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

- 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 <u>health.maryland.gov/ePREP</u>.
- 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".

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Congratulations, task Now that you have need to set up a new an existing one. Star Provider ID.	In to the next Let's set up your Business Profile User Profile, you will Business Profile or join or entering your NPI or Q Verify NPI/Provider ID 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.

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Congratulations, On to the task!	^{e next} Let's set up your Business Profile <mark>⊞</mark>
Now that you have a User Profile, you need to set up a new Business Profile, or need to set up a new Business Profile.	or join
Provider ID.	Q. 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 Atypical Provider</select>
	Consultant 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.

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Congra task!	tulations, On to the next	Let's set up you	r Business Profile 📙	
Now the need to an exist Provide	hat you have a User Profile, you will set up a new Business Profile or join ing one. Start by entering your NPI or r ID.	Business Profile Name PT 74 Example Create Business Pr	ofile	

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



4. Select New Application.

My Home Applications Accounts My Tools Help My Applications Here are your in-progress or submitted applications for your Marylänu without accounts. Once you have completed the enrollment process, you will be able to modify you result with Listed below are the provider applications you have or are currently enrolling in Maryland Médic -Filter by Please select a filter Search	🖶 ePREP PORTAL		🕂 🎼 🛄 • PT 76 Ex	ample 💦 -
My Applications Here are your in-progress or submitted applications for your Marylandow Theid accounts. Once you have completed the enrollment process, you will be able to modify your occurs. Used below are the provider applications you have or are currently enrolling in Maryland Means • Filter by- • Please select a filter- Search Q • Filter by- • Please select a filter- Search Q • Filter by- • Please select a filter- Search Q • Filter by- • Please select a filter- Search Q • Filter by- • Please select a filter- • Search Q • Filter by- • Please select a filter- • Search Q • Filter by- • Please select a filter- • Search Q • Filter by- • Please select a filter- • Search Q • Filter by- • Please select a filter- • Owner Actions • Type • NPI • Application Complete Last Update Owner Actions • There are no applications to display • Owner • Owner	My Home Applications Account	nts My Tools• Help		
-Filter by- -Filter by- -Filter by- -Please select a filter- Search Application I Application ID I Status There are no applications to display	My Applications Here are your in-progress or submitty Once you have completed the enrolin Listed below are the provider applica	ed applications for your Maryland, a second acco nent process, you will be able to modify your acc tions you have or are currently enrolling in Mary	unts. K. and Medic.	
If Application ID If Status If Name If Type If NPI If Application Complete Last Update If Owner Actions There are no applications to display </td <td></td> <td>- Filter by -</td> <td>- Please select a filter -</td> <td>Search Q</td>		- Filter by -	- Please select a filter -	Search Q
There are no applications to display	↓† Application ID ↓† Status ↓† Name	↓† Type ↓† NPI ↓† Application	Complete Last Update	e Ut Owner Actions
	There are no applications to display			

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

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My Home	Applications	Accounts	My Tools -	Help				
Start	O	Business S	Structure	(N)	Pi		
@_•C	Nice to see you again Please answer this si If you need help with Let's get started!	n, Stephanie! mple questionnaire to hel any of these options, you	ip me to determine the a can watch the Questio	correct type of application	in for you. I.			
•	I'm enrolled in Marylan	d Medicaid, and I want to d	create an application affiliate with another p					
•	I'm new to Maryland M Wnat kind of provider are	edicaid, and I want to creater	ate a new application					
	 I'm an Indivi I'm a Group 	dual health care practition or FQHC health care prac	ner 📘	2				
	I'm a Facility I want to make changes	; Clinic, Health Care Orga	anization or Waiver Pro	vider. 🔛				
Once you have made	your choice, select Contin	ue.					3	
← Previous							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.

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My Home Applications A	Accounts My Tools -	Help		
•			0	
Start Application	Business Struc	:ture	Provider	Туре
Great! Now select the busi	iness structure which best fits you as a health car	re Organization, Institution, C	Clinic or Facility.	
I need a Maryland Medicaid account to bill for health	Select this option if the			
Facility Other Health Care Organization	Provider			
Waiver Provider				
Solo Practitioner				
Organization				
value is required	Onland this particular talks			
Once you have made your choice, select Continue	Select this option if the provider is an Organization			

 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

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My Home Applic	cations Accounts M	ly Tools - Help			
Start Ap Start Ap O(Cont Provider Type [Select a Provider Type] [Select a Provider Type] [pplication y, you have chosen Walver Organization for you tinue.	Business Structure	Type from the drop-down list a	Provider Type	Continue
	©Сору	ePREP Portal Version: 4.10.5.11 Build: #55 right 2018 Digital Harbor Inc. All ri	9 gits reserved.	_	

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