

Enrolling as an Ordering/Referring/Prescribing (ORP) Provider

These instructions are for a provider who is not currently enrolled as a Maryland Medicaid provider. A provider should enroll as an ORP provider if they are a student in Organized Health Care Education/Training Program, or if they intend to enroll in Maryland Medicaid for the sole purpose of ordering, referring, or prescribing items or services for Maryland Medicaid participants. ORP providers are not eligible for reimbursement by Maryland Medicaid. Providers who wish to submit claims to Maryland Medicaid for covered services must enroll to their full level of professional licensure.

STEP 1: Log into the portal, Select the “Applications” tab and then Select “New Application”.



My Applications

Here are your in-progress or submitted applications for your Maryland Medicaid accounts. Once you have completed the enrollment process, you will be able to modify your accounts. Listed below are the provider applications you have or are currently enrolling in Maryland Medicaid.

[New Application](#)

- Filter by - | - Please select a filter - | Search

Application ID	Status	Name	Type	NPI	Application Complete	Last Update	Owner	Actions
There are no applications to display								

STEP 2: Select “I’m new to Maryland Medicaid, and I want to create a new application.” Next, select the first option, “I’m an individual health care practitioner.” Lastly, click Continue.

Start Application | Business Structure | NPI | Provider Type

Hello,

Please answer this simple questionnaire to help me to 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
 - I'm an Individual health care practitioner
 - 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](#).

[Previous](#) | [Continue](#)

STEP3: Select the third option, “I’m an Ordering/Referring/Prescribing (ORP) provider” and “Continue”.

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)
- My sole purpose is to order, refer, or prescribe items or services for Maryland Medicaid participants
- I'm not currently enrolled as a Maryland Medicaid provider
- I'm a Student in an Organized Health Care Education/Training Program

Once you have made your choice, select Continue

Previous Continue

STEP 4: On the next page, ePREP will ask you to enter your Type 1 NPI and select “verify”. ePREP will pull back information associated with that NPI from NPPES and ask you to confirm the information is correct. Finally, select “Continue”.

My Home Applications Accounts My Tools Help

Start Application Business Structure NPI Provider Type

Terrific! Now I have your registry! To be safe, check if your information is correct before moving on.

National Provider Identifier (NPI) [input field] Verify

National Provider Identifier (NPI)	[blurred]
Type	1-Individual
First name	[blurred]
Last name	[blurred]
Taxonomy Code(s)	[blurred]
NPPES address (registered)	[blurred]

Is this information correct?

Yes No

When you have entered and verified your NPI, select Continue.

Previous Continue

STEP 5: On the next page, select “Prescribing Provider” from the Provider Type dropdown and click “Continue”. The ORP Application will be created.

The screenshot displays the ePREP PORTAL interface. At the top, there is a navigation bar with the portal name and user icons. Below it, a secondary navigation bar includes links for 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The main content area features a progress indicator with four stages: 'Start Application', 'Business Structure', 'NPI', and 'Provider Type'. The 'Provider Type' stage is highlighted with a red circle. A message bubble states: 'Now that your NPI has been verified, select your provider type from the drop-down list, and press Continue to move on.' Below this, a 'Provider Type' dropdown menu is open, showing the option 'Ordering, Referring, Prescribing (ORP) Provider' selected. A red arrow points from this selection to the 'Continue' button at the bottom right of the form area. A 'Previous' button is also visible at the bottom left.