

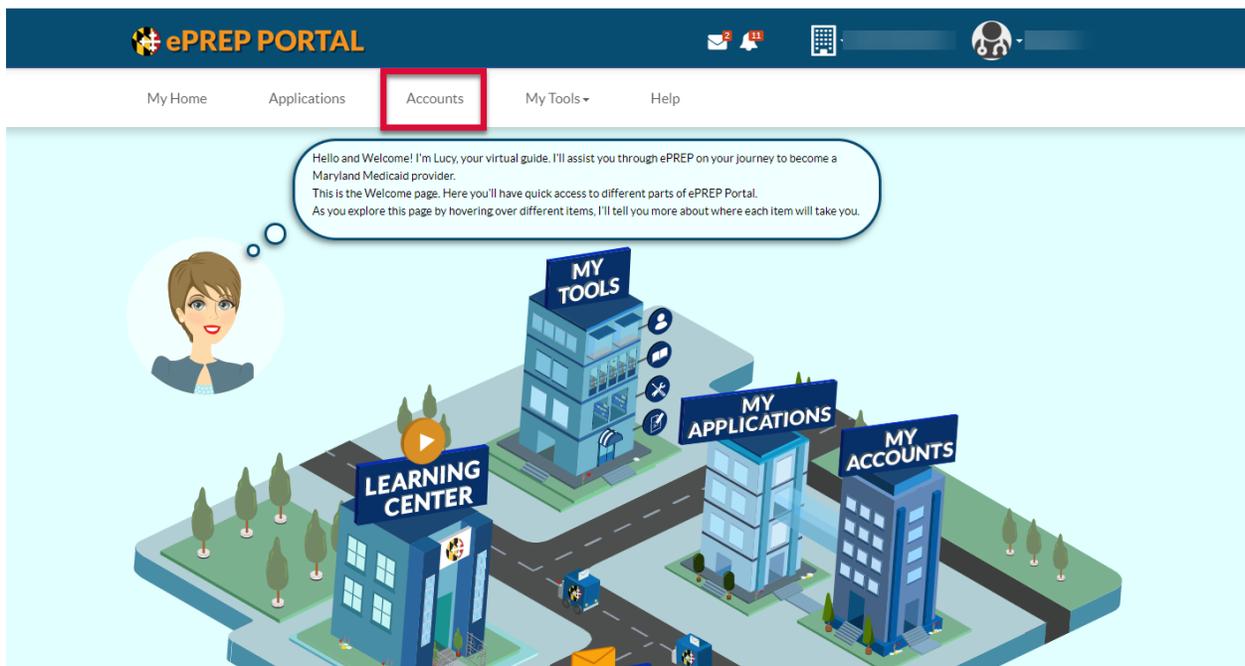
HOW TO CREATE OR REACTIVATE MA NUMBERS FROM ANOTHER STATE IN WHICH A PROVIDER IS LICENSED

These instructions are for rendering Medicaid Providers enrolling in ePREP who have an active MA number, or a previously-enrolled MA number under a different state license number. To reactivate or create a MA record for your second state license number, you must create a second renderer account in ePREP. If you do not have an ePREP account please first see the “Getting Started” Instructions at: health.maryland.gov/ePREP.

FROM THE RENDERER’S BUSINESS PROFILE

STEP 1: Login to the Rendering Provider’s Profile.

STEP 2: From the ePREP Landing Page, select the Account’s Tab.



STEP 3: Click on the blue-hyperlinked Account ID.

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 message bubble says: 'Hello again, Stephanie! Listed below are your active Maryland Medicaid accounts. If you have any questions about them, please send a message to a Maryland Medicaid representative.' Below the message is a dropdown menu for 'RENDERING PROVIDER: Accounts Dashboard' and a 'Link Accounts' button. A table of accounts is displayed with columns: Account ID, Provider ID, Status, Provider Name, Provider Type, Account Type, NPI, Begin Date, License State, Service Address, and Actions. The first row has '80C' in the Account ID column, which is highlighted with a red box. The Status is '40 - Active No-Pay Rendering Only', Provider Type is 'Nurse Practitioner', and Account Type is 'Rendering Provider'.

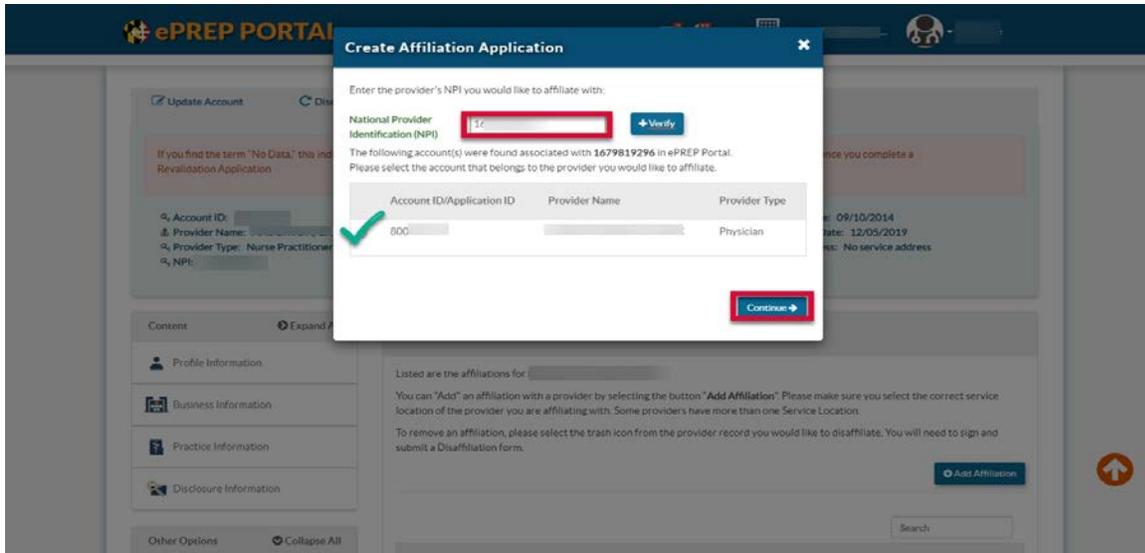
STEP 4: On the left-hand side, click Other Options and then Account Affiliations.

STEP 5: Select the Add Affiliation button.

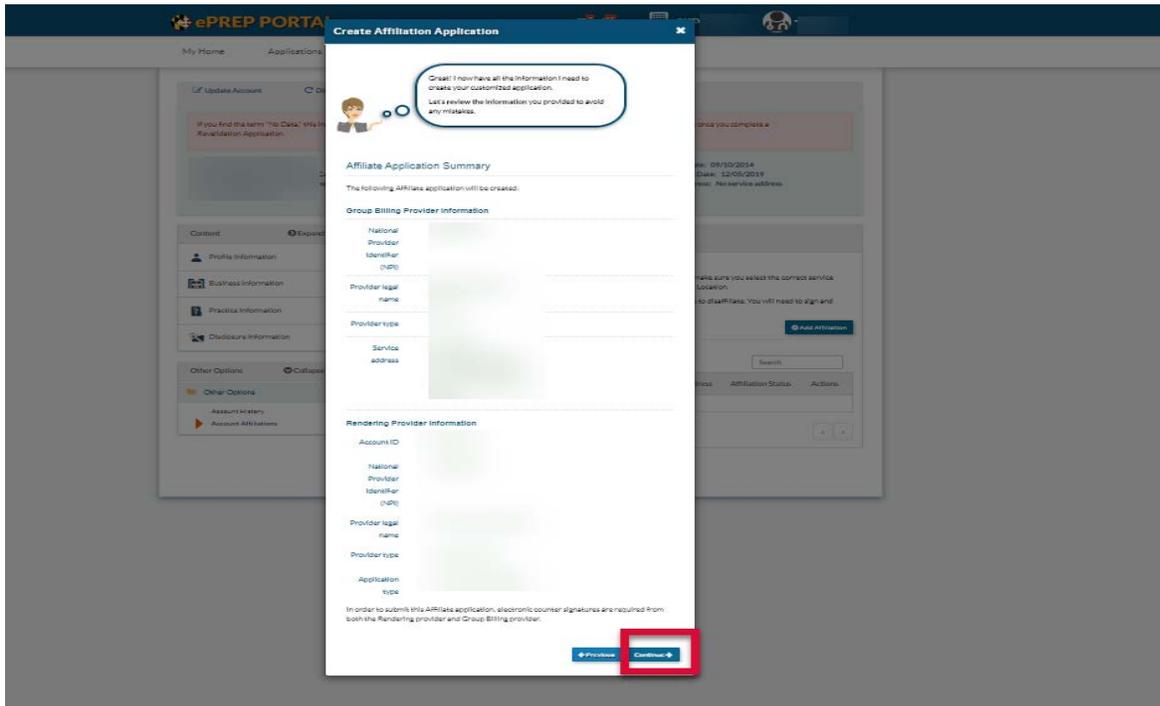
The screenshot shows the ePREP PORTAL interface for the 'Account Affiliations' page. The 'Accounts' menu item in the top navigation bar is highlighted with a red box. On the left sidebar, under 'Other Options', the 'Account Affiliations' link is highlighted with a red box. In the main content area, the 'Add Affiliation' button is highlighted with a red box. The page displays account details for 'NAUGHTON, CASEY CRNP' and a table for 'Account Affiliations' which is currently empty. The 'Add Affiliation' button is located at the bottom right of the account details section.

STEP 6: Enter the NPI of the Group that you are choosing to affiliate with and select Verify. For example, if you are currently enrolled with Maryland Medicaid with your Maryland license but need to enroll your DC license in order to affiliate with a DC group, please enter the NPI of the DC group.

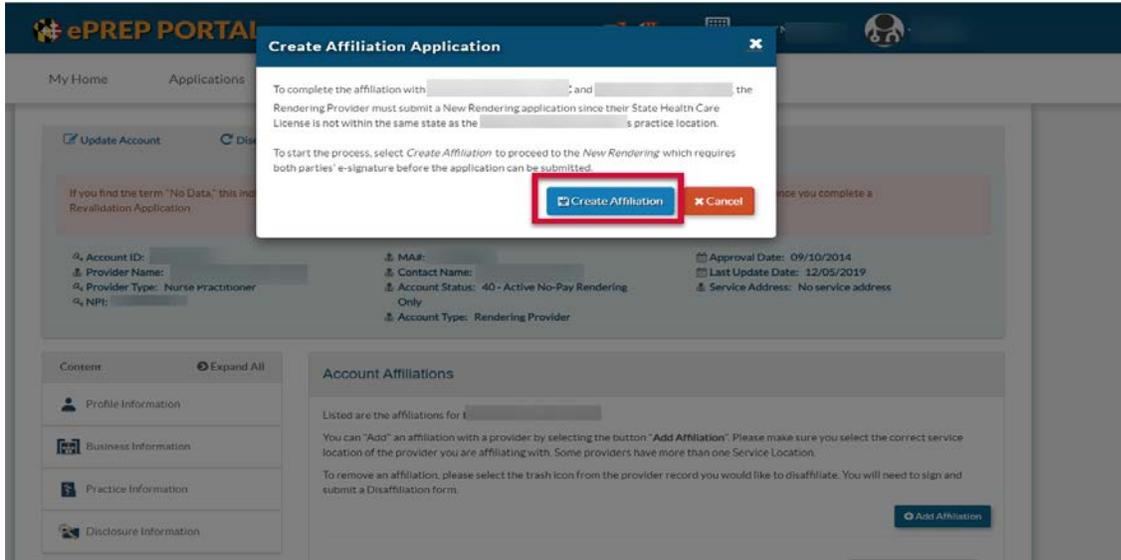
STEP 7: Verify the correct group results were yielded, select the Account ID and select Continue.



STEP 8: Review Affiliation Summary and select Continue.



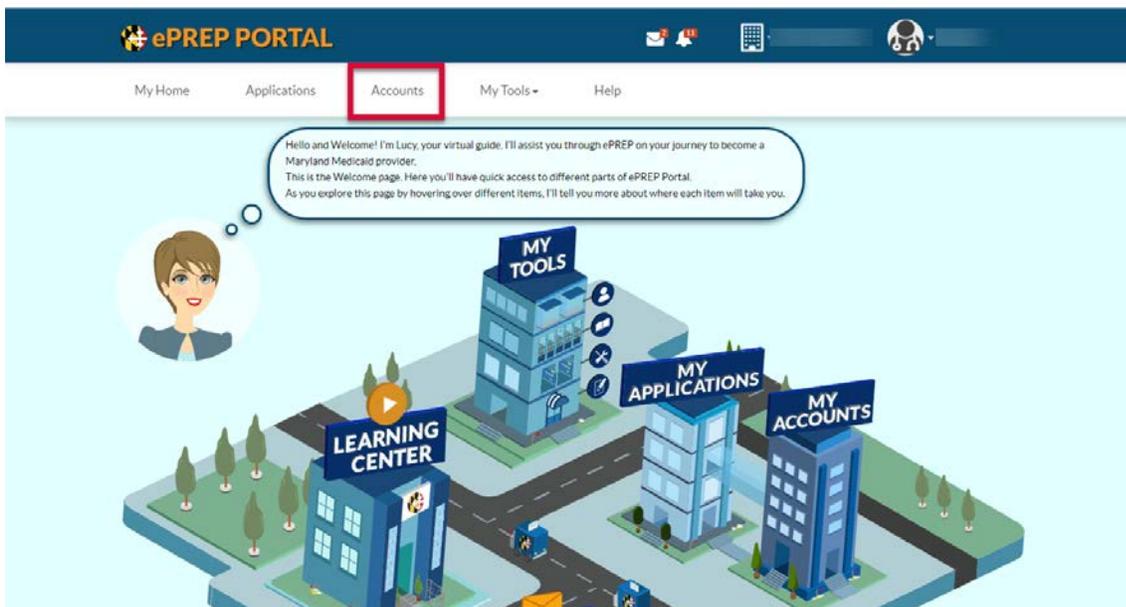
STEP 9: A pop-up will occur informing the user that they need to create a New Rendering Application to house the new license. Select Create Affiliation and proceed with completing the application.



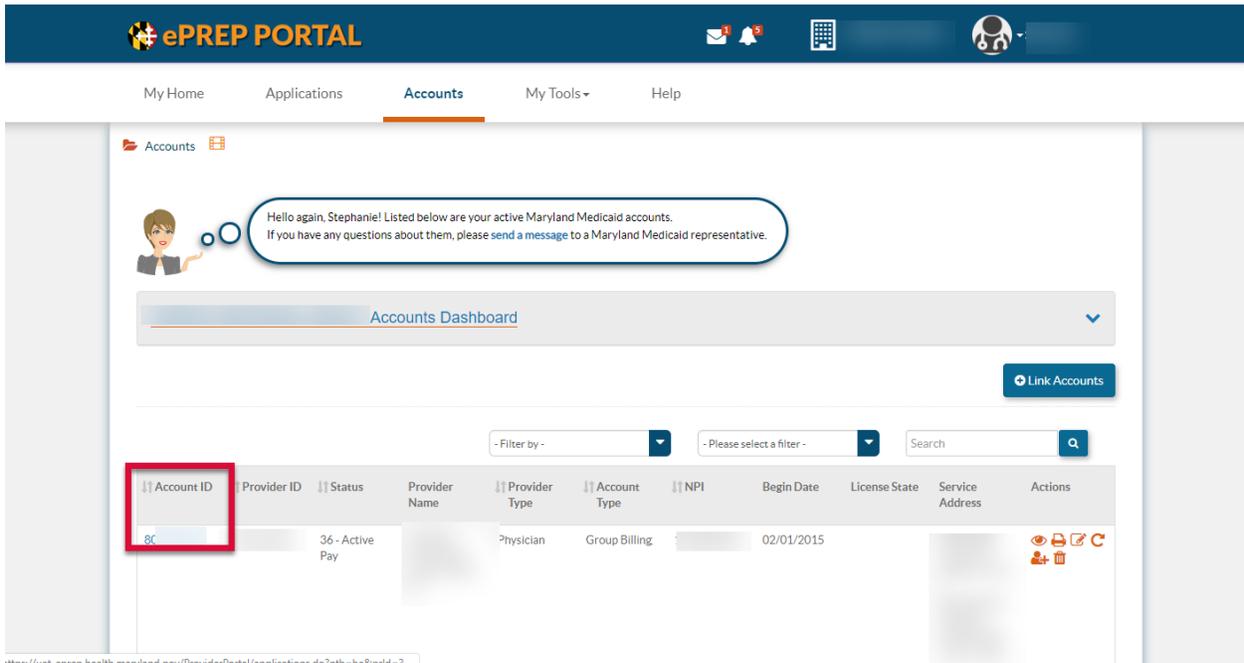
FROM THE GROUP'S BUSINESS PROFILE

STEP 1: Login to the Group Provider's Profile.

STEP 2: From the ePREP Landing Page, select the Account's Tab.

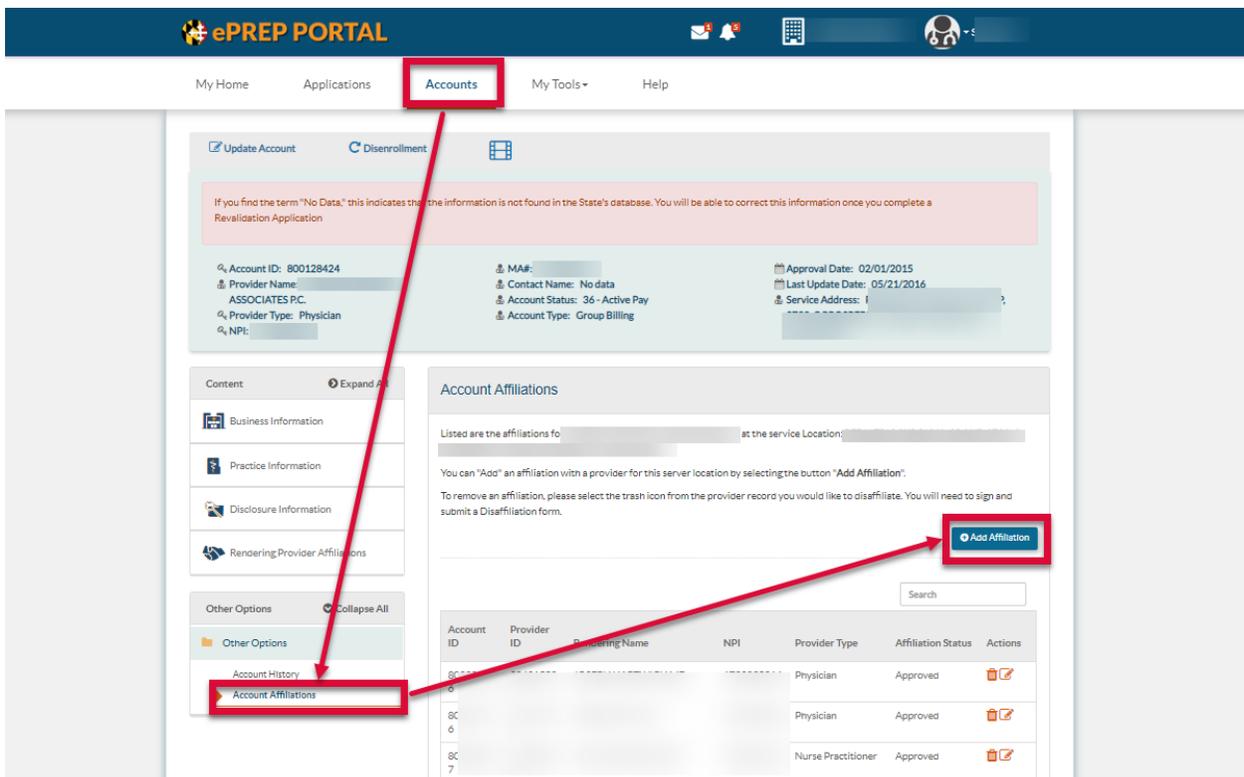


STEP 3: Click on the blue-hyperlinked Account ID.



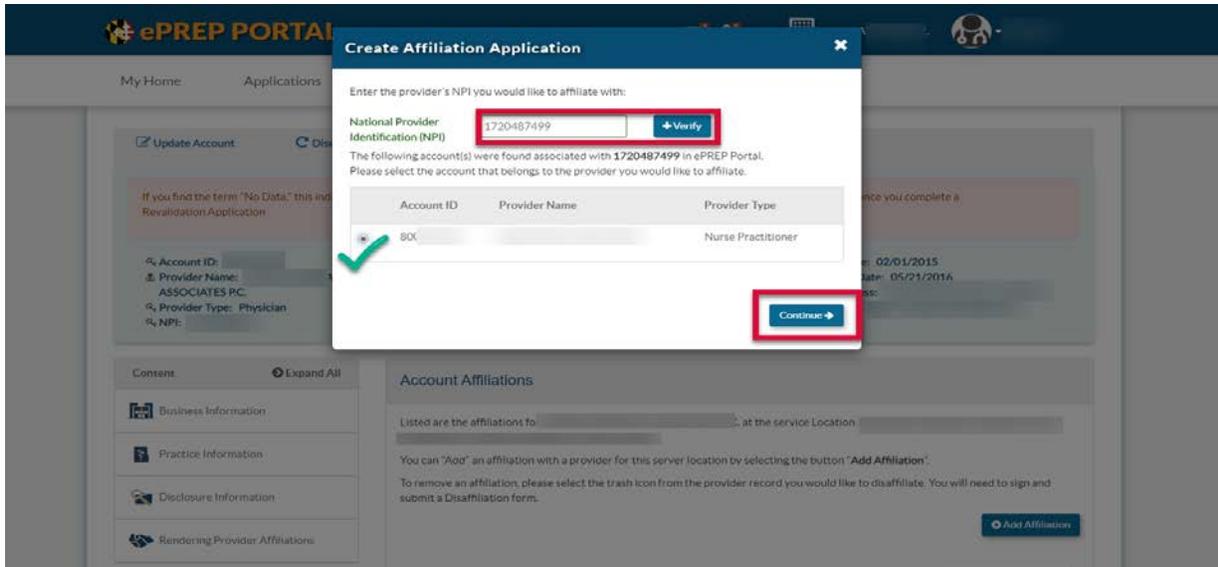
STEP 4: On the left-hand side, click Other Options and then Account Affiliations.

STEP 5: Select the Add Affiliation button.

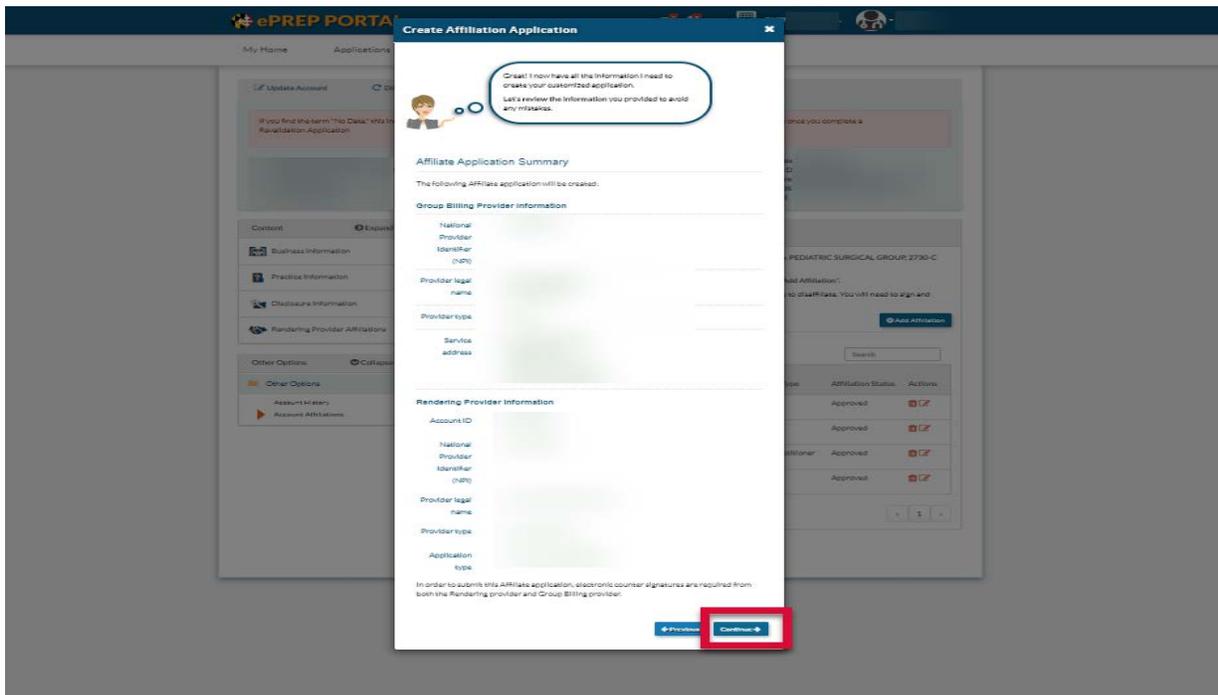


STEP 6: Enter the NPI of the Renderer that you are choosing to affiliate with and select Verify. For example, if you are currently enrolled with Maryland Medicaid with your Maryland license but need to enroll your DC license in order to affiliate with a DC group, please enter the NPI of the DC group.

STEP 7: Verify the correct group results were yielded, select the Account ID and select Continue.



STEP 8: Review Affiliation Summary and select Continue.



STEP 9: A pop-up will occur informing the user that they need to create a New Rendering Application to house the new license. Select Create Affiliation and proceed with completing the application.

