

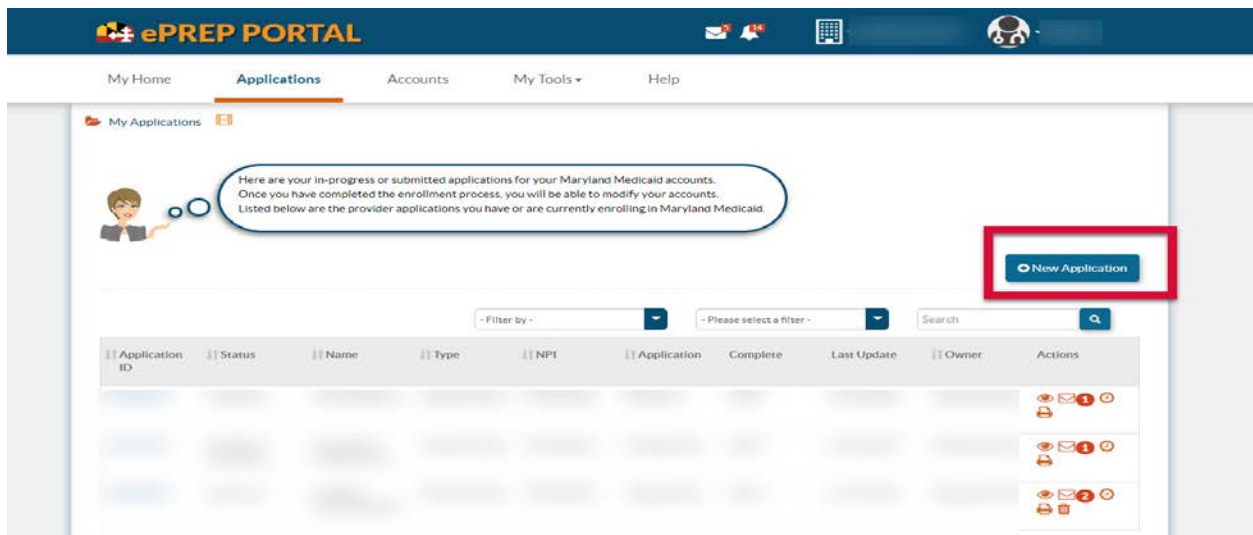
How to Switch from a Rendering Provider to a Solo Practitioner

These instructions are for any provider who is currently enrolled with Maryland Medicaid as a Rendering Provider and wishes to switch to a Solo Practitioner.

STEP 1: Start a New Application by selecting the “Applications” tab from the top tool bar on the ePREP landing page.



STEP 2: Click “New Application.”



STEP 3: First, select the third option, “I’m new to Maryland Medicaid, and I want to create a new application.” Second, select the first option, “I’m an individual health care practitioner.” Lastly, click Continue.

ePREP PORTAL

My Home Applications Accounts My Tools - Help

Start Application Business Structure NPI Provider Type

Hello.
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** **1**

What kind of provider are you?

- I'm an individual health care practitioner** **2**
- I'm a Group or FQHC health care practice
- I'm a Facility, Clinic, Health Care Organization or Waiver Provider
- I want to make changes to my account

Once you have made your choice, select **Continue**.

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STEP 4: Select the first option, “I’m a Solo Practitioner”. Then, click Continue.

ePREP PORTAL

My Home Applications Accounts My Tools - Help

Start Application Business Structure NPI Provider Type

Great! Now select which business structure best fits you as a health care individual provider.

- I'm a Solo Practitioner**
- I'm a Rendering Provider
- I'm an Ordering/Referring/Prescribing (ORP) provider

- I'll be using my **Type 1 NPI** (individual)
- I provide and submit Maryland Medicaid claims for medical services at the location disclosed in my application
- I'm the only medical professional who provides services at the disclosed service location to Maryland Medicaid participants
- My practice and I are legally one and the same. I am personally responsible for all of its obligations

Once you have made your choice, select **Continue**.

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STEP 5: The next page will ask a few questions regarding your NPI. First, enter your type 1 NPI and click Verify. The results will show that your NPI is already associated with an existing Maryland Medicaid account. In the dropdown menu, select “I want to add a new provider type to an existing service location.” This selection will yield the account associated with your NPI. Click the radial button on the left-hand side and continue.

The screenshot shows the ePREP PORTAL interface. At the top, there is a navigation bar with the logo and several icons. Below it, a menu bar includes 'My Home', 'Applications' (highlighted), 'Accounts', 'My Tools -', and 'Help'. The main content area features a progress bar with four steps: 'Start Application', 'Business Structure', 'NPI' (current step), and 'Provider Type'. A message box states: 'Okay, you have chosen Individual Solo Practitioner for your application. Please enter your Type 1 National Provider Identifier (NPI) that you want to use for this application, and select Verify.' Below this is a form with a text input field for the NPI, a green checkmark, and a 'Verify >' button. A message below the form says: 'The NPI you entered is associated with an existing Maryland Medicaid account. Please select the option that best describes the application you'd like to create.' A dropdown menu is open, showing three options: '[Please select an option]', 'My practice opened a new service location', and 'I want to add a new provider type to an existing service location' (highlighted in blue). An information icon and text follow: 'If you do not currently have an account with Maryland Medicaid. Check the NPI you entered. If it is correct, Please contact Maryland Medicaid for more information.' At the bottom, there is a '← Previous' button and a 'Continue →' button. Red callout numbers 1 through 4 are overlaid on the page to indicate key actions: 1 points to the NPI input field, 2 to the Verify button, 3 to the dropdown menu, and 4 to the Continue button.

STEP 6: The last step before the application is created is to verify the provider type. This screen will list the current Account ID and the provider type associated with it. In the dropdown menu, select the provider type that corresponds with your current enrollment.

The screenshot shows the 'NPI' step of the application process. A progress bar at the top indicates the current step. A message box says: "Okay, you have chosen Individual Solo Practitioner for your application. Please enter your Type 1 National Provider Identifier (NPI) that you want to use for this application, and select Verify." Below this is a text input field for the NPI, a 'Verify' button, and a dropdown menu with the selected option "I want to add a new provider type to an existing service location". A table below shows account information:

Select	Account ID	Provider Name	Provider Type	NPI	Service Address
<input type="checkbox"/>			Dental Provider		No service address

At the bottom, there is an information icon with text: "If you do not currently have an account with Maryland Medicaid, check the NPI you entered. If it is correct, please contact Maryland Medicaid for more information. When you have entered and verified your NPI, select Continue." There are 'Previous' and 'Continue' buttons.

The screenshot shows the 'Provider Type' step. A message box says: "Awesome! You are almost there, one more step. Please review the basic information of the account that we will use to pre-populate the information from and select the provider type for this new service address." Below this is an 'Account Summary' section with a table:

Account ID	Provider Name	Provider Type
		Dental Provider

Below the table is a dropdown menu with "Dental Provider" selected. A message says: "Please select the provider type for this new service location and then select 'Continue'". There are 'Previous' and 'Continue' buttons.

NOTE: Although this workflow appears to demonstrate how to update a provider type, these instructions are a workaround for switching the provider from a Rendering Provider to a Solo Practitioner and not switching provider types.