

# **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](https://health.maryland.gov/eprep)

# Helpful Resources Cont.

---

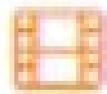


- **Resources within ePREP**

- **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

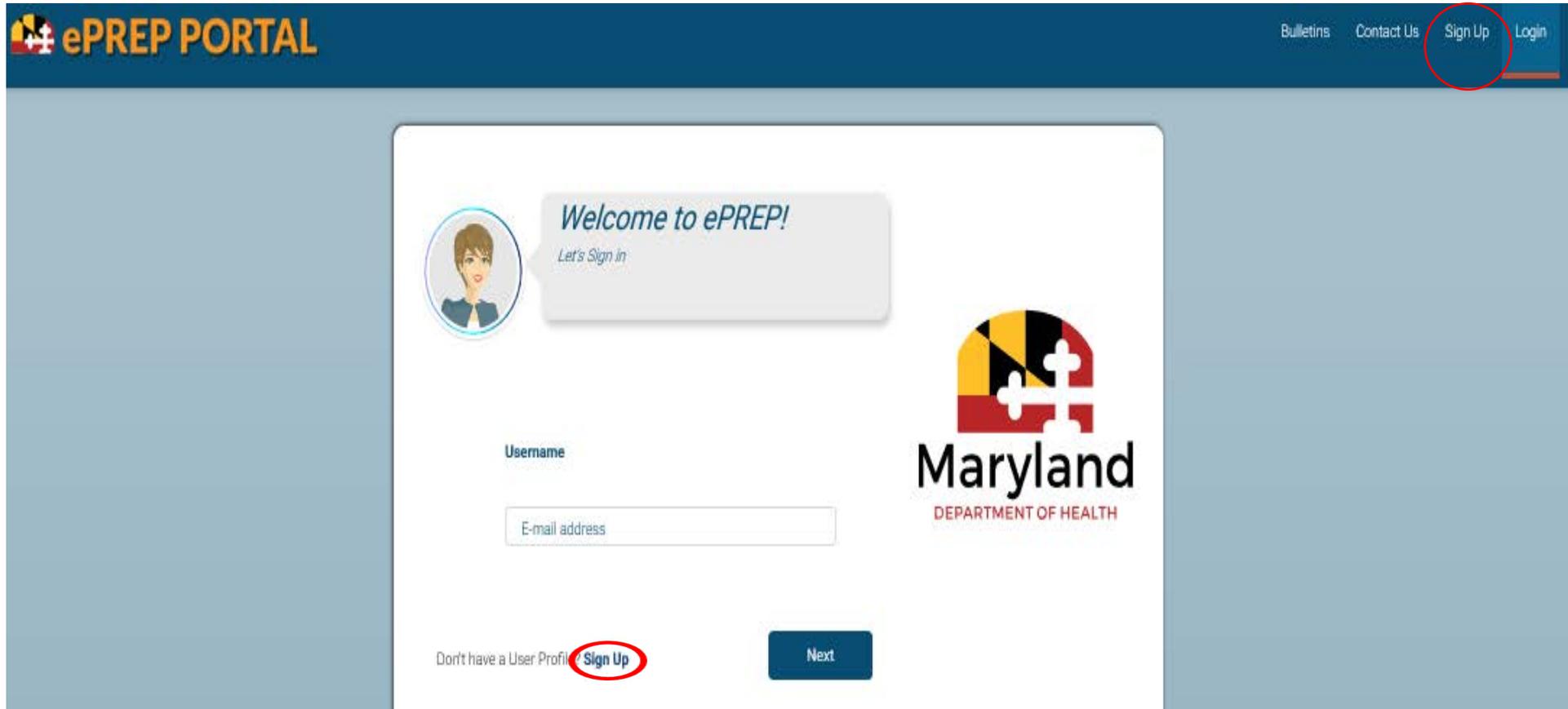
- **New Application:** Application to enroll an individual provider new to Maryland Medicaid.
- **Supplemental:** A change in a provider's account information or required documenting, such as correspondence address or an updated license.
- **Disenrollment:** An application to stop being part of Maryland 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



The screenshot shows the ePREP PORTAL interface. At the top left, the logo reads "ePREP PORTAL". At the top right, there are navigation links: "Bulletins", "Contact Us", "Sign Up", and "Login". The "Sign Up" link is circled in red. The main content area features a welcome message: "Welcome to ePREP!" with a sub-message "Let's Sign In" and a small avatar icon. Below this, there are input fields for "Username" and "E-mail address". At the bottom left, the text "Don't have a User Profile?" is followed by a "Sign Up" link, which is also circled in red. A "Next" button is located at the bottom right of the form area. To the right of the form is the Maryland Department of Health logo, which includes a stylized cross and the text "Maryland DEPARTMENT OF HEALTH".



# 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.

reCAPTCHA  
Privacy - Terms

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



# 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](mailto: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

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

**ePREP PORTAL**

Let's Create Your Business Profile

Enter NPI or Provider ID

1497893762 ✓

Verify NPI/Provider ID

Great! It looks like you have one or more existing Maryland Medicaid accounts. If you want to change the existing Business Name do so, before you select *Create Business Profile*

Existing Business Name ✓

Charles Choh MD

Cancel Create Business Profile

**Maryland**  
DEPARTMENT OF HEALTH

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

The screenshot shows the ePREP PORTAL home page. At the top, there is a dark blue navigation bar with the ePREP PORTAL logo on the left and user information on the right. The user information includes a name 'Charles Choh DDS' and a profile picture labeled 'Charles'. Below the navigation bar are menu items: 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The main content area features a 3D isometric illustration of a city with buildings labeled 'LEARNING CENTER', 'MY TOOLS', 'MESSAGE CENTER', and 'MY ACCOUNTS'. A speech bubble from a virtual guide named Lucy provides a welcome message. Two red arrows point from text boxes to the user profile picture and the 'My Tools' menu item.

**ePREP PORTAL**

My Home Applications Accounts My Tools Help

Hello and Welcome! I'm Lucy, your virtual guide. I'll assist you through ePREP on your journey to become a Maryland Medicaid provider. This is the Welcome page. Here you'll have quick access to different parts of ePREP Portal. As you explore this page by hovering over different items, I'll tell you more about where each item will take you.

**MY TOOLS**

**LEARNING CENTER**

**MESSAGE CENTER**

**MY ACCOUNTS**

This is your Business Profile

- This is your User Profile

# New ORP Providers Applications

The screenshot displays the ePREP PORTAL interface. At the top, the logo 'ePREP PORTAL' is on the left, and user information 'Charles ORP' and 'Charles' is on the right. Below the header, a navigation bar contains 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' tab is circled in red. Below the navigation bar, there is a 'My Applications' section with a grid icon. A callout box with a woman's icon contains the 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.' At the bottom right, a blue button labeled 'New Application' with a plus icon is circled in red. A red arrow points from the 'Applications' tab to the 'New Application' button.

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

# New ORP Providers Applications Cont. \_\_\_\_\_

**ePREP PORTAL**

My Home **Applications** Accounts My Tools Help

Start Application Business Structure NPI Provider Type

Nice to see you again, [User 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**

What kind of provider are you?

- 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 →](#)

- 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. \_\_\_\_\_

**ePREP PORTAL**

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. \_\_\_\_\_

The screenshot displays the ePREP portal interface. At the top, there is a navigation bar with the ePREP logo and several utility icons. Below this is a menu with options: My Home, Applications (highlighted), Accounts, My Tools, and Help. A progress bar at the top of the main content area shows the following steps: Start Application, Business Structure, NPI (current step), Provider Type, Search Affiliation, and Summary. A notification bubble from a cartoon character says, "Terrific! Now I have your registry! To be safe, check if your information is correct before moving on." The main form area contains a "National Provider Identifier (NPI)" field, which is highlighted with a red box and a red circle containing the number 6. To the right of this field is a "Verify" button with a right-pointing arrow, also marked with a red circle containing the number 7. Below the NPI field, there is a list of fields: National Provider Identifier (NPI), Type, First name, Last name, Taxonomy Code(s), and NPPES address (registered). At the bottom of the form, there is a question "Is this information correct?" with radio buttons for "Yes" (selected) and "No". A red circle with the number 8 is placed to the left of this question. At the very bottom of the form, there are two buttons: "Previous" with a left arrow and "Continue" with a right arrow. A red circle with the number 9 is placed to the left of the "Continue" button.

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 is a navigation bar with the ePREP PORTAL logo, a notification icon with '12', a calendar icon with '3', a keyboard icon, and a user profile icon. Below the navigation bar are tabs for 'My Home', 'Applications' (which is selected), '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 'Provider Type' step is highlighted with an orange circle. Below the progress bar, there is a message bubble with a female icon and the text: 'Now that your NPI has been verified, select your provider type from the drop-down list, and press Continue to move on.' Underneath this message is a 'Provider Type' dropdown menu. The dropdown is open, showing two options: '[Select a Provider Type]' and 'Prescribing provider'. The 'Prescribing provider' option is highlighted with a red box and a red circle containing the number '10'. Below the dropdown, there is a text prompt: 'When you are ready, select Continue.' At the bottom left of the form area is a '← Previous' button, and at the bottom right is a 'Continue →' button, which is also highlighted with a red circle containing the number '11'. At the very bottom of the page, there is footer 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 'Applications' section of the ePREP portal. At the top, navigation tabs include 'My Home', 'Applications' (selected), 'Accounts', 'My Tools', and 'Help'. Below the navigation, a summary card shows the provider's name (Charles Afful), type (Prescribing provider), application ID (193NDL28), creation date (03/21/2019), and package type (Ordering, Referring). Progress bars indicate 5% completion for the main application and 100% for documents. A 'New Message' button is visible.

The main content area features a sidebar with a 'Content' menu and an 'Expand All' button. The menu items and their completion status are as follows:

Section	Completion Status
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
Submit Application	Empty Blue Circle

The main content area shows the 'Getting Started' section, which is checked. It includes a tutorial box with the text: '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 calendar icon lists items to familiarize the user with: 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 × 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	 <i>Document Required: Prof. License/Cert Document</i> document is required	   

Does **Charles Afful** have a current **DEA Certificate**?  Yes  No

Please explain

N/A

[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 & Certificates

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

training@mailinator.com

Password

\_\_\_\_\_

← 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.

**New Application**

- Filter by - - Please select a filter - Search

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

Your list of 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.

The Status of your apps.

New Application

Additional Status Information.

In Progress

Additional Status Information.

# Questions & Contacts

---

ePREP Portal: [eprep.health.maryland.gov](https://eprep.health.maryland.gov)

Resources and frequently asked questions: [health.maryland.gov/eprep](https://health.maryland.gov/eprep)

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

Monday – Friday 9AM- 5PM

\*\*\*Closed on State holidays\*\*\*