MARYLAND MEDICAID REVALIDATIONS IN ePREP

All Medicaid providers must revalidate with Maryland Medicaid at least every five years. To revalidate in ePREP, Maryland Medicaid will send a notice in the mail to prompt the provider to enter ePREP and submit a revalidation application. Please use these instructions for the simplest way to revalidate. NOTE: To sign a revalidation application, the User Profile must be the rendering provider revalidating, the solo-practitioner, or a disclosed managing employee, owner, control interest or agent (MOCA).

*NOTE: ePREP requires a specific revalidation application that is only available once ePREP prompts the provider to revalidate. Supplemental applications to update the provider's account are not sufficient as revalidation applications.

STEP 1:   Sign into ePREP and select the Business Profile under which the account revalidation belongs. Proceed to the "Accounts" tab.

STEP 2:   Under "Actions," select the "revalidation icon" (two arrows forming a circle, as seen below)

STEP 3: After clicking the revalidation icon, a pop up will appear to confirm to identify the account up for revalidation. Review the information and then select "Create Application"
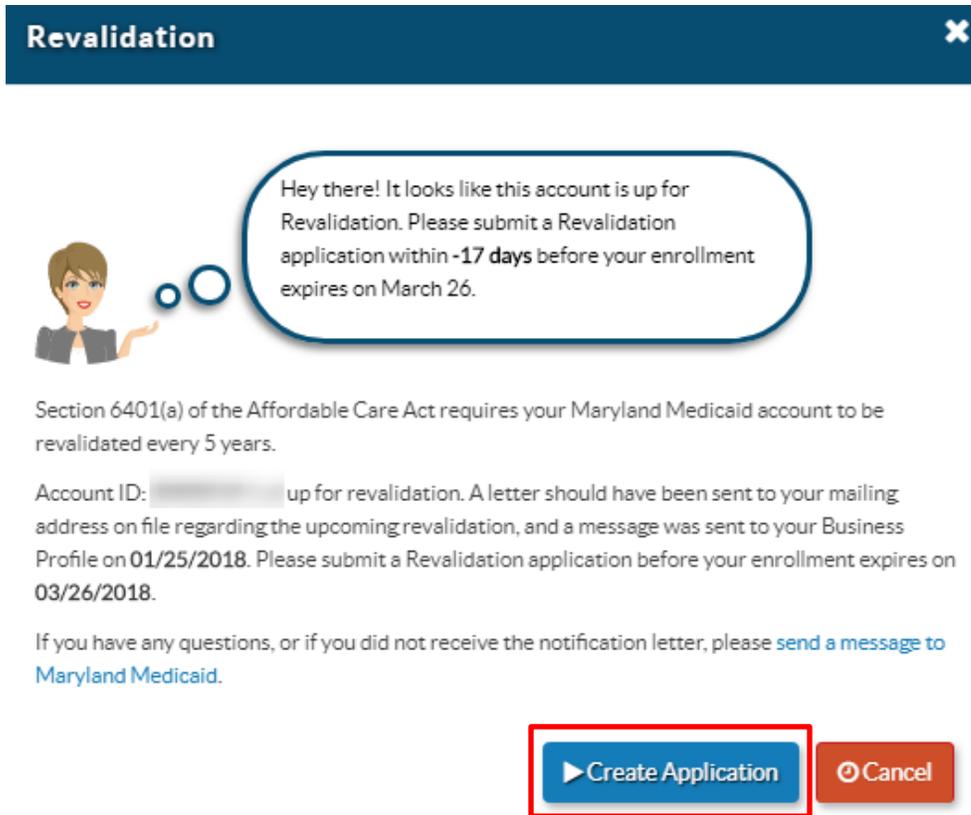
Revalidation ✕

Hey there! It looks like this account is up for Revalidation. Please submit a Revalidation application within **-17 days** before your enrollment expires on March 26.

Section 6401(a) of the Affordable Care Act requires your Maryland Medicaid account to be revalidated every 5 years.

Account ID: [redacted] up for revalidation. A letter should have been sent to your mailing address on file regarding the upcoming revalidation, and a message was sent to your Business Profile on **01/25/2018**. Please submit a Revalidation application before your enrollment expires on **03/26/2018**.

If you have any questions, or if you did not receive the notification letter, please send a message to Maryland Medicaid.

▶ Create Application   ⟳ Cancel

STEP 4: Another pop up appears to remind provider to update licenses, permits, certificates, and other documents within the Revalidation application. Review and select "Continue"

Revalidation

And finally, make sure that all licenses, permits, certificates and other documents are included and up-to-date.

Continue

STEP 5: After hitting continue, the revalidation application will open. ePREP will pre-populate with the information from the existing account. Fill out the application and submit. NOTE: At this point, provider may save progress and return to the revalidation application at a later time to complete and submit. Once started, go to the application tab to click on the revalidation application.