

ePREP For Ordering/ Referring/ Prescribing (ORP) Provider

Brenda Logan (AHS)
Charles Choh (AHS)

Welcome to ePREP! ---

ePREP stands for **e**lectronic **P**rovider **R**evalidation and **E**nrollment **P**ortal.

Here are some of the Benefits of using ePREP:

- Applications can be filled out electronically instead of by paper
 - Easier/Quicker to fill out
 - Only the necessary fields for the type of application are generated
 - Shorter processing times
- Access to your Maryland Medicaid information (now called an Account in ePREP)
 - You can see the status of your account (Active, Suspended or Inactive)
 - You can see your affiliations
 - You can see all of your demographic information

Helpful Resources

- Maryland Medicaid has created a website with documents, checklists and webinars that will help you with ePREP

health.maryland.gov/eprep

Helpful Resources Cont. ---



- **Resources within ePREP**

- **Lucy** – Your enrollment buddy and guide appears on most pages to give you helpful information.
- **Lucy Hover Help** – When you click on or hover over a action item (textbox, drop down, Radio button), Lucy will pop up again with more information on what and how to enter information
- **In Context Tutorials** – If you see a filmstrip icon you can click on it to view a short 3 to 5 minute video explaining what needs to be done .



If you are an authorized signer, use your legal first name



ePREP Terminology

- **User Profile:** Your individual username, used to log in to ePREP.
- **Business Profile:** A centralized environment that houses your enrolled Medicaid entity 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 entity Medicaid (MA) number.
- **Linking:** Connecting your Business Profile to an existing account so that you can view and manage it.

Provider Accounts ---

- **IMPORTANT REMINDER**

- Each provider should have a separate email address, User Profile, and Business Profile.
- A provider should enroll as an ORP provider if they are a student in an 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.

ePREP Application Types ---

Application Types


- **New Application:** Application to enroll an individual provider new to Maryland Medicaid.
- **Supplemental:** A change in a provider's account information or required documenting, such as correspondence address or an updated license.
- **Disenrollment:** An application to stop being part of Maryland Medicaid. Started from the Accounts screen when viewing active accounts. An example of when to create a disenrollment application, will be if a facility intends to stop being part of Maryland Medicaid, or shutdown.

ePREP Application Types Cont. ---


Revalidation

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

Signing Up



Bulletins Contact Us **Sign Up** Login




Welcome to ePREP!
Let's Sign In

Username

E-mail address

Don't have a User Profile? **Sign Up** **Next**



Sign Up (User Profile)



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!



I'm not a robot



This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

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

NEXT



Verification Code

- Once you enter your User Profile information and select the method of verification, ePREP sends a six digit verification via email, text, or a phone call if selected to ensure a secure and safe login.
- If you select the email verification method, please check your inbox for an email from ePREP-MDH@dharbor.com with a subject of ***ePREP Verification Code***
- You may have to check your Spam, Junk, Trash or Clutter folder to find the six digit verification code.

Sign up verification



Last step. Select the location where I can send you the 6-digit verification code. Once you enter the code, select Verify. Once the correct code is entered, I will log you in.

- ☒ Send text message to my phone number
- ☐ Call my phone number
- ☐ Send to my recovery email address

BACK

NEXT



From the verification options provided, the top two options will require a phone number, which will be used to send out a text message or phone call with the area code: 1(850).



Email Verification

Subject: **ePREP Verification Code**
To: **joe**
From: **ePREP-MDH@dharbor.com**
Received: **Wed Feb 12 2020 11:01:13 GMT-0500 (Eastern Standard Time)**
Sending IP: **103.47.204.66**
Parts: [html](#)
Attachments: [\[Subscribe to receive Attachments\]](#)

[Back To Inbox](#)

Your code is **ePREP-113881**

ePREP Portal Administration

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.

Verification Code



I'm sending the verification code to this location:

Verify Your Phone Number:

(667) 305-5010

Enter 6 digit Verification Code

ePREP-922161

BACK

CALL INSTEAD

VERIFY

Once the six digits verification code is received and entered, Clicking on “VERIFY” completes the sign up process.

Sign Up Complete



You did it!

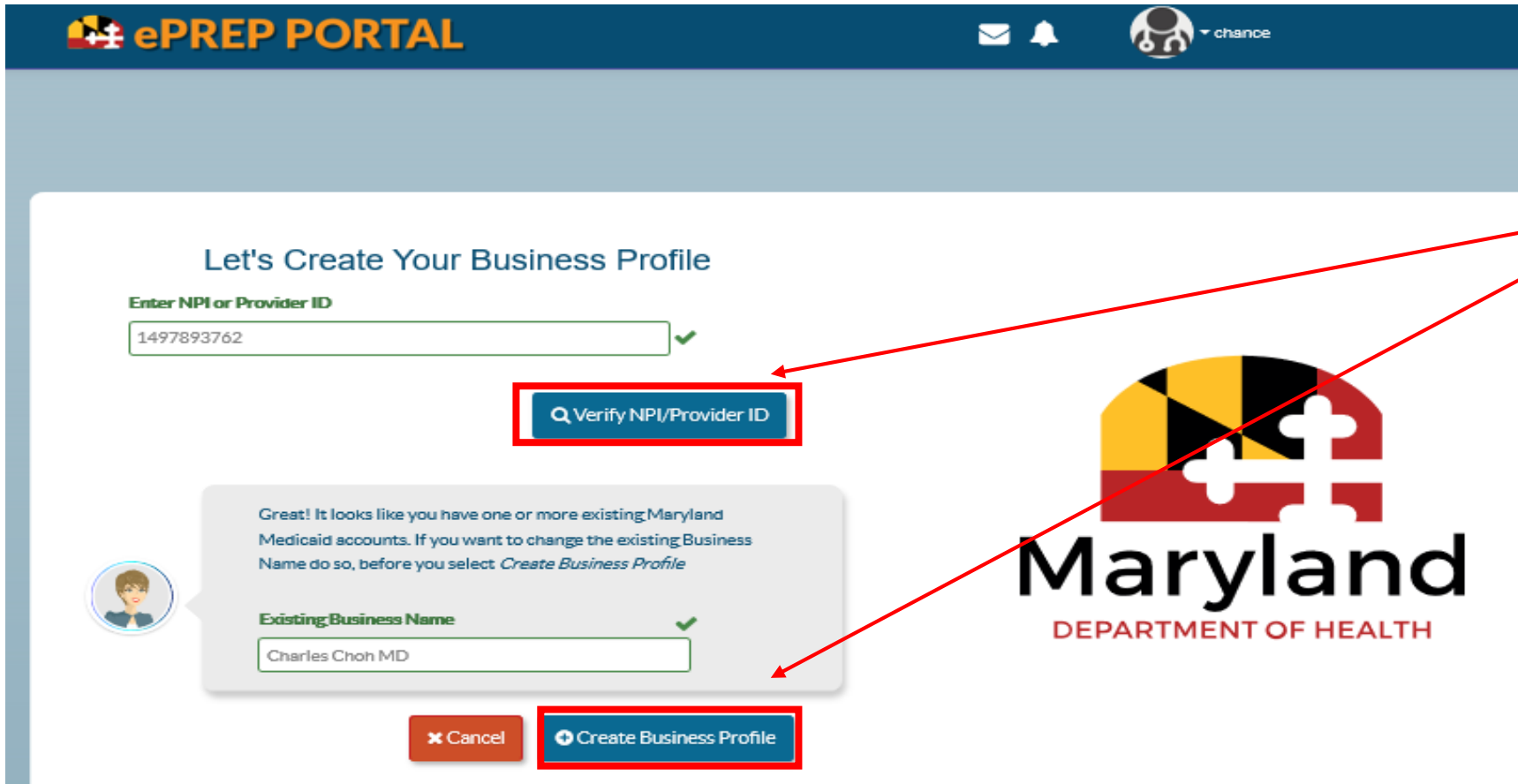


Success

Select Login to continue



NPI Verification and Business Profile set up



The screenshot shows the ePREP PORTAL interface. At the top, there's a dark blue header with the portal name, navigation icons, and a user profile. The main content area is titled "Let's Create Your Business Profile". It features a text input field for "Enter NPI or Provider ID" with the value "1497893762" and a green checkmark. Below this is a blue button labeled "Verify NPI/Provider ID" with a magnifying glass icon, highlighted with a red box. To the left, a grey callout box contains a message about existing Maryland Medicaid accounts and a text input field for "Existing Business Name" with the value "Charles Choh MD" and a green checkmark. At the bottom of the callout are two buttons: "Cancel" and "Create Business Profile", with the latter highlighted by a red box. The Maryland Department of Health logo is visible on the right side of the interface.

As first time users on ePREP, once the sign up process is complete, and we successfully login to the accounts, verifying the NPI numbers and existing business names is required to proceed with creating the business profile.

New ORP providers will proceed to view their user profiles, while existing ORP providers with Medicaid numbers, will have to complete the three question verification process to access their user and business profiles.

Home Page



New ORP Providers Applications

The screenshot shows the ePREP PORTAL interface. At the top, the header includes the ePREP PORTAL logo, notification icons, and user information for Charles ORP. Below the header, a navigation bar contains links for My Home, Applications, Accounts, My Tools, and Help. The 'Applications' link is circled in red. A red arrow points from this link to a 'New Application' button, which is also circled in red. Below the navigation bar, there is a 'My Applications' section with a calendar icon. A callout box with a woman's icon contains the following text: '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.'

From the “Applications” tab, select the “New Applications” option to start the application process.

New ORP Providers Applications Cont. _____

The screenshot shows the ePREP PORTAL interface. At the top, there's a navigation bar with 'My Home', 'Applications' (highlighted), 'Accounts', 'My Tools', and 'Help'. Below this is a progress bar with four steps: 'Start Application' (active), 'Business Structure', 'NPI', and 'Provider Type'. A welcome message from a virtual assistant says: 'Nice to see you again, [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!'. The main content area lists five options for creating an application. The first option, 'I'm new to Maryland Medicaid, and I want to create a new application', is highlighted with a red box and a red circle with the number 1. Below this, a sub-question 'What kind of provider are you?' is shown. The first option here, 'I'm an Individual health care practitioner', is also highlighted with a red box and a red circle with the number 2. At the bottom, there are two buttons: 'Previous' and 'Continue'. The 'Continue' button is highlighted with a red box and a red circle with the number 3.

ePREP PORTAL

My Home Applications Accounts My Tools Help

Start Application Business Structure NPI Provider Type

Nice to see you again, [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** 1

What kind of provider are you?

☒ **I'm an Individual health care practitioner** 2

☐ 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 →](#) 3

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

New ORP Providers Applications Cont. _____

The screenshot shows the ePREP PORTAL application form. At the top, there is a navigation bar with the ePREP PORTAL logo and several icons. Below the navigation bar, there is a progress bar with four steps: Start Application, Business Structure, NPI, and Provider Type. The Business Structure step is currently selected. The main content area contains a message from a user icon: "Great! Now select which business structure best fits you as a health care Individual provider." Below this message, there are three radio button options: "I'm a Solo Practitioner", "I'm a Rendering Provider", and "I'm an Ordering/Referring/Prescribing (ORP) provider". The third option is selected and highlighted with a red box and a red circle with the number 4. Below the selected option, there are four bullet points: "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", and "I'm a Student in an Organized Health Care Education/Training Program". At the bottom of the form, there is a message: "Once you have made your choice, select Continue". Below this message, there are two buttons: "Previous" and "Continue". The "Continue" button is highlighted with a red box and a red circle with the number 5.

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

- 4) Select the third option, "I'm an Ordering/Referring/Prescribing (ORP) provider"
- 5) Click on "Continue" to proceed.

New ORP Providers Applications Cont. ---

6) On this screen, ePREP will ask you to enter your Type 1 NPI

7) Select “verify” after entering the NPI. ePREP will pull back information associated with that NPI from NPPES.

8) confirm the information is correct.

9) Then, select “Continue” to proceed.

New ORP Providers Applications Cont. _____

The screenshot shows the ePREP PORTAL interface. At the top, there's a dark blue header with the portal logo, notification icons, and a user profile icon. Below the header is a navigation bar with links: My Home, Applications (highlighted), Accounts, My Tools, and Help. The main content area features a progress bar with four steps: Start Application, Business Structure, NPI, and Provider Type (the current step). A message box 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 shown with "Prescribing provider" selected and highlighted by a red box and a red circle with the number 10. At the bottom of the form, there are "Previous" and "Continue" buttons. The "Continue" button is highlighted by a red circle with the number 11. The footer contains the text: "ePREP Portal", "Version: 4.10.5.13 Build: #561", and "© Copyright 2019 Digital Harbor Inc. All rights reserved."

10) On this page, select “Prescribing Provider” from the Provider Type dropdown.

11) Click “Continue” to get started on your personalized application.

Completing the Application

The screenshot displays the ePREP application portal. At the top, navigation tabs include 'My Home', 'Applications' (selected), 'Accounts', 'My Tools', and 'Help'. Below the navigation, a header section shows the provider's name 'Charles Afful', provider type 'Prescribing provider', application ID '193NDL28', creation date '03/21/2019', and package type 'Ordering, Referring, Prescribing'. Progress bars indicate '5% Complete' for the overall application and '100% Documents'. A 'New Message' button is visible.

The main content area is divided into a sidebar and a main panel. The sidebar, titled 'Content', lists sections with corresponding completion status icons: 'Getting Started' (filled blue circle), 'Getting Started' (half-filled orange circle), 'Profile Information' (empty blue circle), 'Business Information' (empty blue circle), 'Practice Information' (empty blue circle), 'Disclosure Information' (empty blue circle), 'Signature' (empty blue circle), and 'Submit Application' (empty blue circle). A red oval highlights the 'Getting Started' section in the sidebar, and a red arrow points from it to a callout box.

The main panel shows the 'Getting Started' section, which is checked. It includes a message: 'Let's take a few minutes to watch these In-Context Tutorials before you start your application as a **Prescribing provider**. These videos will help you get oriented and make filling out your application a breeze. If you need help while working on your application, you can always come on back here for a refresher, or just look for the icon throughout ePREP Portal.' Below this, a 'Getting Started' section with a film icon lists 'Familiarize yourself with all the elements of this page, including:' followed by a bulleted list: 'Application structure', 'Social tools', and 'Status Indicators'.

- Filled circles indicate the section is completed.
- Half circles mean the section is not completed.
- Empty circles indicate sections not started.

Keep an eye on the completion prompts to guide you.
Make sure all the circles are filled in

Entering Documents Information

Content Expand All

- Getting Started
- Profile Information
- Business Information
- Practice Information
- Individual Licenses & Certifications**
- NPI/Taxonomy
- Disclosure Information
- Signature
- Submit Application

Individual Licenses & Certifications Summary

Here's where you can attach all of your professional licenses and DEA certificate(s). Please provide **clear copies** so my analysts can read them.

Please attach all required professional licenses and/or certificates.

Type	State/Province	Document number	Effective date	Expiration date	Document	Actions
No licenses or certificates are listed						

Does **Charles Afful** have a current **DEA Certificate**?

☐ Yes ☒ No

value is required

Previous Continue

Add License/Certificate

Type Other ✓

State/Province Maryland, MD ✓

Document number DC1234567 ✓

Effective date 03/06/2019 ✓

Expiration date 03/30/2020 ✓


+ Add X Cancel

Required documentations like Identification cards and valid school documentations information can be entered to the applications in the “Individual licenses & Certifications” section by clicking on the “Add” option and filling out the license information.

Attaching Documents

Individual Licenses & Certifications







Summary




Here's where you can attach all of your professional licenses and DEA certificate(s). Please provide **clear copies** so my analysts can read them.

Please attach all required professional licenses and/or certificates.

Add

Type	State/Province	Document number	Effective date	Expiration date	Document	Actions
Other	Maryland, MD	DC1234567	03/06/2019	03/30/2020	<div><div>Document Required: Prof. License/Cert Document document is required</div></div>	<div></div>

Does Charles Afful have a current DEA Certificate? 

Yes

☒ No

Please explain

N/A


value is required

Previous

Continue

Application File

Upload Document



Drag and drop here, or

Select your file...

File size can not be greater than 50 MB

Section Name

Professional Licenses & Certifications

Document Name

Title

value is required

Description


☒ Share it in Document Library.

☒ This is a sensitive document.

Attach

Cancel

Once the document information is manually entered, then you can attach the documents by clicking on the paper clip provided, and selecting the file to be attached to the application.



Electronic Signature

Content	Expand All
Getting Started	●
Business Information	○
Practice Information	○
Disclosure Information	○
Rendering Provider Affiliations	○
Signature	○
E-Signature	○
Submit Application	○



To continue with the e-Signature process, I need to verify your personal information.

After agreeing to the declaration, make sure your Social Security Number and Date of Birth **are identical** to what you entered in the **Personal Information** section of the **Ownership/Control Interest** sub-form.

Please treat this section the same way as if you were using your PIN at an ATM.

If you need help with this section, please watch this In-Context Tutorial about e-signing a Facility application.

☐ I, **Eprep Portal**, agree that my electronic signature is attributable as defined in Commercial Law Article § 21-208.

value is required

SSN (last 4 digits)

Year of birth

Email address

Password

###-##-__

##/##/__

training@mailinator.com

← Previous

Continue →

To electronically sign the application, the last four digits of the SSN, Year of birth, and Password of the authorized signer or provider is required to complete and submit the application for review and update.

Applications

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.

Your list of applications

The Status of your apps.

New Application

Additional Status Information.

Application ID	Status	Name	Type	NPI	Application	Complete	Last Update	Owner	Actions
193NDL28	In Progress	Charles Afful	Prescribing provider	1740661610	Ordering, Referring, Prescribing	16%	03/21/2019	Charles Choh	    

ePREP Portal
Version: 4.10.6.1 Build: #716

Questions & Contacts

ePREP Portal: eprep.health.maryland.gov

Resources and 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