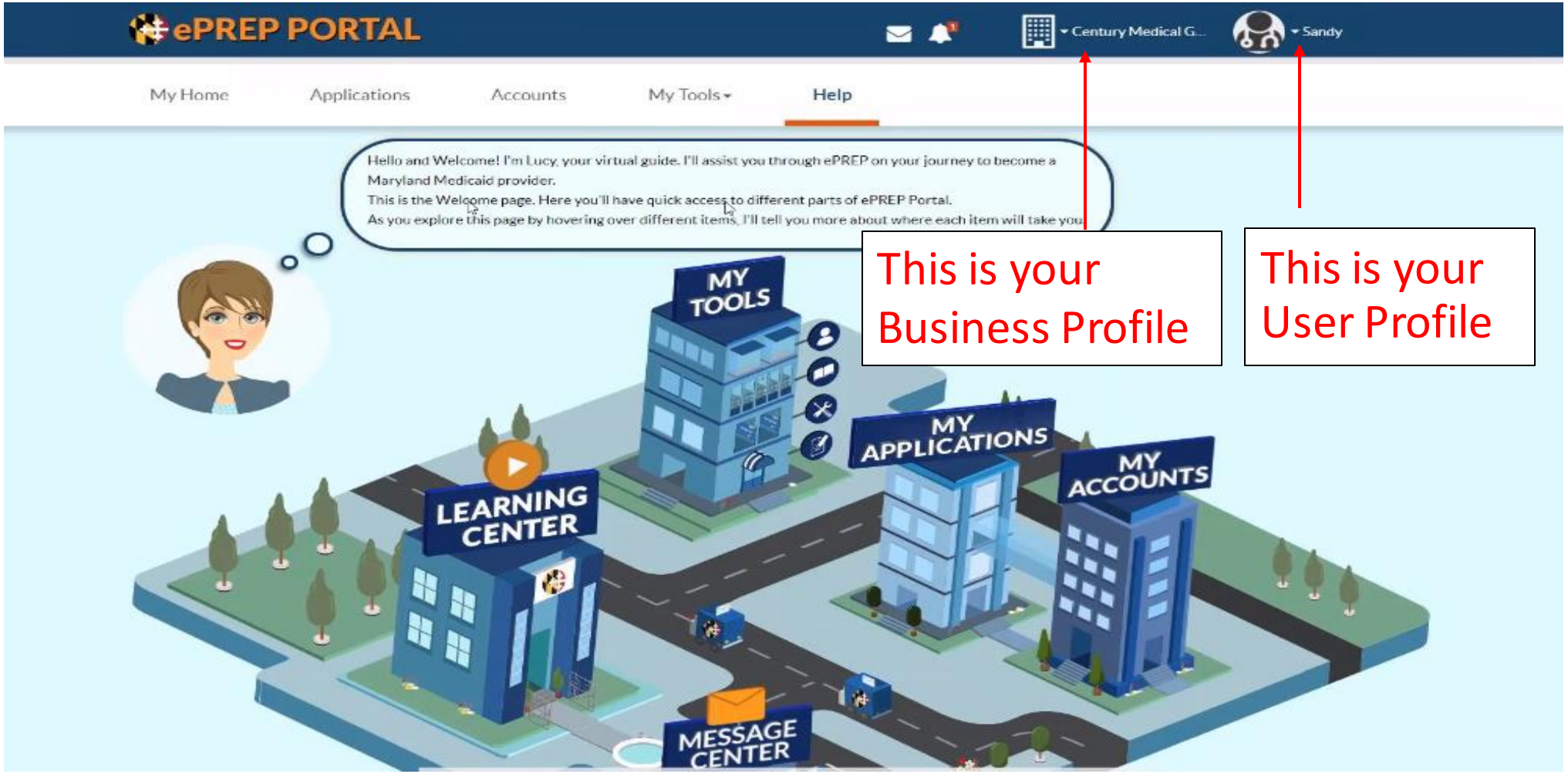
MARYLAND Department of Health

Providers without NPI Numbers Cont.



MARYLAND Department of Health

Welcome Screen

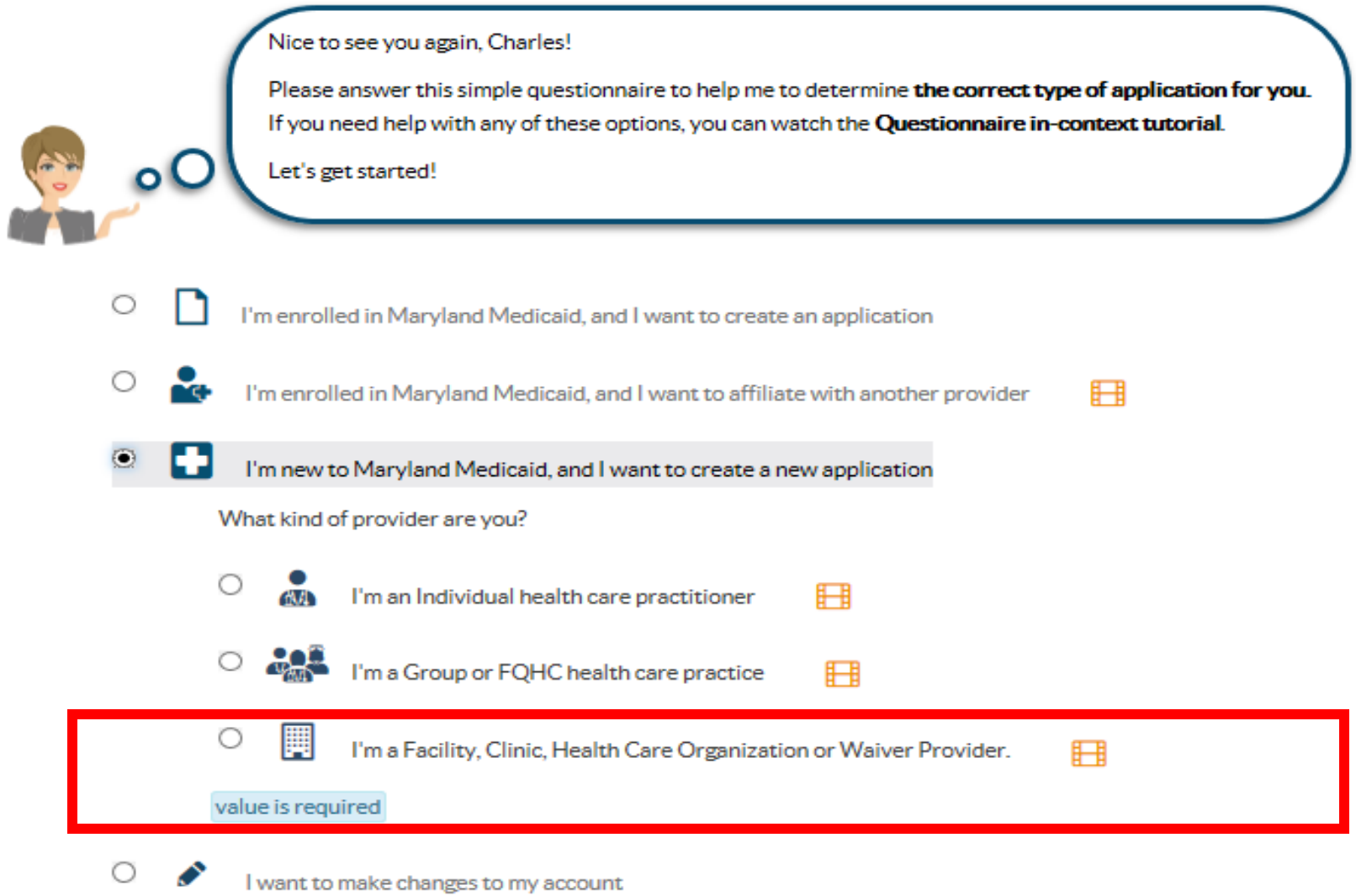


MARYLAND Department of Health

Waiver Providers

MARYLAND
Department of Health

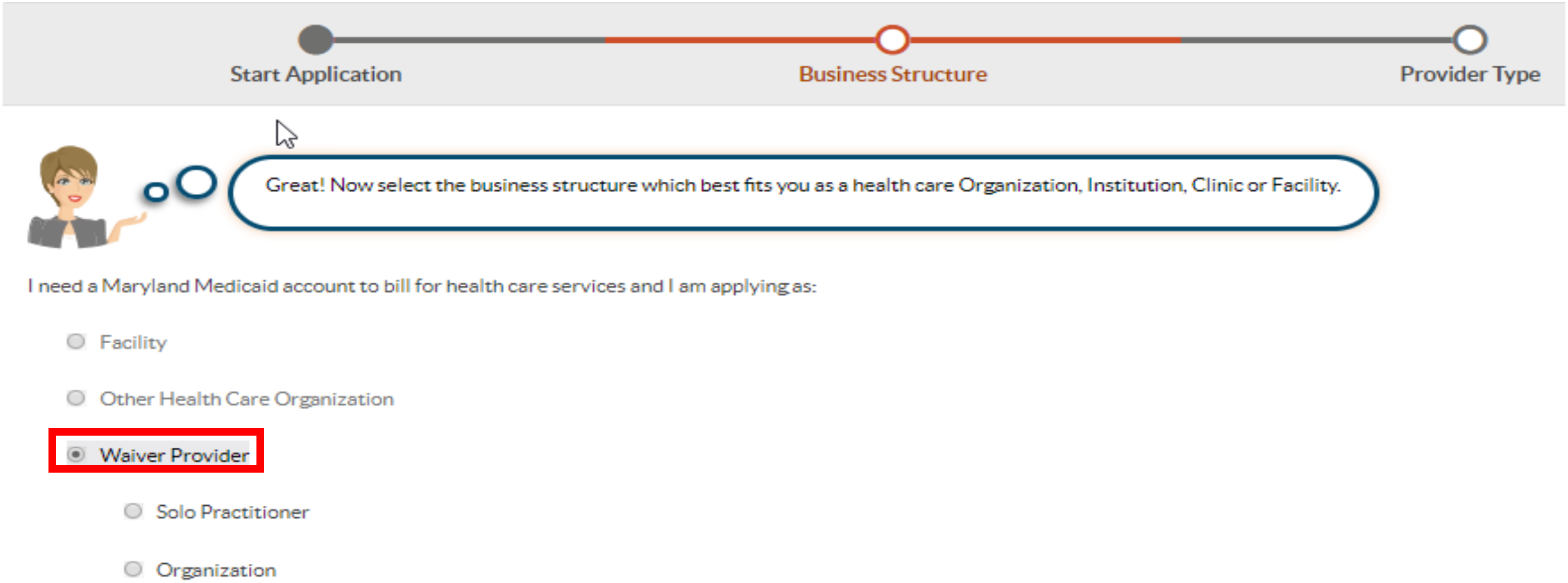
New Application Option



MARYLAND Department of Health

Applications For New Waiver Provider

Waiver providers must select the correct application and provider type to ensure that Medicaid can reimburse for their services.



MARYLAND Department of Health

Provider Addendum

- Many of the Waiver provider types must attach an Addendum to their application.

- Each Addendum is available on the Maryland Medicaid website. ePREP will direct providers to the link below to find the correct Addendum for each provider type.

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.

MARYLAND Department of Health

Waiver/Resource Providers

Facilities that CAN create New Applications

- Autism Waiver = 40
- EPSDT Therapeutic Behavioral Services (TBS) = 51
- Community Options =76
- Brain Injury Waiver = 86 is excluded from enrolling as a Solo Practitioner *
- Developmental Disabilities Association (DDA) Service Providers = 90

MARYLAND Department of Health

Waiver/Resource Providers

Facilities that can NOT create New Applications

- Medical Day Care – Children = 43
- Local Health Department/ Nurse Monitors = 47
- HMO/PACE = 70
- HealthChoice Managed Care Organizations = 72 (MCO Insurers)
- Case Management - Model Waiver = 81

MARYLAND Department of Health

Resource Providers

DMS/DME, Pharmacy, Medical Transportation and Home Health Agency

MARYLAND
Department of Health

Resource or Other Health Care Organization (OHCO)

Providers must select the correct application and provider type to ensure that Medicaid can reimburse for their services

MARYLAND Department of Health

Provider Addendum

- Many of the Resource provider types must attach an Addendum to their application.

- Each Addendum is available on the Maryland Medicaid website. ePREP will direct providers to the link below to find the correct Addendum for each provider type.

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.

MARYLAND Department of Health

Waiver/Resource Providers

Facilities/Clinics Who Can Create New Applications

- Laboratory = PT 10
- Home Health Agency = PT 41
- Portable X-Ray = PT 59
- Diagnostic Services, Other = PT 60
- Dialysis Facilities = PT 61
- Durable Medical Supplies (DMS)/Durable Medical Equipment (DME) Provider = PT 62
- Mental Health Case Management Provider = PT CM
- Pharmacy = PT RX
- Ambulance Company = PT T1
- HIV Case Management = PT VC

MARYLAND Department of Health

Waiver/Resource Providers

Facility/Clinic *Who Cannot* Create New Applications

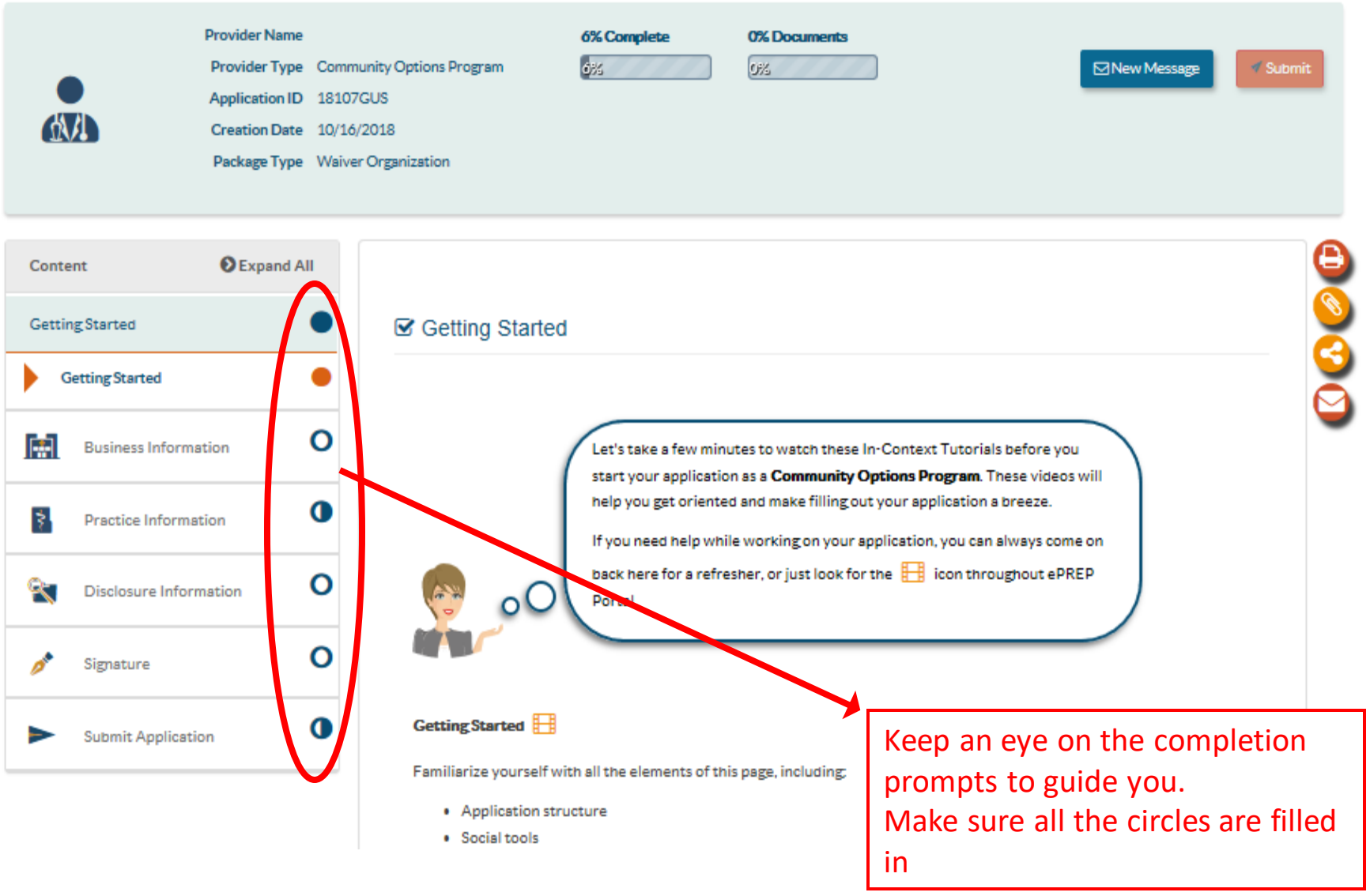
- Rare and Expensive Case Management (REM) Provider = PT 87
- Tape Intermediary = 96 (Supplemental Only)

MARYLAND Department of Health

Completing Applications on ePrep

MARYLAND
Department of Health

Completing the Application

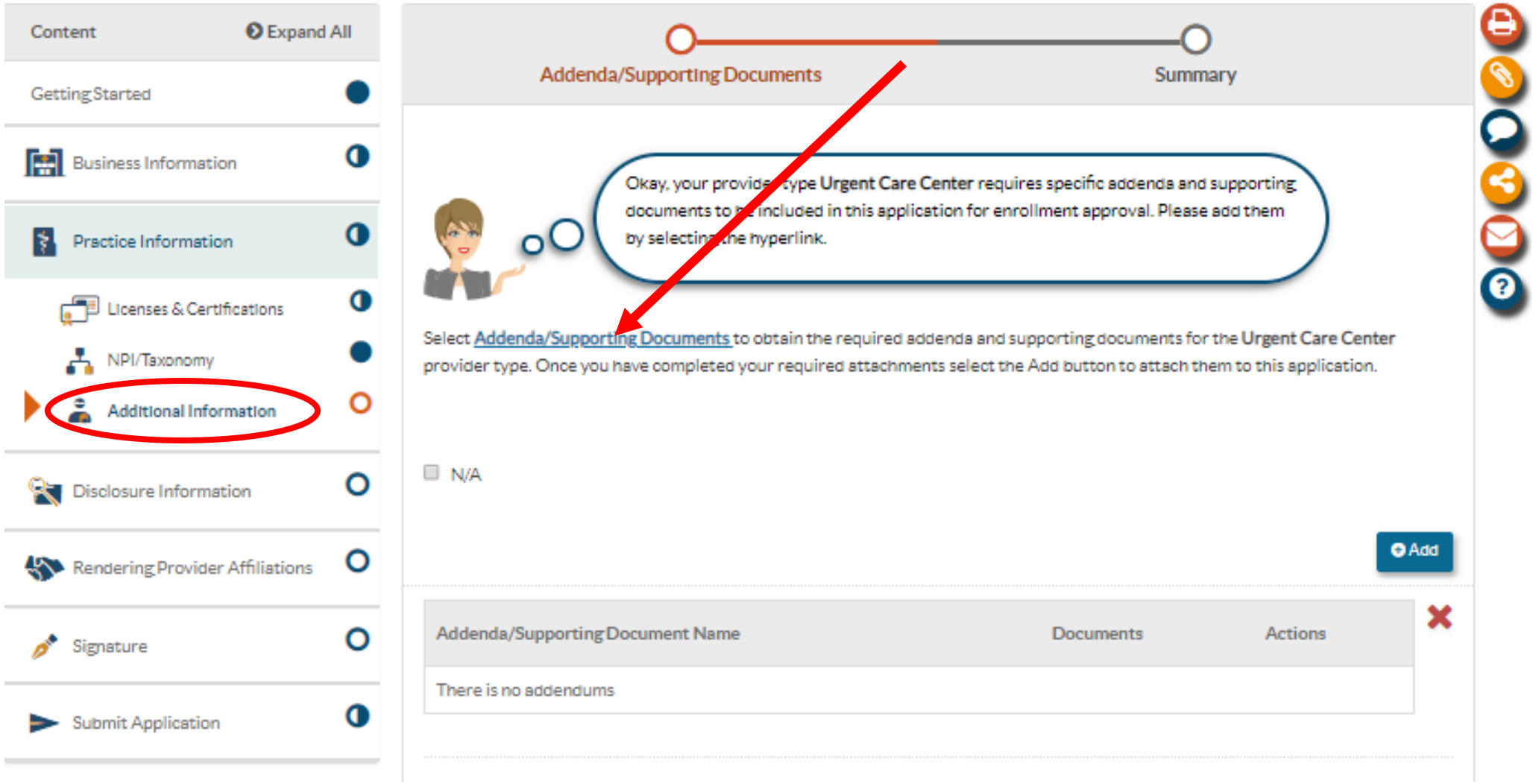


Keep an eye on the completion prompts to guide you.
Make sure all the circles are filled in

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

MARYLAND Department of Health

Provider Addendum Cont.



MARYLAND Department of Health

Where To Find Addenda on MDH Website

A

PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
AUDIOLOGY PROVIDER	19	ePREP	ePREP	X
AMBULATORY SURGERY CENTER	39			X
ADAA CERTIFIED ADDICTIONS OUTPATIENT PROGRAM.	50			X
ACUPUNCTURE	AC	ePREP	ePREP	
AMBULANCE COMPANY	T1			X
ASSISTED LIVING FACILITY (ALF)	76			X
AUTISM WAIVER	40			X
APPLIED BEHAVIOR ANALYSIS	AB	ePREP	ePREP	

B

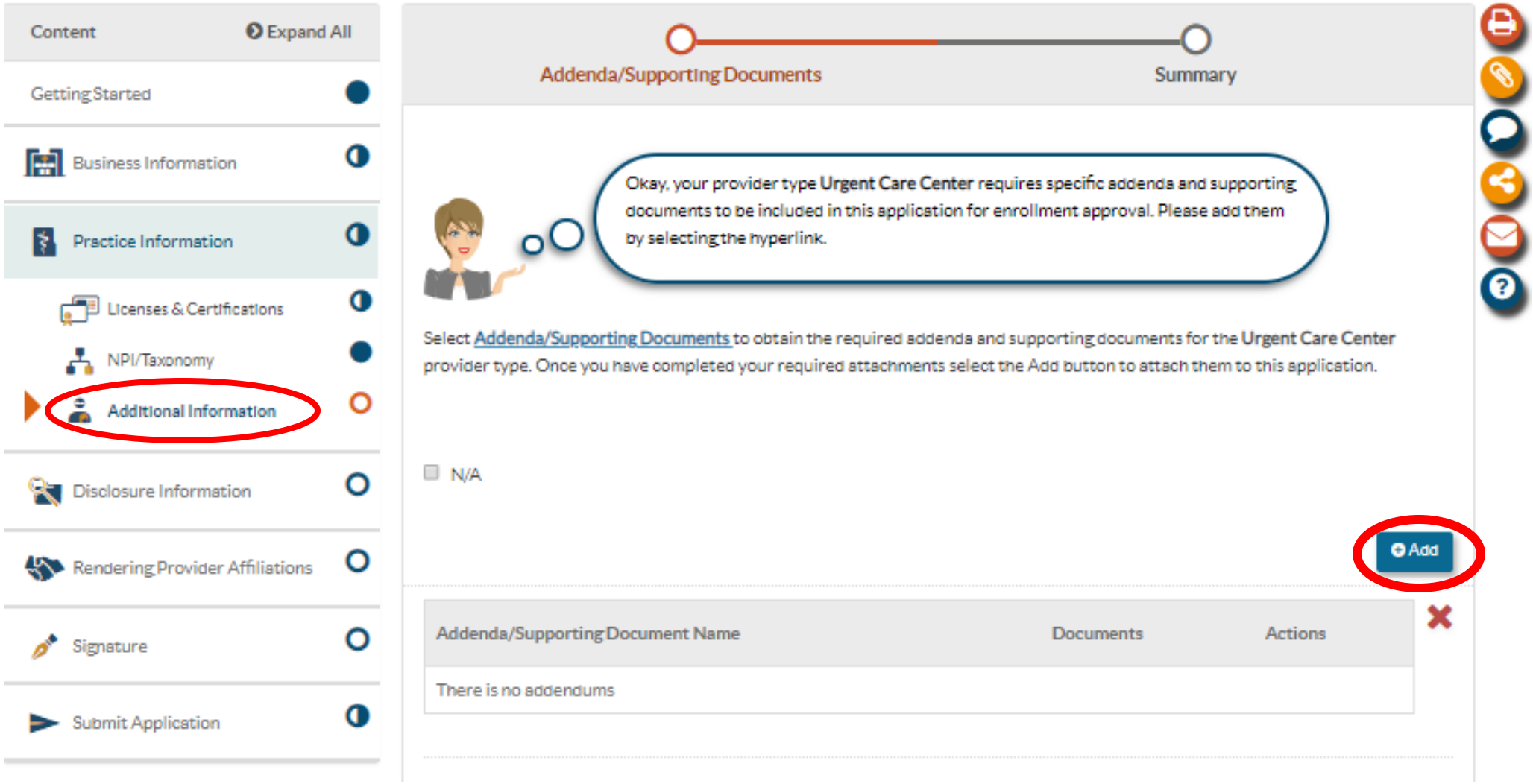
PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
BRAIN INJURY WAIVER	86			X

C

PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
CHIROPRACTOR	13	ePREP	ePREP	
CLINIC, ABORTION	30			ePREP
CLINIC, DRUG	32			X
CLINIC, FAMILY PLANNING	33			ePREP

MARYLAND Department of Health

Next attach your Addendum



MARYLAND Department of Health

Uploaded file will be indicated by number next to the paper clip

Okay, your provider type **Urgent Care Center** 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 **Urgent Care Center** provider type. Once you have completed your required attachments select the Add button to attach them to this application.

Add

Addenda/Supporting Document Name	Documents	Actions
Addendum	1	
	Attached:Frank	

Previous

Continue

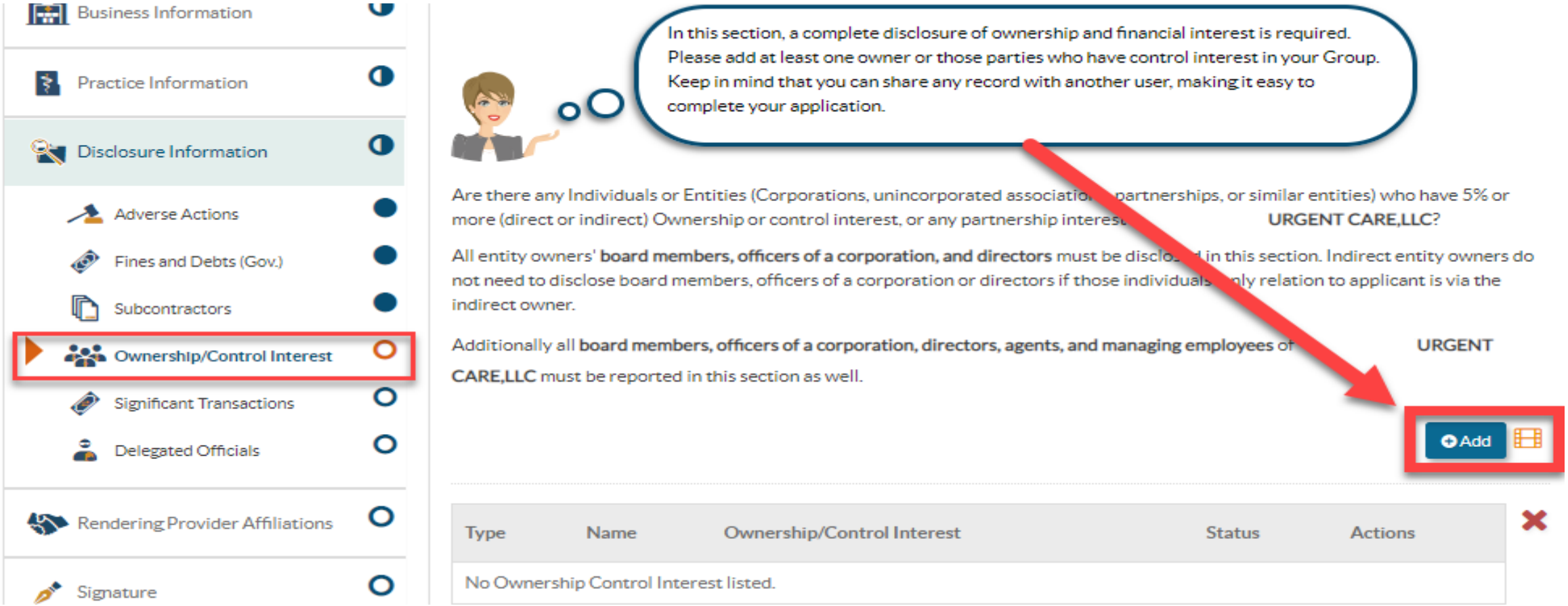
MARYLAND Department of Health

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.

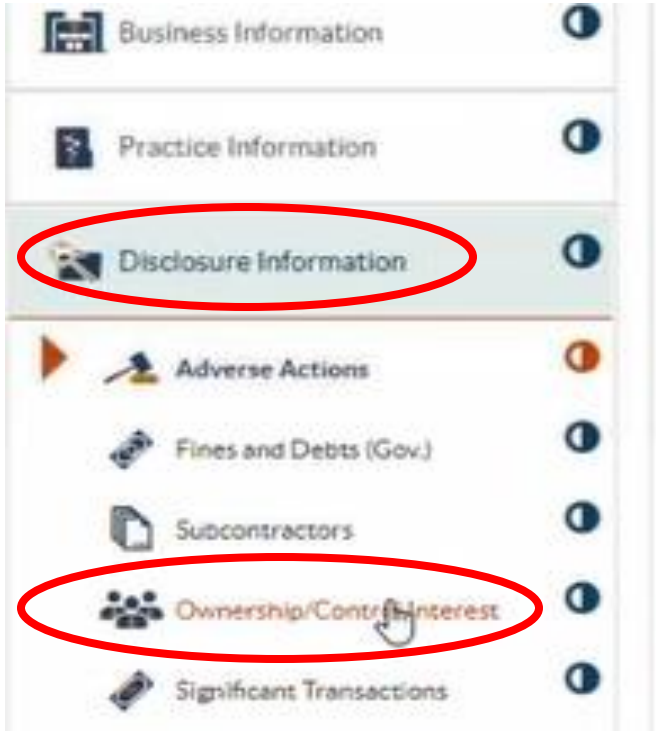
- Add new MOCAs to Disclosure Information form and this determines who can sign the application.

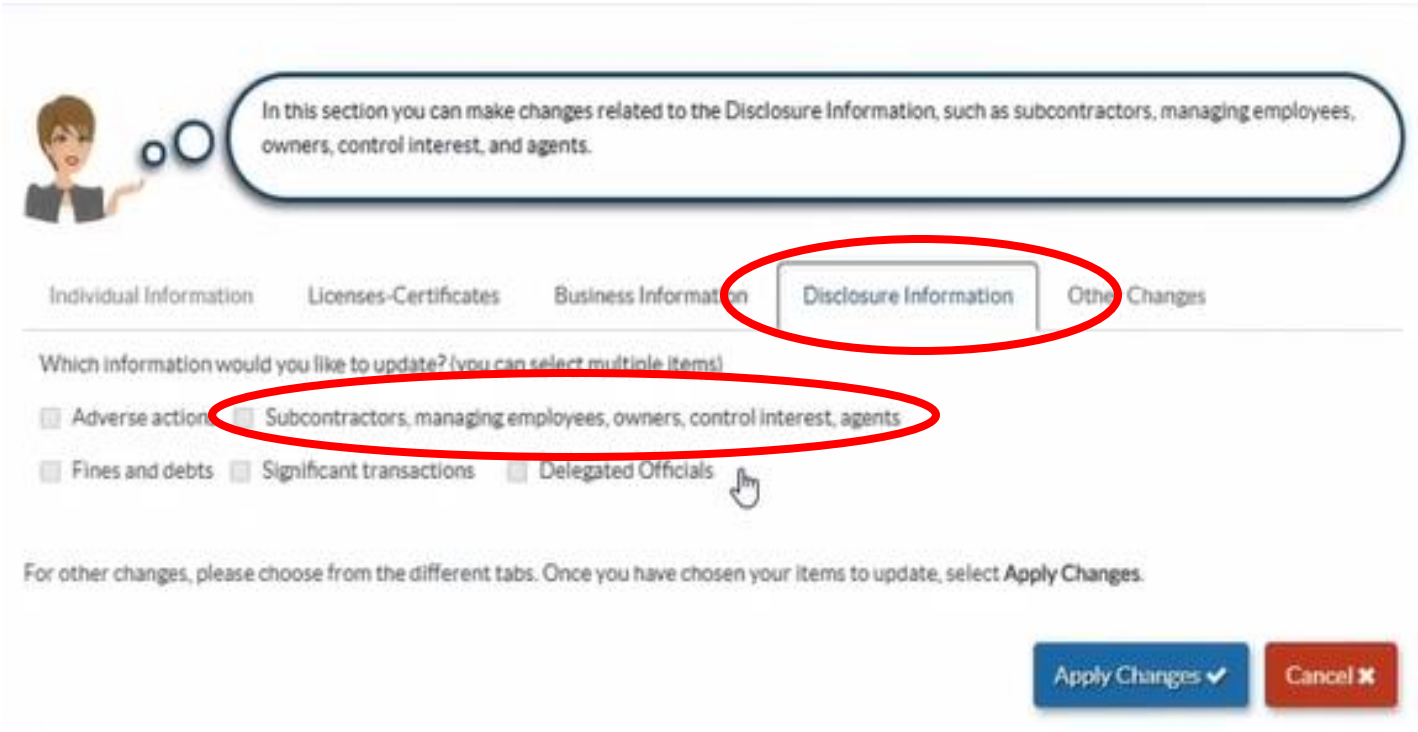


MARYLAND Department of Health

Disclosure of Ownership Cont.

- **MOCA can be updated with a Supplemental application by making changes to your account under the Disclosure Information section.**





MARYLAND Department of Health

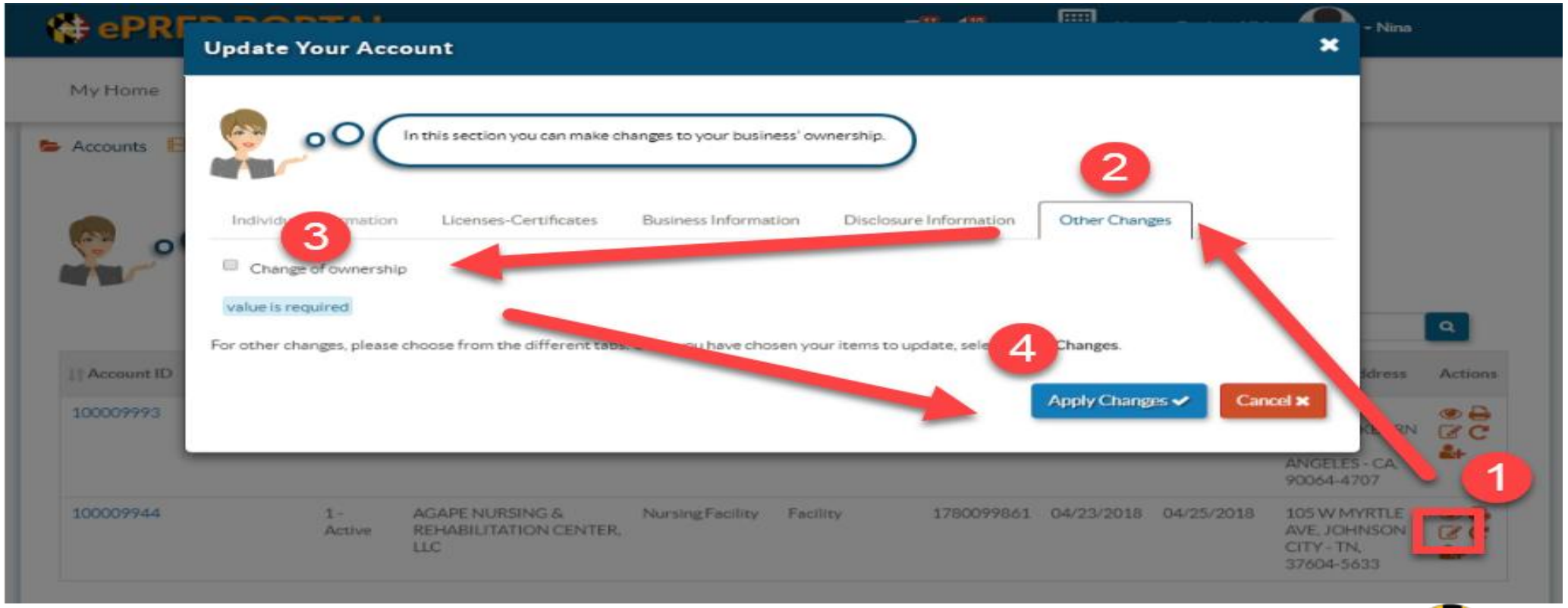
Change of Ownership

CHOW = Change of Ownership.

- Only done if the Tax ID changes.
- The MOCA information will also need to be updated with any CHOW.

Change of Ownership Cont.

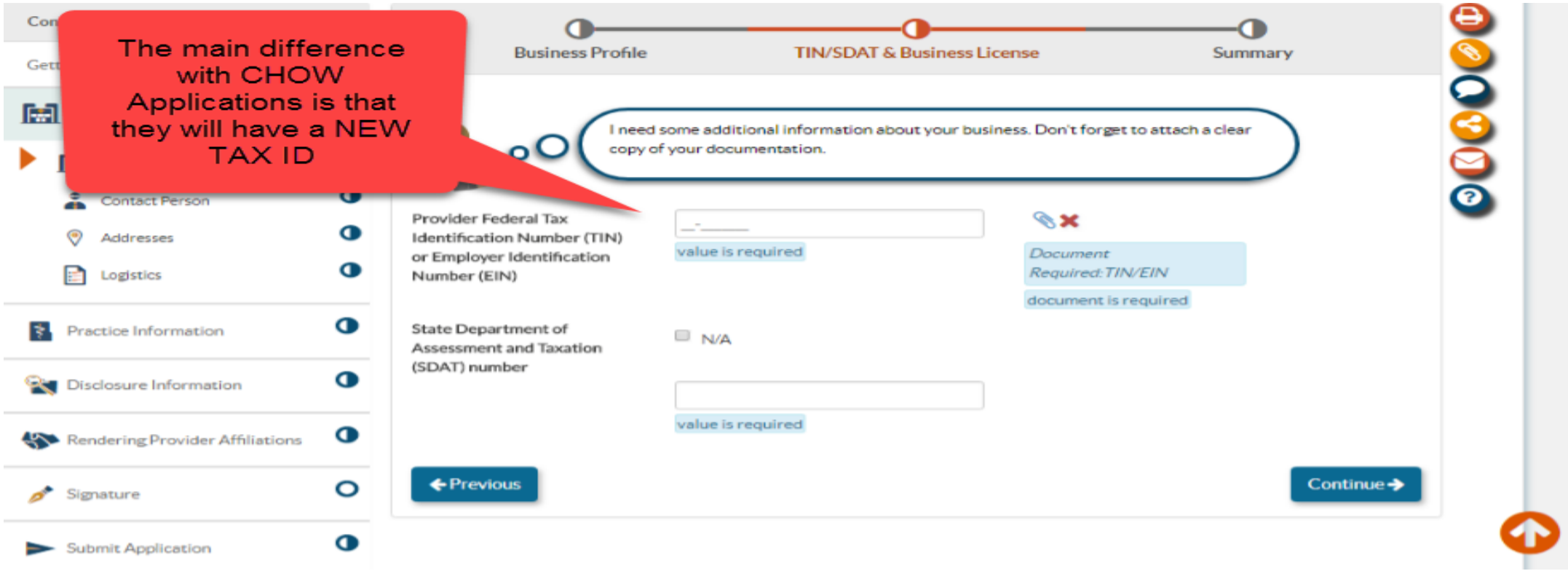
- **Here is what to select when completing a CHOW:**
  - From Accounts screen, choose “Update” account. Under “Other Changes”, provider should select “Change of Ownership”.



MARYLAND Department of Health

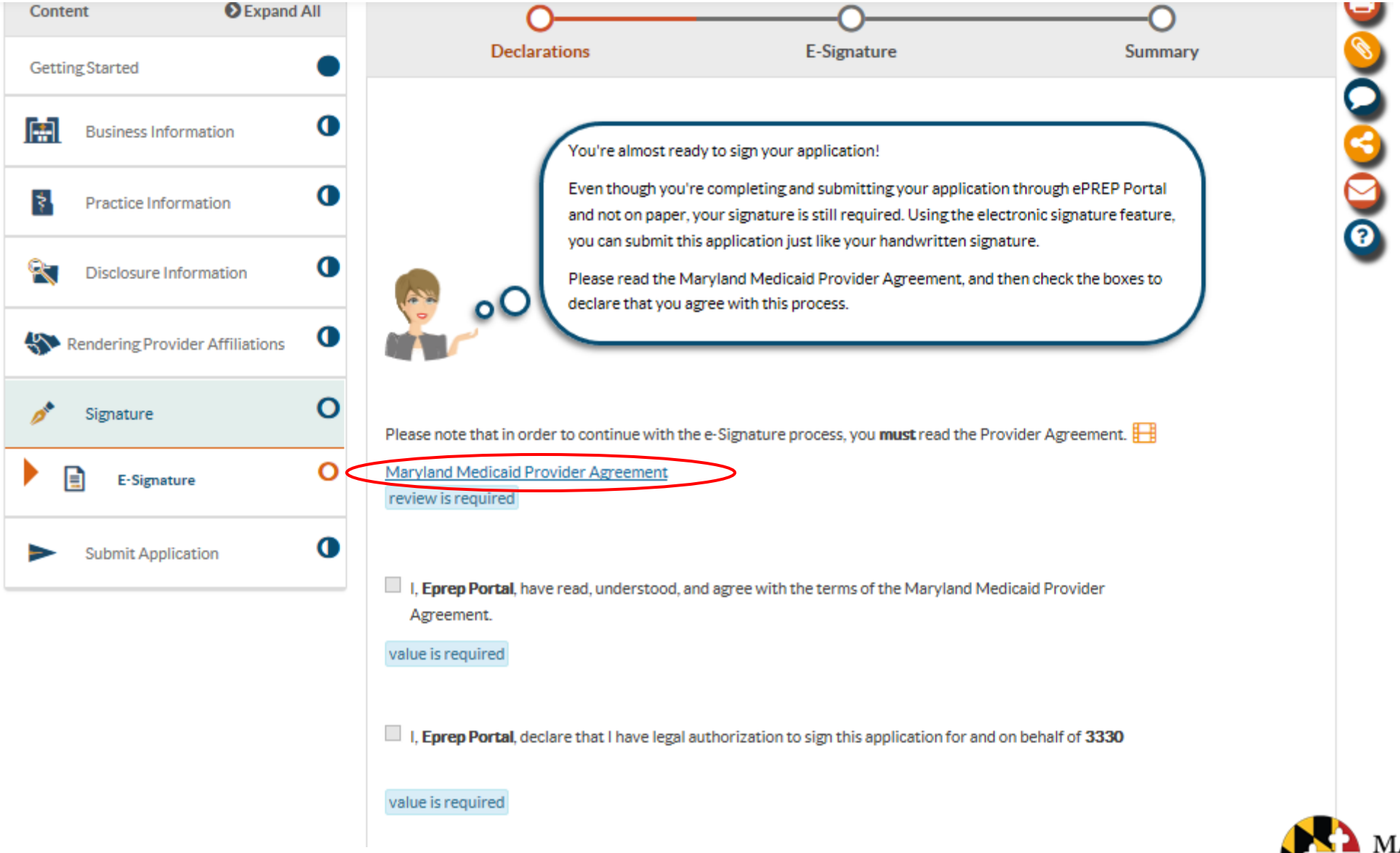
Change of Ownership Cont.

- **For Maryland Medicaid CHOWs, the provider should:**
  - Add new Tax Identification Number (TIN) or Employment Identification Number (EIN) to Business Information form.



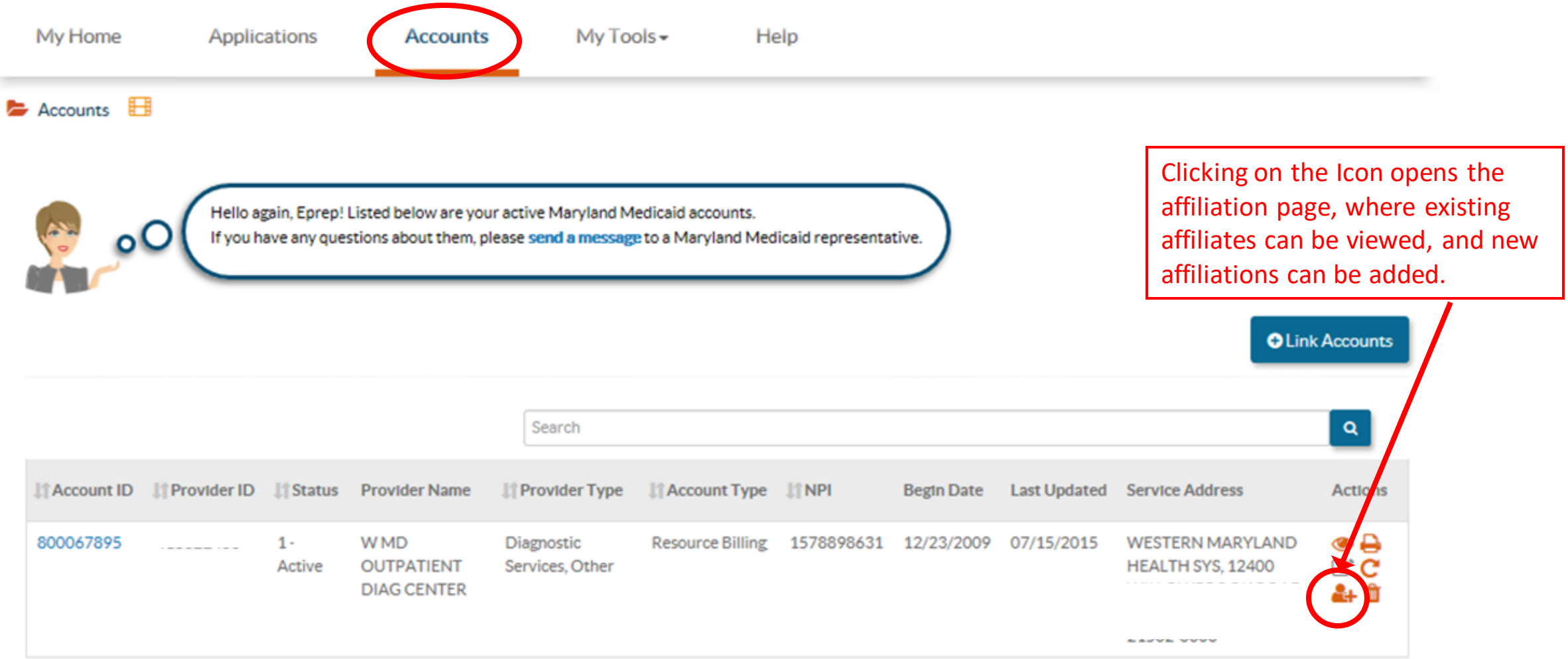
MARYLAND Department of Health

Electronic Signature



MARYLAND Department of Health

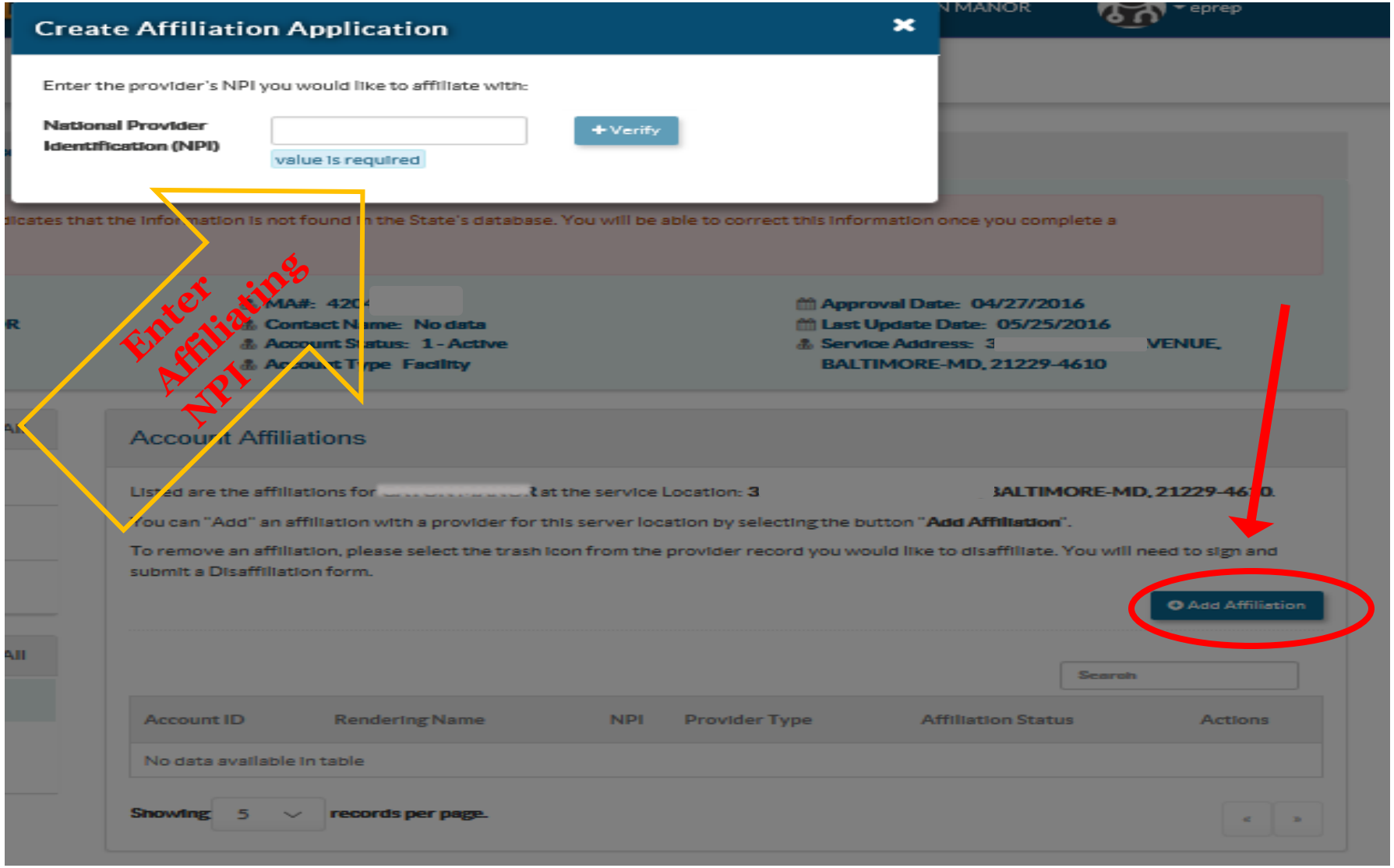
Add Affiliation



Clicking on the Icon opens the affiliation page, where existing affiliates can be viewed, and new affiliations can be added.

MARYLAND Department of Health

Add Affiliation Cont.



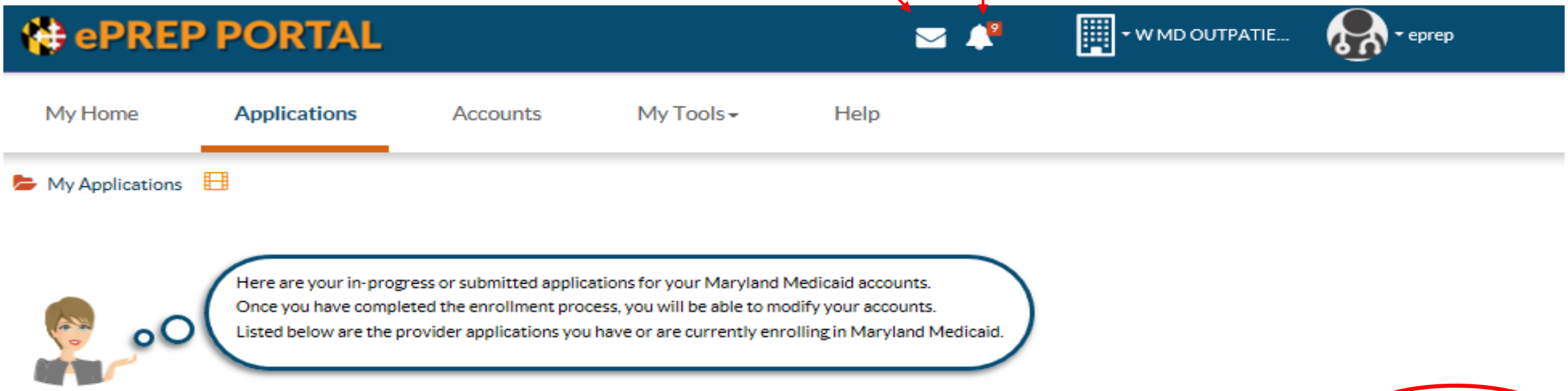
- Clicking the Add Affiliation Icon starts the affiliation process by generating a text box for the NPI to be added can be verified
- Once the application is generated, the rendering provider will have to sign the application from their accounts to complete the process.

MARYLAND Department of Health

Applications

Messages

Notifications



Your list of submitted and in progress apps.

The Status of your apps.

Additional Status Information.

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

MARYLAND Department of Health