



ePREP FQHC Training

2020



Welcome

Please access the **Electronic Provider Revalidation and Enrollment Portal (ePREP)** at:

eprep.health.maryland.gov

Agenda

- Overview of ePREP Features and Terminology
- Managing Accounts
- Application Walkthrough
- Work Session and Application Submission

ePREP Terminology

- **User Profile:** Your individual username, used to log in to ePREP.
- **Business Profile:** A centralized environment that houses your enrolled Medicaid provider accounts and applications. A user may have access to one or more business profiles.
- **Account:** ePREP record for an enrolled provider, associated with a single NPI, provider type, practice location, and provider Medicaid (MA) number.
- **Linking:** Connecting your Business Profile to an existing account so that you can view and manage it.

ePREP Terminology Cont'd

- **New Group:** Application to enroll a new practice location with at least one affiliated rendering provider. Similar to New Group, ePREP also houses New Facility, New Waiver & New A-Typical & New Resource.
- **New Rendering:** An application to enroll an individual practitioner, new to Medicaid, to be affiliated with one of your group locations.
- **Rendering-S:** A simplified application to affiliate a group with a rendering provider, both of whom are already enrolled in Medicaid.
- **Supplemental:** A change in a provider's account information or required documenting, such as correspondence address or an updated professional license

ePREP Terminology Cont'd

- **Revalidation:**

- Application to renew your Medicaid enrollment at least every 5 years.
- Scheduled automatically in ePREP when they are due. You may only submit a revalidation application when you receive a notification that it is time to do so.
- You will receive a printed revalidation notification in the mail for your initial notification. After your ePREP account is set up, you will receive electronic revalidation notifications.

Sign Up (User Profile)

ePREP PORTAL Bulletins Contact Us **Sign Up** Login

Welcome to ePREP!
My name is Lucy. I'm here to help you create your ePREP User Profile. This profile allows you to securely login to the ePREP Portal at any time (24/7) from an up-to-date web browser: Chrome, Firefox, Safari, IE Explorer.
Let's get started!

First name Last name
Username

Password Confirm

Phone number

Recovery email address

I'm not a robot
This reCAPTCHA is for testing purposes only. If you see this, please report to the site admin if you are seeing this. [Privacy](#) - [Terms](#)

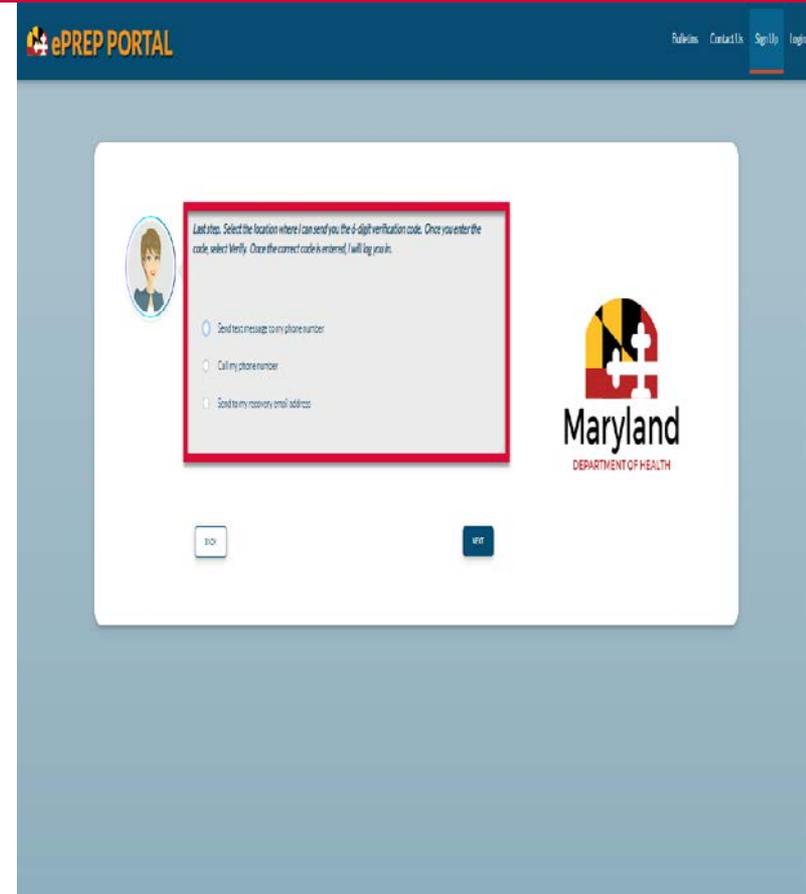
By selecting *Next*, you agree to the [Terms and Conditions](#).

NEXT


Maryland
DEPARTMENT OF HEALTH

Multi-Factor Authentication

- The next page allows the User to access ePREP's Multi-Factor Authentication tool. The User can select from three options to have their Verification Code sent to them to complete the Sign Up process:
 - Text Message (MDH recommends during Sign Up the User enters a Cell Phone Number for this purpose)
 - Phone Call
 - Email



Multi-Factor Authentication Cont'd

- Once the User has received the Verification Code via one of the methods above, enter the Verification Code to complete the Sign Up process.

ePREP PORTAL Bulletins Contact Us Sign Up Log In

I'm sending you the verification code to this location. This code will expire in 90 minutes. This code can only be generated up to 5 times within a 24 hour period.

Verify Your Phone Number:

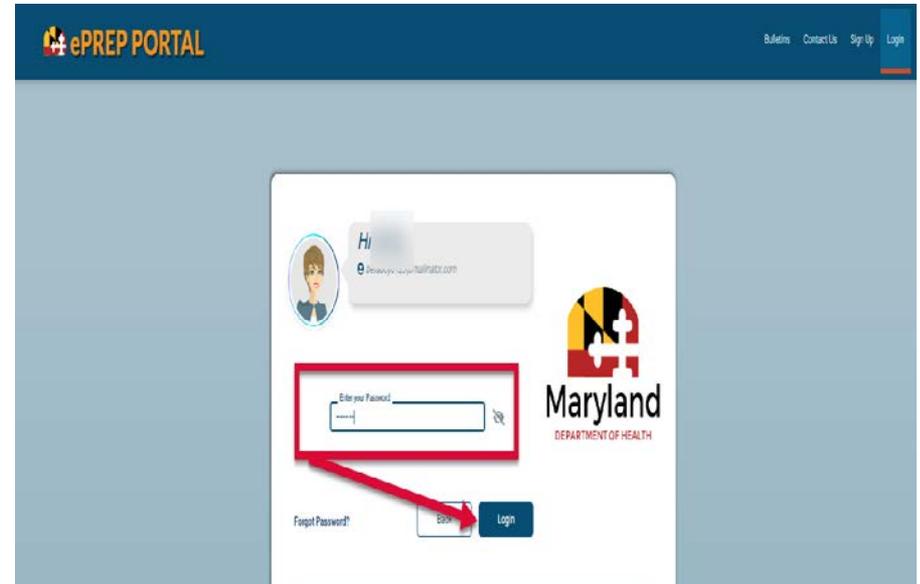
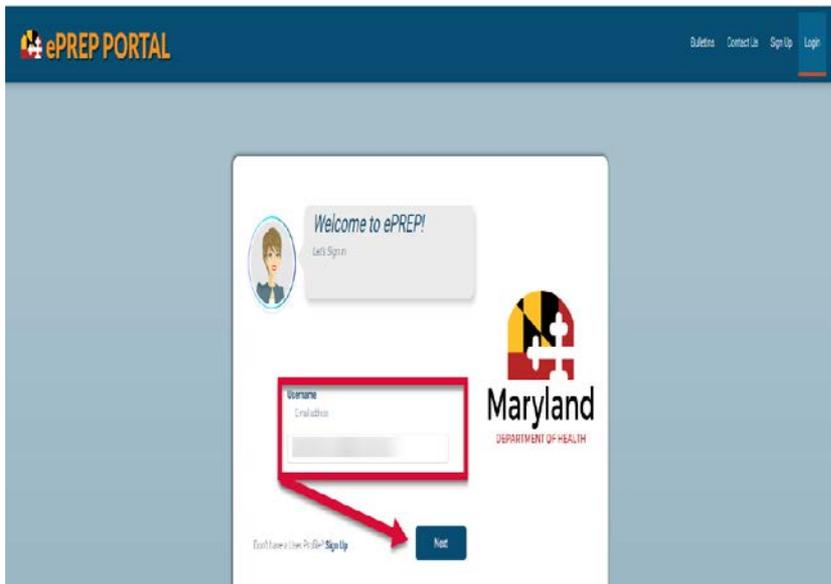
Enter a 6 digit Verification Code
ePREP_

Back

Maryland
DEPARTMENT OF HEALTH

Multi-Factor Authentication Cont'd

- Once the User has entered the code, ePREP will direct you back to the login page where the User will enter their login credentials.



Business Profile

- ePREP provides a centralized and secure environment called the Business Profile. The Business Profile houses all your Maryland Medicaid accounts and applications including your NPIs, MA number(s), or Tax ID(s).
- A User Profile may have access to one or more Business Profiles.

Business Profile Cont'd

ePREP PORTAL

Let's Create Your Business Profile

Enter NPI or Provider ID

1222222222 ✓

Verify NPI/Provider ID

Thank you! It looks like your organization is new to ePREP. Enter the Business Profile name that represents your organization, *Create Business Profile*

Business Profile Name

BUSINESS NAME HERE

is required

Create Business Profile

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

Maryland
DEPARTMENT OF HEALTH

Business Profile Cont'd

- To create a Business Profile you can use your NPI or if you are already a Maryland Medicaid provider you can use your Provider ID to create the Business Profile.
- If you want to join an existing Business Profile you can enter either the NPI or the Provider ID.

Business Profile Cont'd

- Enter the NPI and click verify to begin the Business Profile.
 - If a Business Profile has already been created with that NPI, then the Business Profile Name will populate and the User will have to choose the Request to Join function.
 - If there is no Business profile Created with that NPI then the User will enter the name of the Business Profile and select Create Business Profile.

The screenshot displays the 'ePREP PORTAL' interface for creating a business profile. At the top, the header includes the portal name and navigation icons. The main content area is titled 'Let's Create Your Business Profile'. It features a text input field for 'Enter NPI or Provider ID' containing the number '122222222' with a green checkmark. Below this is a blue button labeled 'Verify NPI/Provider ID'. A message box states: 'Thank you! It looks like your organization is now to ePREP. Enter the Business Profile name that represents your organization, Create Business Profile'. This message box contains a 'Business Profile Name' field with the placeholder 'BUSINESS NAME HERE' and a 'Create Business Profile' button. A red box highlights the name field, and a red arrow points from it to the 'Create Business Profile' button. At the bottom left, there is a checkbox labeled 'I'm new to Maryland Medicaid and I do not have an NPI or Provider ID'. On the right side, the Maryland Department of Health logo is displayed.

Business Profile Cont'd

- The final step to creating the business profile is answering three Security Questions to unlock the Business Profile.
- The User must validate their identity by correctly answering three security questions. After the User enters the answer for each question, either click outside the box or click Tab to save the entry. The next question will not appear if the answer is incorrect.

Business Profile Cont'd

ePREP PORTAL [Email] [Notifications] [User Profile]

Let's Create Your Business Profile

You have 3 chances per session to answer correctly.

First Question
What are the last 4 digits of your SSN?
Answer: [Masked Input: ••••]
Correct Answer

Second Question
What is your date of birth?
Answer: [Masked Input: ••/••/••••]
Correct Answer

Third Question
What is your professional license number?
Answer: [Masked Input: ••••••]
Correct Answer

Congratulations!!
You had succesfully linked your account(s) to your Business Profile.
To see your account(s) now [click here](#) or select continue to go to your Business Profile's Home page.

[Open Profile](#)

Business Profile Cont'd

Let's link your account(s) to your Business Profile

To continue the linking process, please answer 3 questions to verify your identity.
After entering your answer, click in a blank space or press Tab to show the next question.
When you have answered all three questions, select **Continue**.

You have 3 chances per session to get them correctly.

First Question
What are the last 4 digits of your SSN?

Answer
XXXX
Correct Answer

Second Question
What is one year when you were enrolled with Maryland Medicaid?

Answer
XXXX
Correct Answer

Third Question
What is your professional license number?

Answer
XXXXXXXX
Incorrect answer

Please try again or choose a different question.
You have 3 chances remaining to answer correctly.
Once you have used your 3 chances, you will be prompted to create a new Business Profile. Then afterwards you can try again by choosing **Link Accounts** under the **Accounts** tab.

If you feel your answers are correct, send a message to Maryland Department of Health.

 [← Complete this later](#)

ePREP Landing Page

The image shows a screenshot of the ePREP Portal landing page. At the top, there is a dark blue header with the "ePREP PORTAL" logo on the left and navigation icons (mail, chat, calendar, user profile) on the right. Below the header, there are navigation links: "My Home", "My Tools -", and "Help". The main content area features a light blue background with a central isometric diagram of five buildings representing different portal features: "LEARNING CENTER", "MY TOOLS", "MESSAGE CENTER", "MY APPLICATIONS", and "MY ACCOUNTS". A female user avatar is shown on the left. A speech bubble from the user avatar says: "As you explore this page by clicking on the different items, I'll tell you more about where each item will take you." Another speech bubble from the "MY TOOLS" building says: "Utilize the icons on the right of the My Tools section to have quicker access to ePREP functions." A speech bubble from the "MY APPLICATIONS" building says: "The My Applications option will bring the User to their list of all Applications in the system." A speech bubble from the "LEARNING CENTER" building says: "The Learning Center is where the User can access the In-Context Tutorials (ICT) which further explains how to use ePREP to complete different types of applications and describes the different functionalities of ePREP." A speech bubble from the "MESSAGE CENTER" building says: "The Message Center houses all messages and notifications relating to the Business Profiles." A speech bubble from the "MY ACCOUNTS" building says: "The My Accounts feature houses all Accounts surrounding the TAXID for the Business Profile." The "MY TOOLS" building has several icons on its right side, including a play button, a magnifying glass, a gear, and a document.

ePREP-Applications

ePREP PORTAL

My Home **Applications** Accounts My Tools Help

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.

List of all Applications (Current and Processed/Closed)

New Application

Filter by - Please select a filter - Search

Application ID	Status	Name	Type	NPI	Application	Complete	Last Update	Owner	Actions
	In Progress				CHOW	0%			
	In Progress				Rendering-S	64%			
	In Progress				Supplemental	0%			
	Approved				Revalidation	100%			
	In Progress				Rendering Provider	12%			
	In Progress				Rendering-S	91%			

ePREP-Applications Cont'd

The screenshot displays the ePREP PORTAL interface. At the top, the navigation bar includes 'My Home', 'Applications' (highlighted), 'Accounts', 'My Tools', and 'Help'. Below the navigation bar, a progress indicator shows four steps: 'Start Application' (active), 'Business Structure', 'NPI', and 'Provider Type'. The main content area features a welcome message from a virtual assistant: 'Hello [Name], 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!'. Below the message are four radio button options for application types. Red arrows point from these options to three explanatory text boxes on the right. A 'Previous' button is located at the bottom left of the main content area.

Start Application | Business Structure | NPI | Provider Type

Hello [Name],
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 want to make changes to my account

value is required

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

← Previous

Users will choose this option to add a Rendering Provider to the FQHC Location through either a New Rendering or Rendering-S Application.

Users will choose this option to create a New Group Application for a new (or previously enrolled FQHC location-uncollapsed).

Users will choose this option to start a Supplemental Application to make changes to the Account (ie Correspondence Address, Contact Information, License Updates).

ePREP - Accounts

Accounts

My Home Applications **Accounts** My Tools Help

Accounts

Hello again! Listed below are your active Maryland Medicaid accounts. If you have any questions about them, please [send a message](#) to a Maryland Medicaid representative.

New Accounts Dashboard to easily navigate several Accounts

Accounts Dashboard

Accounts: 2

- Current: 2
- Suspended: 0
- Revalidation Started: 0
- Revalidation Scheduled: 0

Affiliations: 76

- Current: 76
- Suspended: 0
- Lic. Expiring: 0
- Lic. Expired: 76
- Revalidation Started: 0
- Revalidation Scheduled: 0

Below is a summary chart of key information for each Account.

[Link Accounts](#)

Account ID	Provider ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	License State	Service Address	Actions
		36 - Active Pay			Group Billing		11/06/1981			
		36 - Active Pay			Group Billing		09/20/2010			

ePREP – Accounts Cont'd

****IMPORTANT REMINDER****

Users should **NEVER** link a Rendering Provider's NPI to the same Business Profile as the FQHC.

Each Rendering Provider should have a separate Email Address, User Profile and Business Profile.

ePREP – Rendering Provider Affiliation

To add the Rendering Provider to the FQHC, utilize the Add Affiliation Icon Under the Accounts tab.

The screenshot shows the ePREP PORTAL interface. At the top, there's a navigation bar with the ePREP PORTAL logo, a calendar icon, a notification icon, and a user profile icon. Below the navigation bar, a message bubble says "Hello again. Listed below are your active Maryland Medicaid accounts. If you have any questions about them, please send a message to a Maryland Medicaid representative." The main content area is titled "Accounts Dashboard" and features two donut charts. The first chart, "Accounts: 2", shows 2 Current accounts, 0 Suspended, 0 Revaluation Started, and 0 Revaluation Scheduled. The second chart, "Affiliations: 76", shows 76 Current, 0 Suspended, 0 Lic. Expiring, 76 Lic. Expired, 0 Revaluation Started, and 0 Revaluation Scheduled. Below the charts is a "Link Accounts" button. At the bottom, there's a table with columns for Account ID, Provider ID, Status, Provider Name, Provider Type, Account Type, NPI, Begin Date, License State, Service Address, and Actions. The table contains two rows of data, both with "36 - Active Pay" status. The first row is for a "Clinic FQHC" and the second for a "Dental Provider". Both rows have a red "Add Affiliation" icon in the Actions column.

Account ID	Provider ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	License State	Service Address	Actions
		36 - Active Pay		Clinic FQHC	Group Billing					
		36 - Active Pay		Dental Provider	Group Billing					

ePREP – Rendering Provider Affiliation Cont'd

Enter the provider's NPI you would like to affiliate with:

National Provider Identification (NPI) [Verify](#)

The following account(s) were found associated with ePREP Portal. Please select the account that belongs to the provider you would like to affiliate.

Account ID	Provider Name	Provider Type
<input checked="" type="radio"/>	<input type="text"/>	Physician

[Continue](#)

You can "Add" an affiliation with a provider for this server location by selecting the button "Add Affiliation". To remove an affiliation, please select the trash icon from the provider record you would like to disaffiliate. You will need to sign and submit a Disaffiliation form.

[Add Affiliation](#)

Account ID	Provider ID	Rendering Name	NPI	Provider Type	Affiliation Status	Actions
				Physician Assistant	Affiliation in Progress	
				Physician Assistant	Affiliation in Progress	
				Physician	Affiliation in Progress	
				Physician	Affiliation in Progress	
				Dental Provider	Approved	

Showing 5 records per page.

ePREP – Rendering Provider Affiliation Cont'd

The User should fulfill the Application by working Top to Bottom, enclosing the Circles in each section for Completion.

The screenshot displays the ePREP Portal interface. At the top, there is a navigation bar with the ePREP PORTAL logo and user profile information. Below the navigation bar, there are tabs for My Home, Applications, Accounts, My Tools, and Help. The main content area is divided into several sections:

- Provider Information:** A summary card showing 36% completion for Provider Name, Provider Type, Application ID, Creation Date, and Package Type. It includes a 'Send to Rendering' button.
- Group Info:** A section with an 'Expand All' button and a progress bar. It contains sub-sections: Business Information, Group Signature, and Electronic Signature. The 'Electronic Signature' section is highlighted with a red circle.
- Rendering Info:** A section with an 'Expand All' button and a progress bar. It contains sub-sections: Getting Started, Profile Information, Rendering Signature, and Submit Application.
- Declarations:** The main content area, showing a progress bar and a declaration form. A callout box contains the following text: "You're almost ready to sign your application! Even though you have access to agree to these declarations, you might not meet the requirements to sign on behalf of the Group because you're not authorized or aren't an approved Delegated Official. To prevent a Return to Provider (RTP), make sure you have already been disclosed and approved as a Delegated Official or someone with ownership or control interest in your Group." Below this, there is a text input field with a "value is required" error message and a "Continue" button.

ePREP – Electronic Signature

- All Applications must be Electronically signed. Who can sign the Application? It depends on the Application:
 - The User can sign for the existing FQHC Accounts that are already enrolled if they are an Administrator.
 - For New FQHCs, the person signing must add themselves as an Owner or Managing Employee in the Disclosure Section.
 - New Rendering Providers need to sign their own Applications.

ePREP – Electronic Signature Cont'd

- Once the Group Signature has been completed, the Application needs to be sent to the Rendering Provider.
- The Rendering Provider must sign their portion of the Application.
- For Rendering-S Applications ONLY
 - Any User can sign on behalf of a Rendering Provider if the user is an Administrator on the provider's Business Profile.

ePREP – New Group Application (or Uncollapsing)

- FQHCs currently bill for services under a single NPI for all of their locations. However, MDH envisions that change happening in the future.
- When that time comes, FQHCs will need to “Uncollapse” their locations and enroll each location under a separate NPI.
- New Group Applications Require some additional steps.

ePREP – New Group Application (or Uncollapsing) Cont'd

The screenshot shows the ePREP Portal interface. At the top, there is a navigation bar with the ePREP PORTAL logo, notification icons (3 and 28), a search icon, and a user profile icon. Below the navigation bar are tabs for My Home, Applications (selected), Accounts, My Tools, and Help. The main content area is titled 'Start Application' and features a progress indicator with two steps: 'Start Application' (active) and 'Business Structure'. A welcome message from a cartoon character says: 'Hello, [redacted]. 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!'. Below the message is a list of four application options, each with a radio button and an icon: 1. 'I'm enrolled in Maryland Medicaid, and I want to create an application' (document icon, selected, highlighted with a red box); 2. 'I'm enrolled in Maryland Medicaid, and I want to affiliate with another provider' (person icon); 3. 'I'm new to Maryland Medicaid, and I want to create a new application' (plus sign icon); 4. 'I want to make changes to my account' (pencil icon). A red callout box points to the first option with the text: 'Utilize this option to create a New Group application for a New (or previously enrolled FQHC location, Uncollapsing). This option will save time by auto-populating some of the application fields.' At the bottom of the page, there are two buttons: 'Previous' on the left and 'Continue' on the right, with the 'Continue' button highlighted by a red box. A red arrow points from the first option to the 'Continue' button. The footer of the page reads 'ePREP Portal'.





ePREP – New Group Application (or Uncollapsing) Cont'd

ePREP PORTAL

My Home **Applications** Accounts My Tools+ Help

Start Application **Business Structure** NPI

Okay, since you're already enrolled in Maryland Medicaid, select how you'd like to update your account.

Please select the option that best describes the application you'd like to create

My practice opened a new service location ✓

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

← Previous **Continue** →

ePREP Portal

ePREP – New Group Application (or Uncollapsing) Cont'd

The screenshot shows the ePREP PORTAL interface. At the top, there is a navigation bar with 'My Home', 'Applications' (highlighted), 'Accounts', 'My Tools', and 'Help'. Below this is a progress bar with three steps: 'Start Application', 'Business Structure', and 'NPI' (the current step). A callout bubble says: 'Great information. Now, select an account from the accounts list so I can auto-fill the new application using the selected accounts'. The main form asks: 'Which NPI will you be using for your new service location?' and 'National Provider Identifier (NPI)'. A text input field contains a value, followed by a green checkmark and a 'Verify >' button. A red box highlights this area with the text: 'Enter the NPI of the new service location. The NPI should be different than your location that is already enrolled.' Below this, it says: 'The NPI you entered is associated with an existing Maryland Medicaid account. Which account would you like to use?'. A table lists existing accounts:

Select	Account ID	Provider Name	Provider Type	NPI	Service Address
<input type="radio"/>			Clinic FQHC		

A red box highlights the table with the text: 'Then, Select the existing account that most closely resembles the new location (ie same provider type)'. At the bottom, there are '← Previous' and 'Continue →' buttons, with the 'Continue' button highlighted by a red box.

ePREP – New Group Application (or Uncollapsing) Cont'd

ePREP PORTAL

My Home Applications Accounts My Tools - Help

Provider Name
Provider Type
Application ID
Creation Date
Package Type

0% Complete 0% Documents

New Message Submit

Content Expand All

- Getting Started
- Business Information
- Business Profile
- Contact Person
- Addresses
- Logistics
- Practice Information
- Disclosure Information
- Rendering Provider Affiliations
- Signature
- Submit Application

Business Profile TIN/SDAT & Business License Summary

Please share some basic information about your business.

Legal name

Does your business use a registered Doing Business As (DBA)?
 Yes No

Entity type
Limited Liability Company

Business number

Extension

Practice Website's URL

Previous Continue

Operational information about your practice location (hours, age of patients, managed care participation, etc.)

Owners, partners, managing employees, etc. The User must add the person who will sign the application in this section.

ePREP – New Group Application (or Uncollapsing) Cont'd

The screenshot shows the ePREP PORTAL interface. At the top, there is a navigation bar with 'My Home', 'Applications', 'Accounts', 'My Tools -', and 'Help'. Below this, a progress bar indicates '0% Complete' and '0% Documents'. The main content area is divided into two tabs: 'Ownership/Control Interest' (active) and 'Summary'. A callout box with a speech bubble icon contains the text: 'In this section, a complete disclosure of ownership and financial interest is required. Please add at least one owner or those parties who have control interest in your Group. Keep in mind that you can share any record with another user, making it easy to complete your application.' Below this, there is a text area with instructions: 'Are there any Individuals or Entities (Corporations, unincorporated associations, partnerships, or similar entities) who have 5% or more (direct or indirect) Ownership or control interest, or any partnership interest in C... All entity owners' board members, officers of a corporation, and directors must be disclosed in this section. Indirect entity owners do not need to disclose board members, officers of a corporation or directors if those individuals' only relation to applicant is via the indirect owner. Additionally all board members, officers of a co... must be reported in this section as well. Below are the Owners or those with whom have Control Interest you have disclosed or will disclose under Any changes made to this list will affect each account with the same Tax ID.' At the bottom, there is a table with columns: 'Type', 'Name', 'Ownership/Control Interest', 'Status', and 'Actions'. The table currently contains one row: 'No Ownership Control Interest listed.' A red arrow points from the callout box to the 'Name' column header.

ePREP – New Group Application (or Uncollapsing) Cont'd

Provider Name
Provider Type
Application ID
Creation Date
Package Type

0% Complete
0% Documents

New Message Submit

Content Expand All

- Getting Started
- Business Information
- Practice Information
- Prof. Licenses & Certificates
- NPI/Taxonomy/Specialty
- Additional Information**
- Disclosure Information
- Rendering Provider Affiliations
- Signature
- Submit Application

Addenda/Supporting Documents Summary

Okay, your provider type Clinic FQHC requires specific addenda and supporting documents to be included in this application for enrollment approval. Please add them by selecting the hyperlink.

Select [Addenda/Supporting Documents](#) to obtain the required addenda and supporting documents for the Clinic FQHC provider type. Once you have completed your required attachments, click the [Add](#) button to add them to your application.

Addenda/Supporting Document Name	Documents	Actions
There is no addenda		

Previous Continue

The User must upload an Addendum for each FQHC location enrolled.

ePREP – New Group Application (or Uncollapsing) Cont'd

Go to: <https://health.maryland.gov/providerinfo>

Click on "Provider Application and Agreement Forms".

C

PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
CHIROPRACTOR	13	ePREP	ePREP	
CLINIC, ABORTION	30			X
CLINIC, DRUG	32			X
CLINIC, FAMILY PLANNING	33			X
CLINIC, FEDERALLY QUALIFIED HEALTH CENTER	34			X
CLINIC, LOCAL HEALTH DEPARTMENT	35			X
CLINIC, RURAL	37			X
CLINIC, GENERAL	38			X
CASE MANAGEMENT - NOT ELSEWHERE CLASSIFIED	81			X
CERTIFIED PROFESSIONAL COUNSELOR	CC	ePREP		

Download the addendum here



ePREP – New Group Application (or Uncollapsing) Cont'd

Go to: <https://health.maryland.gov/providerinfo>

Click on "Provider Application and Agreement Forms".

C

PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
CHIROPRACTOR	13	ePREP	ePREP	
CLINIC, ABORTION	30			X
CLINIC, DRUG	32			X
CLINIC, FAMILY PLANNING	33			X
CLINIC, FEDERALLY QUALIFIED HEALTH CENTER	34			X
CLINIC, LOCAL HEALTH DEPARTMENT	35			X
CLINIC, RURAL	37			X
CLINIC, GENERAL	38			X
CASE MANAGEMENT - NOT ELSEWHERE CLASSIFIED	81			X
CERTIFIED PROFESSIONAL COUNSELOR	CC	ePREP		

Download the addendum here



ePREP – New Group Application (or Uncollapsing) Cont'd



Addendum Cover Page for Maryland Medical Assistance Program Application FACILITY/ORGANIZATION

PT 34 FQHC

If you have questions, please contact the Provider Enrollment Helpline at **1-844-4MD-PROV (1-844-463-7768)**
Monday – Friday from 7am – 7pm.

All providers are required to use the **electronic Provider Revalidation and Enrollment Portal**, or ePREP (eprep.health.maryland.gov) for enrollment, information updates, provider affiliations and revalidations.

Please fill out the information below and upload the completed addendum to the "Additional Information" section under "Practice Information" within the ePREP (eprep.health.maryland.gov) "Applications" tab, along with any additional documents requested within the addendum.

Fill out the fields on the addendum.

Provider Information

NPI:

Tax ID:

MA Provider Number (if already enrolled in Maryland Medicaid):



ePREP – New Group Application (or Uncollapsing) Cont'd



**Addendum for Participation in Maryland
Medical Assistance Program Application**

FACILITY/ORGANIZATION

PT 34 FQHC

If you have questions, please contact the Provider Enrollment Helpline at **1-844-4MD-PROV (1-844-463-7768)**
Monday – Friday from 7am – 7pm.

Please upload this form to the "Additional Information" section under "Practice Information" within the ePREP (eprep.health.maryland.gov) "Applications" tab, along with any additional applicable supporting documents requested below.

Section I:
Please upload the following document to [ePREP](#):

1. A copy of your HRSA Grant Award for this location →

Save the addendum as a PDF, along with the HRSA Grant Award documentation.

Section II:
Please respond to all questions below and upload any applicable documents to [ePREP](#):

1. Is this location an MSDE approved School-Based Health Center (SBHC)?
 YES NO
 - If yes, please include a copy of your MSDE issued SBHC Application Approval in your upload.
2. Will you be rendering x-ray services?
 YES NO
 - If yes, please include a copy of your Radiation Machine Facility Registration and Certification issued by the Maryland Department of Environment or an x-ray certification from the state in which you practice in your upload.

ePREP – New Group Application (or Uncollapsing) Cont'd

If the User is enrolling a New Dental Practice Location instead of a New Clinic location, the User must submit a different addendum.

Go to: <https://health.maryland.gov/providerinfo>

Click on "Provider Application and Agreement Forms".

D	PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
	DIAGNOSTIC SERVICES, OTHER	60			X
	DIALYSIS FACILITIES	61			X
	DMS/DME PROVIDER	62			X
	DIETITAN/NUTRITIONIST.	85	ePREP	ePREP	
	DDA SERVICES PROVIDER NEW ENROLLEES	90			X
	DENTAL PROVIDER	14	X	X	

Addendum for new FQHC dental location

Addendum for rendering dentist

ePREP – New Group Application (or Uncollapsing) Cont’d

On the Dental Addendum, make sure the User answers “Yes” to the questions: “Are you rendering services in a FQHC?” in Section III.

Section II:

Please upload the following document to [ePREP](#):

1. Completed W-9 form
2. Completed Electronic Funds Transfer (EFT) form if you wish to receive payments via direct deposit.

If you should have any questions regarding the above items, please contact the Scion Dental Network Development Team at (800) 508-6965 or at Network.Development@ScionDental.com

Section III:

Please respond to the question below:

1. Are you rendering services in an FQHC?

YES

NO

- If yes, please provide the name, Maryland Medical Assistance Provider Number, and NPI of the FQHC in which you render services:

Page 2 of 12

V1 2018 effective 02/27/2018

PT 14 DENTAL

ePREP – New Group Application (or Uncollapsing) Cont'd

Next, attach the Addendum by clicking on the Paper Clip Icon.

Okay, your provider type **Federally Qualified Health Center (FQHC)** requires specific addenda to be included in this application for enrollment approval. Please add them by selecting the hyperlink.

Select [Addendum](#) to obtain the required addendum for the **Federally Qualified Health Center (FQHC)** provider type. Once you have completed your addendum select the **Add** button to attach it to this application.

Addendum/Supporting Document Name	Documents	Actions
FQHC Addendum	 <i>Document Required: Addendum Document document is required</i>	   

Add

Upload the addendum and HRSA document.

ePREP – New Group Application (or Uncollapsing) Cont'd

Next the User will be prompted to select a file.

Upload Document

Drag and drop here, or **Select your file ...**

File size can not be greater than 50 MB

Section Name

Document Name

Title

Description

Addendums

Share it in Document Library.

This is a sensitive document.

Attach **Cancel**

Upload the addendum and HRSA document.

ePREP – New Group Application (or Uncollapsing) Cont'd

The uploaded file will be indicated by a number next to the Paper Clip icon.



Thanks for that. Just double check that everything's correct before moving on.

 Summary: Addendum

Addendum Edit

Addendum/Supporting Document Name	Documents	Actions
FQHC Addendum	 <i>Attached: Addendum</i>	

Questions & Contacts

ePREP Portal: eprep.health.maryland.gov

Resources & Frequently Asked Questions:
health.maryland.gov/eprep

ePREP Call Center: 1-844-4MD-PROV (1-844-463-7768)

Monday – Friday 9AM-5PM

****Closed on State Holidays****













