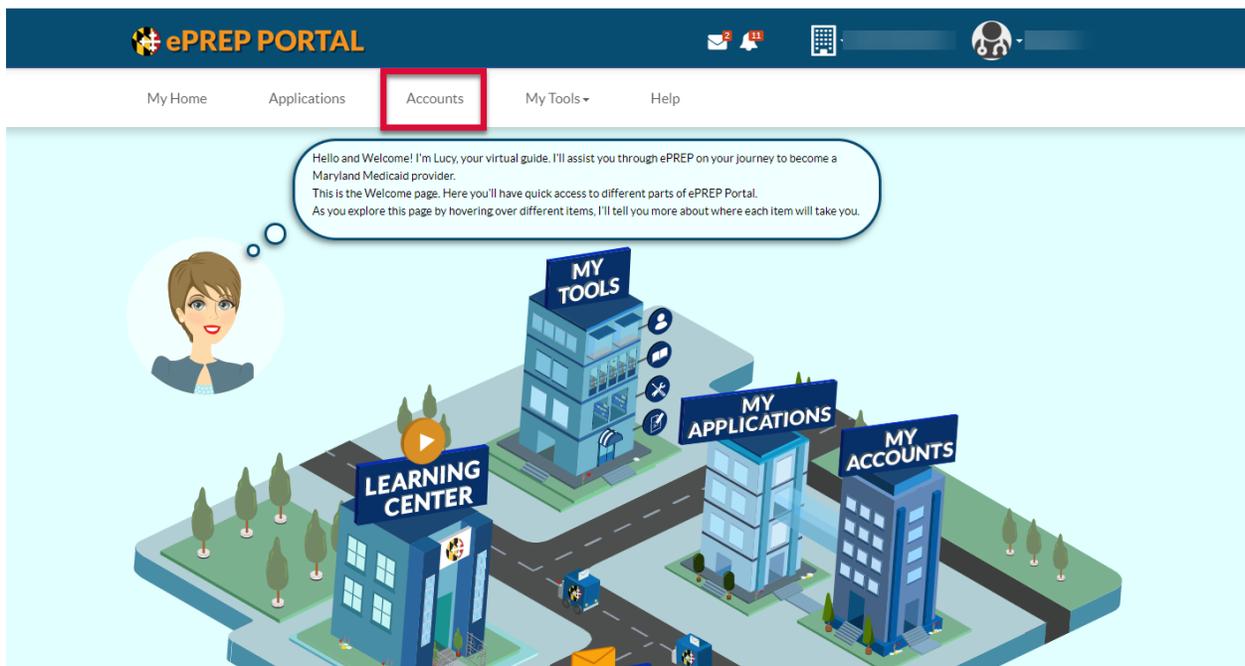# HOW TO CREATE OR REACTIVATE MA NUMBERS FROM ANOTHER STATE IN WHICH A PROVIDER IS LICENSED

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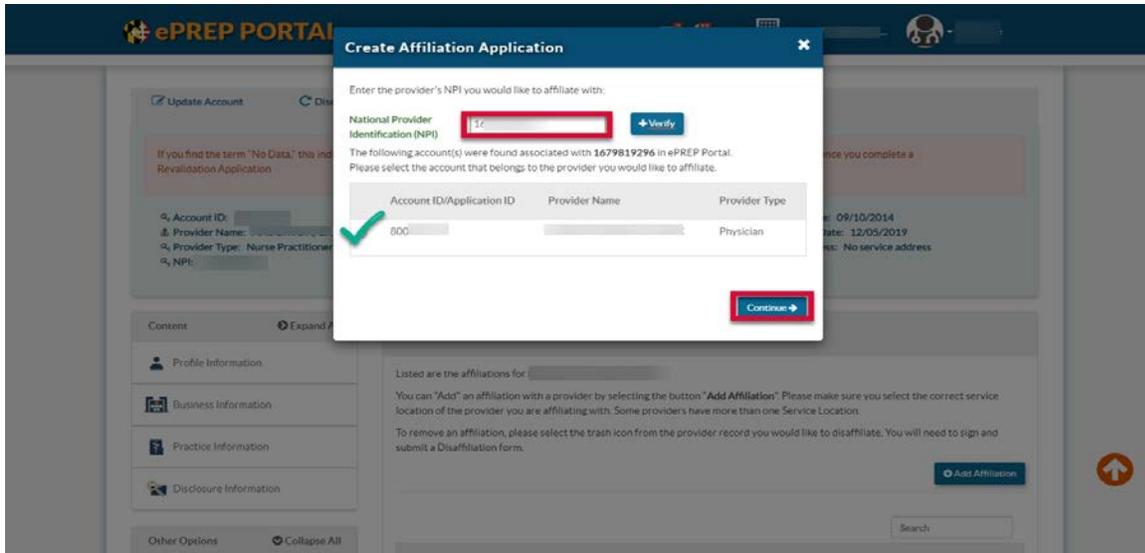
STEP 3: Click on the blue-hyperlinked Account ID.

STEP 4: On the left-hand side, click Other Options and then Account Affiliations.
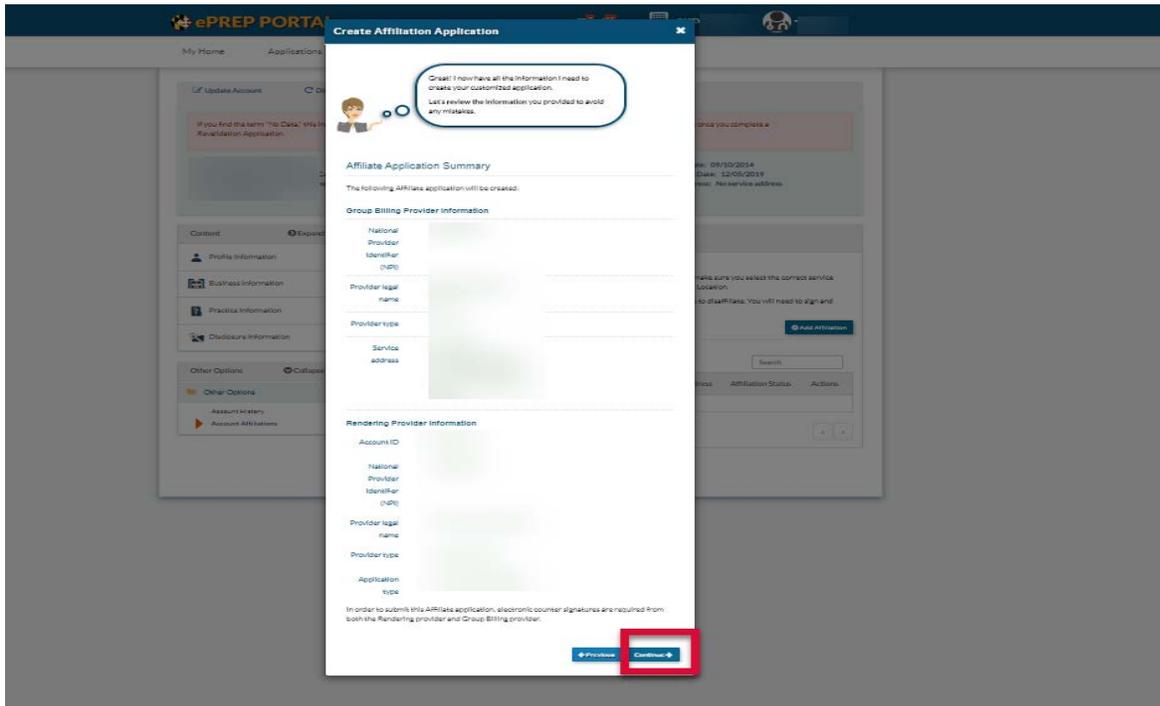
STEP 5: Select the Add Affiliation button.

STEP 6: Enter the NPI of the 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.
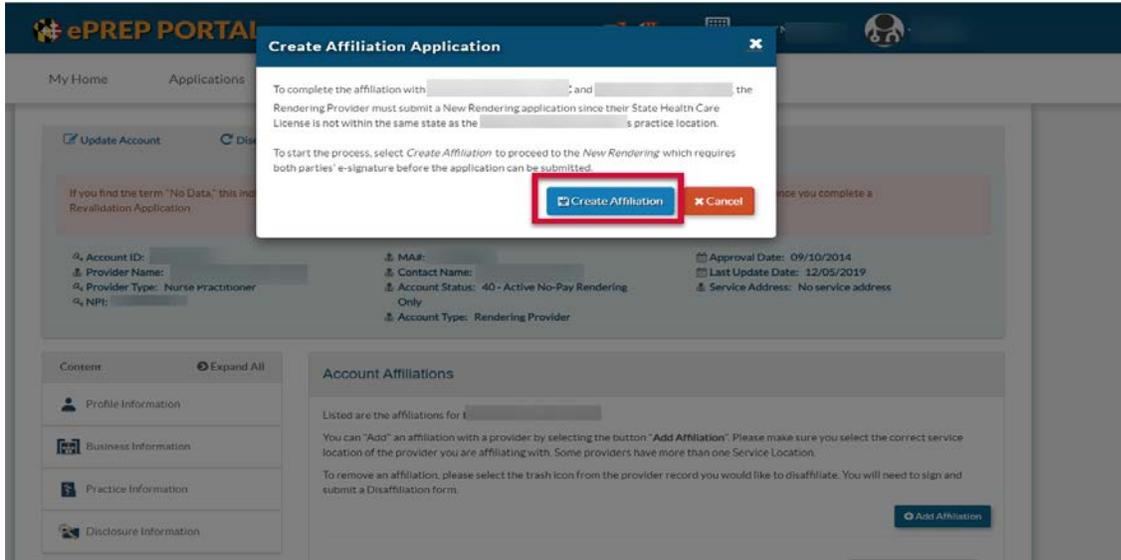
STEP 7: Verify the correct group results were yielded, select the Account ID and select Continue.

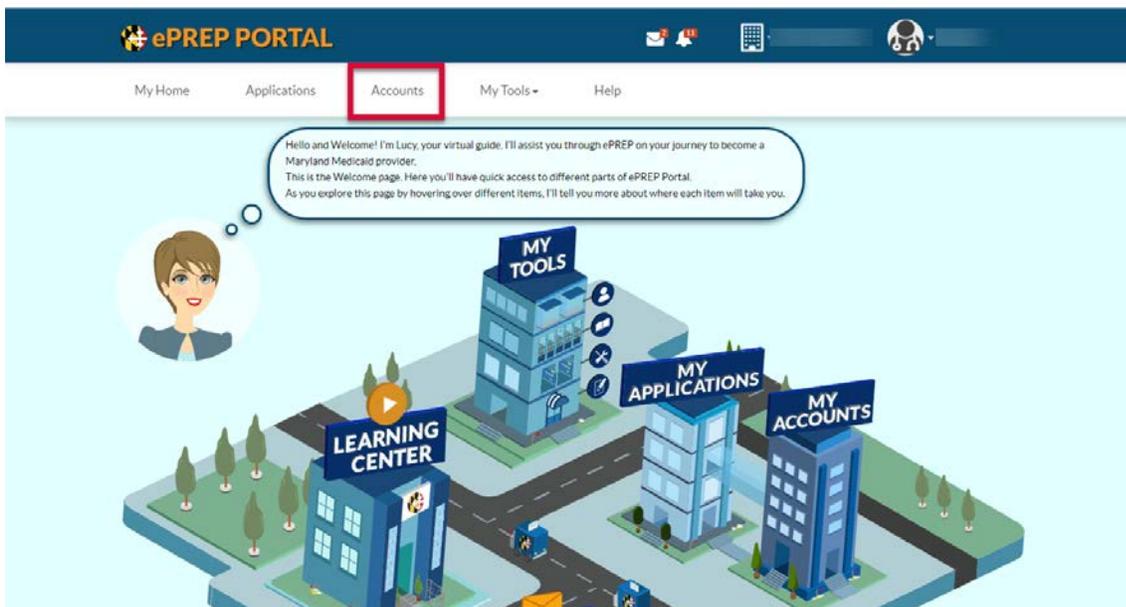**STEP 8:** Review Affiliation Summary and select Continue.

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.
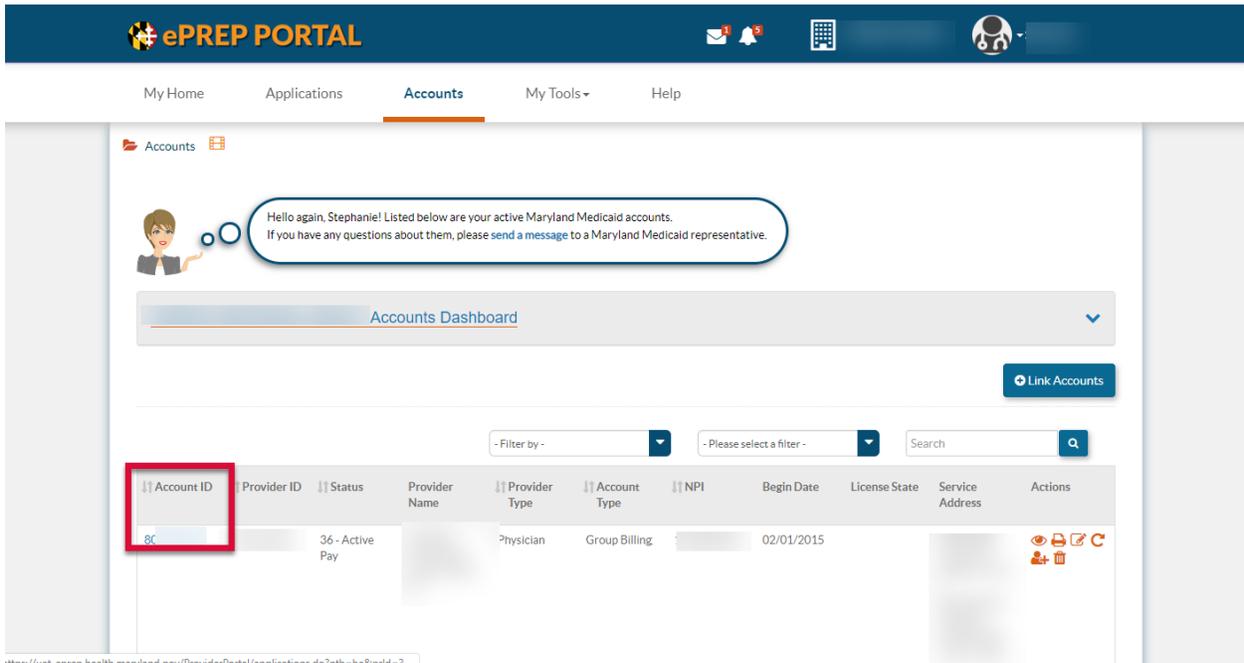

FROM THE GROUP'S BUSINESS PROFILE

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

STEP 2: From the ePREP Landing Page, select the Account's Tab.
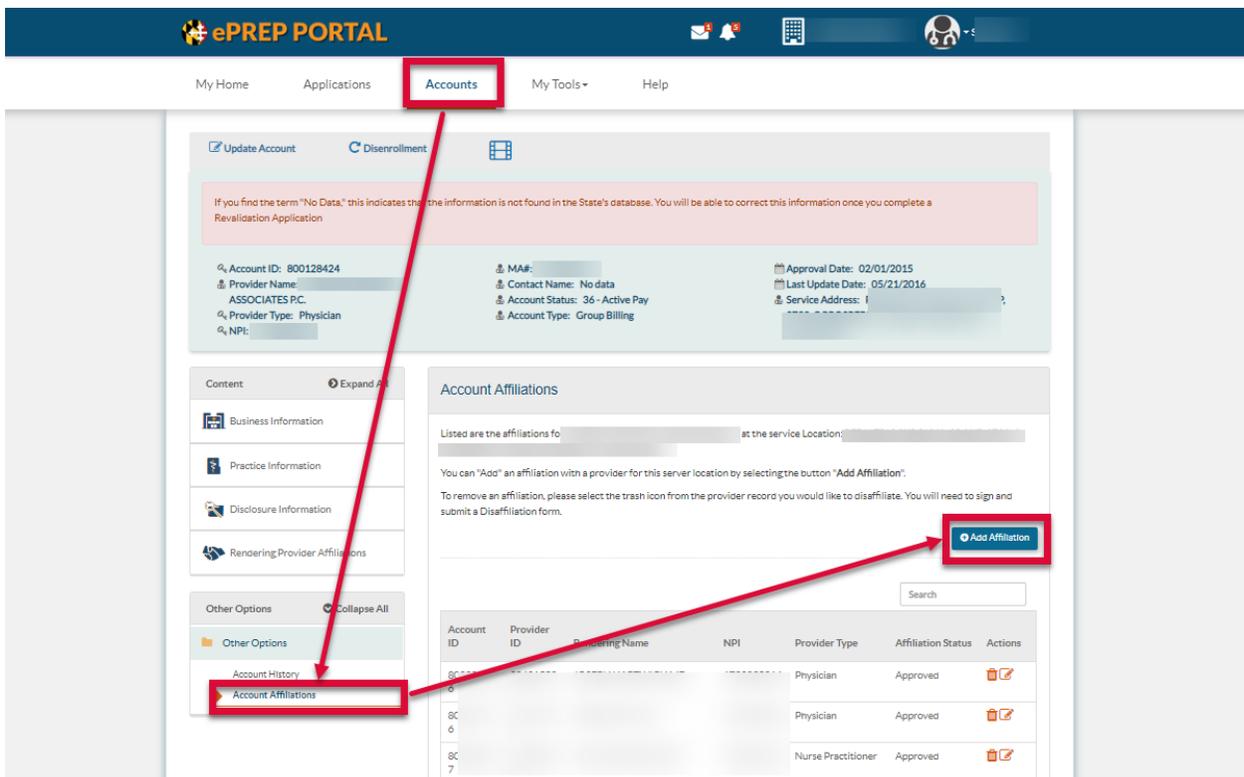
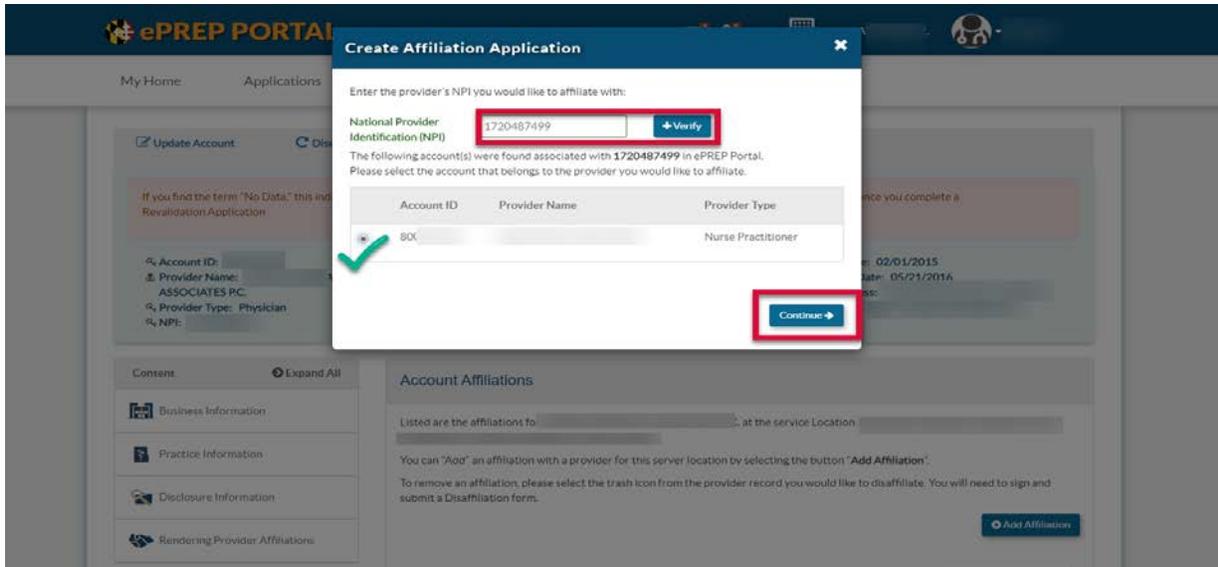**STEP 3:** Click on the blue-hyperlinked Account ID.

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

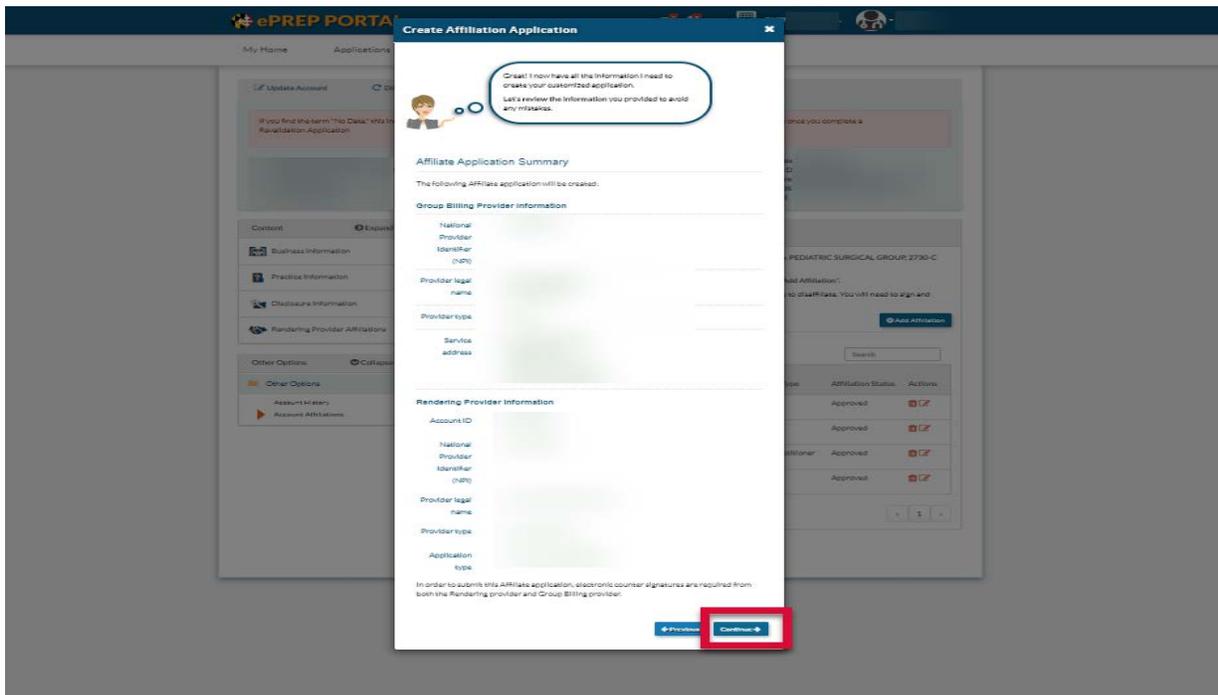**STEP 5:** Select the Add Affiliation button.

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.