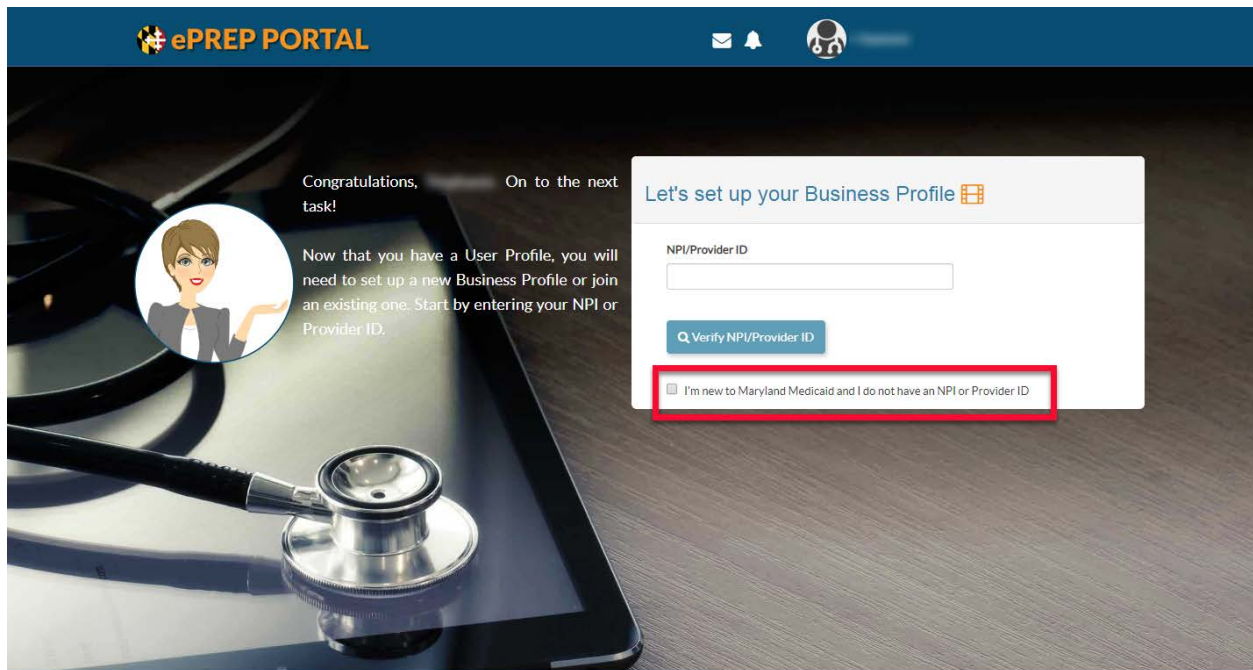


Guide for PT 76s (Community Options Program) to Create Applications:

1. Create a User Profile in ePREP. For further assistance on completing this step, please refer to the document, “Getting Started, ePREP Sign Up Instructions”, which can be found at health.maryland.gov/ePREP.
2. Once the User Profile has been created in ePREP, you will need to set up the provider’s (Individual/Group/Facility) business profile.
 - a. PT 76s are Atypical Providers, so they do not have NPIs. Therefore, please check the box next to “I’m new to Maryland Medicaid and I do not have an NPI or Provider ID”.



b. In the dropdown menu, select Atypical Provider and then Continue.

ePREP PORTAL

Congratulations, 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

Verify NPI/Provider ID

I'm new to Maryland Medicaid and I do not have an NPI or Provider ID

Are you one of the following?

<Select an Option>

Atypical Provider

Billing Agent
Consultant
Government Agency
Other-Specify

c. Next enter the name of the Business Profile. This will be the name of either the individual practitioner or the organization (i.e., group, facility). Select Create Business Profile.

ePREP PORTAL

Congratulations, 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

Business Profile Name

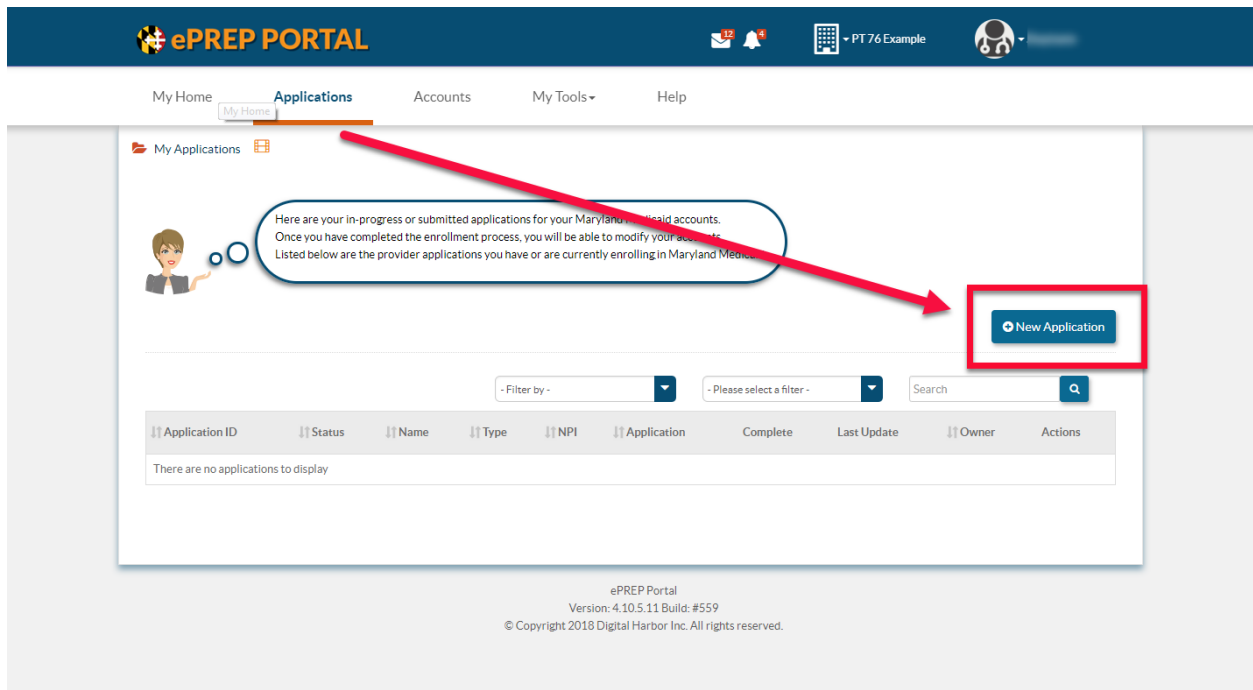
PT 76 Example

Create Business Profile

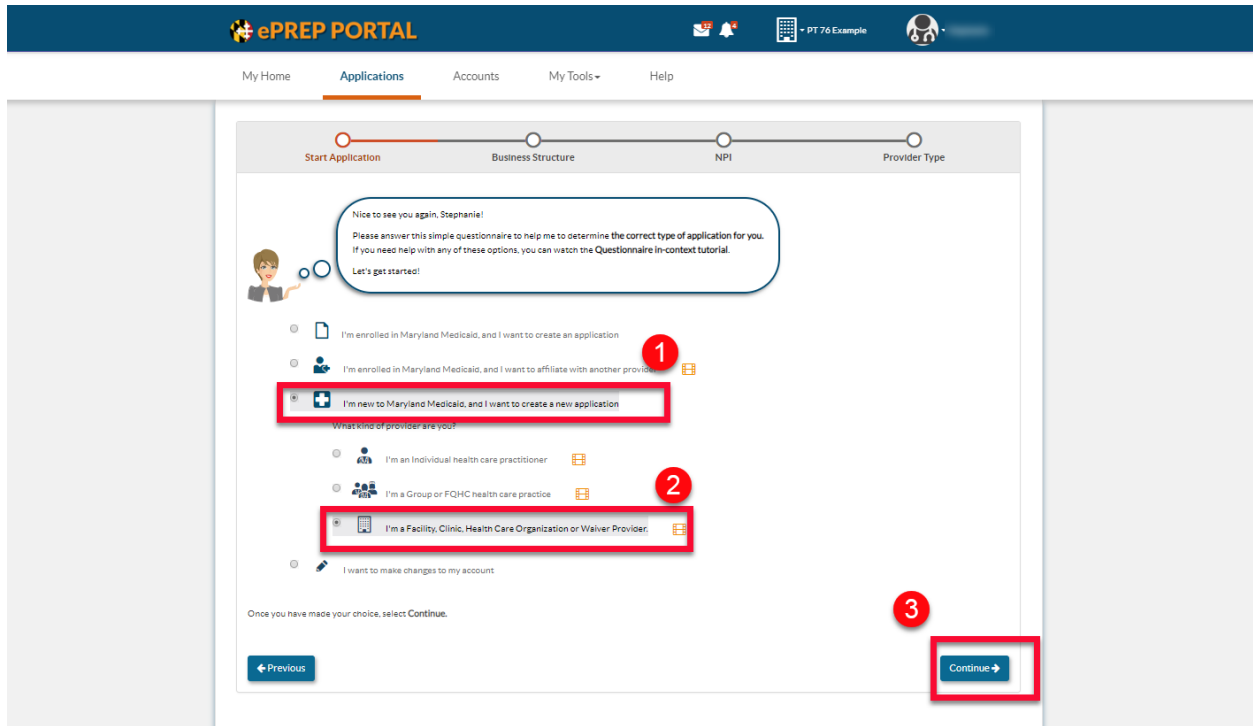
3. Select the Applications tab at the top of the ePREP Home Page.



4. Select New Application.



5. On the next page, select the two options shown below and then Continue.



6. On the next screen, it is imperative to choose the option that best fits the provider's situation. For example, if the provider is an individual provider, then select Solo Practitioner. If the provider is an organization, please select Organization.

Note: Make sure you select the correct option. Once you create the application, you cannot change the format of the application. Therefore, if you choose incorrectly, you will have to delete the application and start over.

My Home **Applications** Accounts My Tools ▾ Help

Start Application **Business Structure** Provider Type

Great! Now select the business structure which best fits you as a health care Organization, Institution, Clinic or Facility.

I need a Maryland Medicaid account to bill for health services.

Facility

Other Health Care Organization

Waiver Provider

Solo Practitioner

Organization

value is required

Once you have made your choice, select Continue

Select this option if the provider is an Individual Provider

Select this option if the provider is an Organization

7. In the dropdown menu, select the Provider Type option that is applicable to the provider. In this case, please select Community Options Program and then Continue

My Home **Applications** Accounts My Tools ▾ Help

Start Application Business Structure **Provider Type**

Okay, you have chosen Waiver Organization for your application. Select your Provider Type from the drop-down list and press Continue.

Provider Type

[Select a Provider Type]

[Select a Provider Type]

Autism Waiver

Community Options Program

EPSDT Therapeutic Behavioral Services

8. The application has been created. Please complete all required fields and upload any applicable documentation in order to submit the application.