

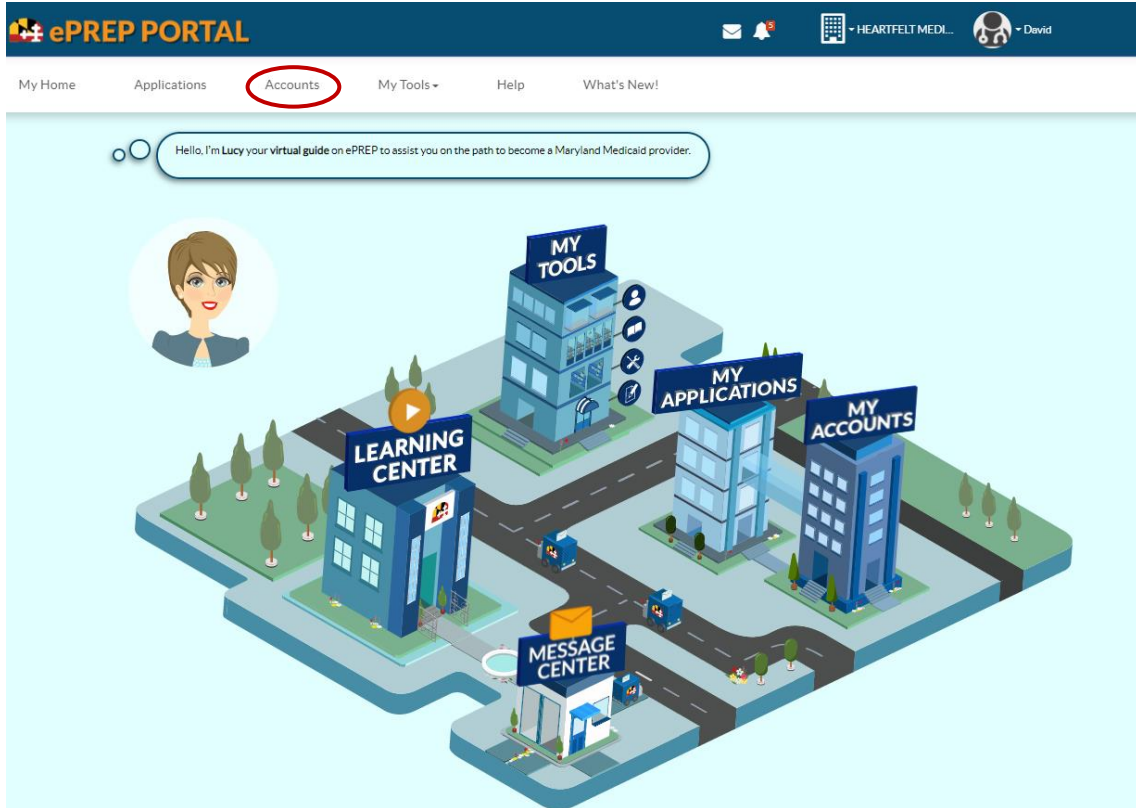
Maryland Medicaid ePREP Portal: Guide to locating affiliated providers in your own Portal

How to find and confirm affiliated providers for a group

1. Log into ePREP
2. Choose the Business Profile for which you want to find a list of affiliated providers

The screenshot shows the ePREP Portal interface. At the top, there is a dark blue header with the ePREP PORTAL logo on the left, and notification icons (envelope, bell) and a user profile icon labeled 'David' on the right. Below the header, on the left, is a circular profile picture of a woman. To its right is a light gray callout box containing the text: 'Here is a quick summary of your ePREP Profile(s): Click on a profile and I will take you there. • HEARTFELT MEDICAL requires immediate attention.' The main content area is a light gray panel titled 'Select the ePREP Profile you want to work on'. Below the title, it says 'You have: 4 ePREP profile(s)'. There is a search bar with the placeholder text 'Search for a ePREP Profile from your list'. Below the search bar is a list of four ePREP profiles, each with a circular icon, a name, a role, and an NPI number. The first profile, 'HEARTFELT MEDICAL', is highlighted in red and has a red arrow pointing to it from the right. The other profiles are 'A SOUND BEGINNING, LLC', 'David Fitzkee', and 'Doctor'. At the bottom of the panel are two buttons: 'Add ePREP Profile' and 'Find a ePREP Profile', and a link 'See more options'.

- Once you have chosen the Business Profile in which you are trying to locate the affiliated provider(s), you will start at the landing page
 - Click on the "Accounts" tab



- First find the Group with the proper Account number and Provider ID number for which you want the information
- Once you have located the correct group or location click on the account number circled below

Account ID	Provider ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	License State	Service Address	Actions
100014932		36 - Active Pay	HEARTFELT MEDICAL GROUP L LC	Mental Health Group Therapy Provider	Group Billing		04/30/2021		301 ST PAUL PL, SUITE 508, BALTIMORE - MD, 21202-0000	
100014920		36 - Active Pay	HEARTFELT MEDICAL GROUP L LC	Physician	Group Billing		04/14/2021		301 ST PAUL PL, SUITE 510, BALTIMORE - MD, 21202-0000	
100014825		36 - Active Pay	HEARTFELT MEDICAL GROUP L LC	Mental Health Group Therapy Provider	Group Billing		12/04/2020		301 ST PAUL PL, SUITE 509, BALTIMORE - MD, 21202-0000	
100012062		36 - Active Pay	HEARTFELT MEDICAL GROUP L LC	Physician	Group Billing		05/13/2020		301 ST PAUL PL, SUITE 509, BALTIMORE - MD, 21202-1203	
100012096		37 - Active Pay Mcare Crossover	HEARTFELT MEDICAL GROUP L LC	Physician	Group Billing		11/29/2019		301 ST PAUL PL, SUITE 509, BALTIMORE - MD, 5555-5555	
100012005		36 - Active Pay	HEARTFELT MEDICAL GROUP L LC	Physician	Group Billing		12/05/2019		301 ST PAUL PL, SUITE 509, BALTIMORE - MD, 22222-2222	
100012109		36 - Active Pay	HEARTFELT MEDICAL GROUP L LC	Physician	Group Billing		12/04/2019		302 St Paul Pl, Dodgerstown - CA, 90090-0001	
800050811		36 - Active Pay	HEARTFELT MEDICAL GROUP	Physician	Group Billing		09/01/1996		301 ST PAUL PLACE, BALTIMORE - MD, 21202	

6. You will be taken to the following screen

- Please click on “Other Options” circled below

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar is divided into two sections: 'Content' and 'Other Options'. The 'Content' section includes 'Business Information' (with sub-items: Business Profile, Contact Person, Addresses, Logistics), 'Practice Information', 'Disclosure Information', and 'Rendering Provider Affiliations'. The 'Other Options' section includes 'Other Options', which is circled in red. The main content area is titled 'Business Profile' and contains two sections: 'Business Profile' and 'TIN/SDAT & Business License'. The 'Business Profile' section has a checked checkbox and an 'Update' button. It contains fields for 'Legal name' (HEARTFELT MEDICAL GROUP), 'Entity type', 'Business phone number' ((410)837-2006), and 'Extension' (HEARTFELT MEDICAL GROUP). The 'TIN/SDAT & Business License' section also has a checked checkbox and contains fields for 'Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)' (52-199****) and 'State Department of Assessment and Taxation (SDAT) number'.

- This will open the “Other Options” and allow you to click on “Account Affiliations”

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar is divided into two sections: 'Content' and 'Other Options'. The 'Content' section includes 'Business Information', 'Practice Information', 'Disclosure Information', and 'Rendering Provider Affiliations'. The 'Other Options' section includes 'Other Options' and 'Account History', with 'Account Affiliations' circled in red. The main content area is titled 'Account History' and contains the text 'This is an empty section'.

7. Once you click on “Account Affiliations,” a screen showing which provider(s) are affiliated with your group will be listed
- NOTE: Under “Affiliation Status” only those that say “Approved” are affiliated. “InProgress” or “Denied” are NOT affiliated with the group
 - You may also “Add Affiliations” from this page or Delete them by clicking on the orange “Trash Can” icon to the far right

The screenshot displays the 'Account Affiliations' interface. On the left, there are two sidebar menus: 'Content' with options like Business Information, Practice Information, Disclosure Information, and Rendering Provider Affiliations; and 'Other Options' with Account History and Account Affiliations. The main content area shows the title 'Account Affiliations' and a location: 'HEARTFELT MEDICAL GROUP at the service Location: 301 ST PAUL PLACE, BALTIMORE - MD, 21202'. It includes instructions on how to add or remove affiliations. A table lists four providers with columns for Account ID, Provider ID, Rendering Name, NPI, Provider Type, Affiliation Status, and Actions. The 'Add Affiliation' button and the 'Affiliation Status' column header are circled in red. At the bottom, there is a 'Showing 5 records per page' indicator and a page number '1'.

Account ID	Provider ID	Rendering Name	NPI	Provider Type	Affiliation Status	Actions
100011932		RUBIN, RICHARD A MD		Physician	Approved	
100012771		Kennihan, Caitlin MD		Physician	Approved	
2010F420		IRINA SHRAGA CRNP		Nurse Practitioner	Affiliation in Progress	
800171590		DEREK J LINDSEY MD		Physician	Approved	

You have now found all Providers Affiliated with your group