



Healthy Steps

Presented by Medicaid's Office of Provider Services

May 14, 2025

Agenda

1. ePREP Basics
1. Enrollment Requirements for Physicians, Physician Assistant, and Nurse Practitioners
1. Healthy Steps Requirements
1. Resources

ePREP

Electronic Provider Revalidation and Enrollment Portal

ePREP Basics

ePREP Portal

ePREP Workflows & Training Resources



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!

<input type="text" value="First name"/>	<input type="text" value="Last name"/>
<input type="text" value="Username"/>	
<input type="text" value="Password"/>	<input type="text" value="Confirm"/> 
<input type="text" value="Phone number"/>	
<input type="text" value="Recovery email address"/>	

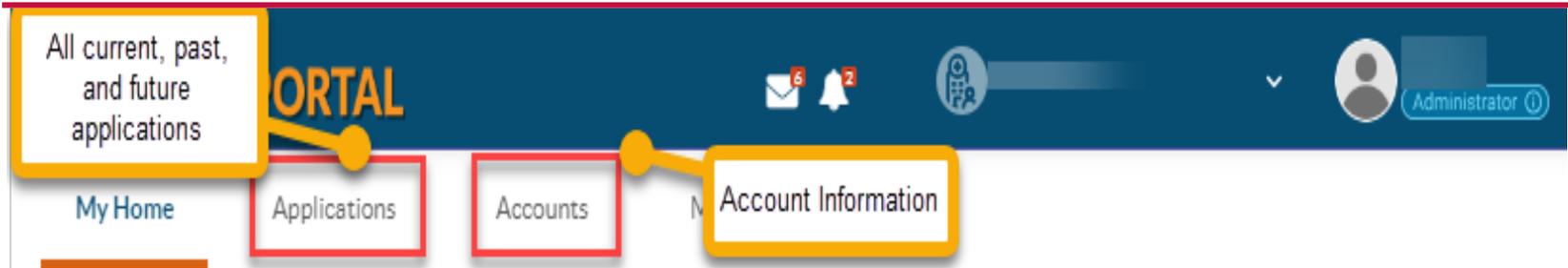


ePREP Basics (Part 1)

The screenshot shows the top navigation bar of the ePREP PORTAL. The header is dark blue with the ePREP logo on the left. On the right, there are notification icons (envelope with '6', bell with '2'), a user profile icon, and the text 'Administrator'. Below the header is a white navigation menu with items: My Home, Applications, Accounts, My Tools, and Help. A callout box points to the 'My Home' link. Another callout box points to the user profile icon, labeled 'Individual or Group Business Profile'. A third callout box points to the 'Administrator' text, labeled 'Logged in Account Administrator'. Below the navigation menu is a light blue banner with a white callout box containing the text 'Messages & Notifications Business Profiles' and a link to a 'Practical guide on ePREP to assist you on the path to become a Maryland Medicaid provider.'

This screenshot shows a different view of the ePREP PORTAL navigation menu. The header is dark blue with the ePREP logo on the left. On the right, there are notification icons (envelope with '6', bell with '2'), a user profile icon, and the text 'Administrator'. Below the header is a white navigation menu with items: My Home, Applications, Accounts, My Tools, and Help. A callout box points to the 'Applications' link, containing the text 'User & Business Profile settings' and 'Document Library'. Another callout box points to the notification icons, labeled 'Messages & Notifications'. A third callout box points to the 'My Tools' link. A fourth callout box points to the 'Help' link, labeled 'ePREP Tutorials & FAQs'.

ePREP Basics (Part 2)



Applications Tab:

- Check application status
- Create new application

Accounts Tab:

- Check account status (active, suspended)
- Make changes to your account
- Check/manage affiliations

Steps for Newly Enrolling Providers

- Creating a Business Profile
- Enrollment Requirement for PT 20 (physicians), PT 23 (nurse practitioners), PT 80 (physician assistants) groups and individuals (rendering providers)
- *Rendering Provider: Individual who provides healthcare services to Medicaid participants as an affiliate of a provider group

How to create a Business Profile

Step 1:

The screenshot displays the ePREP interface. On the left, a sidebar contains a search bar labeled "Search for a ePREP Profile from your list" and a list of profile cards. At the bottom of the sidebar, a button labeled "Add ePREP Profile" is highlighted with a red box. On the right, a form titled "Let's Create Your Business Profile" is shown. It features a text input field labeled "Enter NPI or Provider ID" with a "Required value" error message below it, a "Verify NPI/Provider ID" button, and a checkbox labeled "I'm new to Maryland Medicaid and I do not have an NPI or Provider ID".

How to Create a New Enrollment Application

Step 3: Each service location and individual MUST have their own business profile. Each Business Profile must be tied to a unique NPI.

Let's Create Your Business Profile

Enter NPI or Provider ID

Q Verify NPI/Provider ID

Thank you! It looks like your organization is new to ePRER. Enter the Business Profile name that represents your organization, *Create Business Profile*

Business Profile Name

+ Create Business Profile



New enrollment requirements (PT 20, PT 22, PT 80) - Group

PT 20 (Physician):

- DBA Statement if applicable
- IRS Letter
- SDAT
- Lab Permit & CLIA (if billing for lab services)
- Rendering provider information (NPI or Application ID)
- *Completed Healthy Steps Addenda- Group & HealthySteps active site confirmation letter

PT 23 (Nurse Practitioners):

- DBA Statement if applicable
- IRS Letter
- SDAT
- Lab Permit & CLIA (if billing for lab services)
- Rendering provider information (NPI or Application ID)
- *Completed Healthy Steps Addenda- Group & HealthySteps active site confirmation letter

PT 80 (Physician Assistant):

- DBA Statement if applicable
- IRS Letter
- SDAT
- Lab Permit & CLIA (if billing for lab services)
- Rendering provider information (NPI or Application ID)
- *Completed Healthy Steps Addenda- Group & HealthySteps active site confirmation letter

New Enrollment Requirements (PT 20, PT 22, PT 80)- Rendering

PT 20 (Physician):

- DEA
- Physician License from Maryland Board of Physicians
- *Completed Healthy Steps Addenda- Individual & The Group's HealthySteps active site confirmation letter

PT 23 (Nurse Practitioners):

- DEA
- Nurse Practitioner License from Maryland Board of Nursing
- *Completed Healthy Steps Addenda- Individual & The Group's HealthySteps active site confirmation letter

PT 80 (Physician Assistant):

- DEA
- Physician Assistant License from Maryland Board of Physicians
- *Completed Healthy Steps Addenda- Individual & The Group's HealthySteps active site confirmation letter

**More information to come in following slides*

Enrollment Steps for Existing Medicaid Providers

Enrollment Requirements for Healthy Steps

Through a supplemental application you will submit:

- Healthy Steps active site confirmation letter
- Completed Healthy Steps Addenda:
[Healthy Steps Addenda- Individual](#)
[Healthy Steps Addenda- Group](#)

Healthy Steps Active Site Confirmation Letter



May 6, 2022

Maryland Department of Health
Maryland Medicaid Administration
201 W. Preston Street
Baltimore, MD 21201-2399

Re: Active HealthySteps site in Maryland

To Whom it May Concern,

I am writing to confirm that the following pediatric/family medicine practices have implemented the HealthySteps model and currently meet the annual requirements necessary to be a part of the HealthySteps network.

- Site name
Date of implementation: January 14, 2016

The HealthySteps National Office monitors fidelity to the model. To be considered a current, active HealthySteps site, the site must meet the National Office fidelity requirements. The National Office can provide an overview of these fidelity requirements upon request.

Site name meet these above criteria.

Sincerely,



Rahil Briggs, PsyD
National Director, HealthySteps
Clinical Professor, Pediatrics & Psychiatry, Albert Einstein College of Medicine

Healthy Steps Addenda



Addendum for Maryland Medical Assistance Program Application INDIVIDUAL

Healthy Steps

If you have questions, please contact the Provider Enrollment Helpline at **1-844-4MD-PROV (1-844-463-7768)**
Monday – Friday from 9am – 5pm.

All providers are required to use the electronic Provider Revalidation and Enrollment Portal, or ePREP (eprep.health.maryland.gov) for enrollment, information updates, provider affiliations and revalidations.

Please fill out the information below and upload the completed addendum to the “Additional Information” section under “Practice Information” within the ePREP (eprep.health.maryland.gov) “Applications” tab, along with any additional documents requested within the addendum.

Note: Please complete this addendum only if you are a Physician, Physician Assistant, or Nurse Practitioner, and only if your affiliated group's site is an active HealthySteps site.

Provider Information

NPI:

SSN:

MA Provider Number (if already enrolled in Maryland Medicaid):



MARYLAND
Department of Health

Addendum for Maryland Medical Assistance Program Application Healthy Steps

HealthySteps

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Please fill out the information below and upload the completed addendum to the “Additional Information” section under “Practice Information” within the ePREP (eprep.health.maryland.gov) “Applications” tab, along with any additional documents requested within the addendum.

Note: This addendum only needs to be completed if your site is an active HealthySteps site. Please complete this addendum only if you are a Physician, Physician Assistant, or Nurse Practitioner group.

Provider Information

NPI:

Tax ID:

MA Provider Number (if already enrolled in Maryland Medicaid):

Please upload this form to the “Additional Information” section under “Practice Information” within the ePREP (eprep.health.maryland.gov) “Applications” tab.

- Please upload a copy of your HealthySteps active site confirmation letter to the ePREP application

Steps to Enroll

- For existing providers, please confirm your enrollment with Maryland Medicaid using the PVS link listed - ([Check your Maryland Medicaid Status Here](#))
 - If you **are not** active with Maryland Medicaid, please submit a new enrollment application.
 - If you **are** active with Maryland Medicaid, please submit a supplemental application.
- Submit a supplemental application in [ePREP](#)
- **Please Note:** a supplemental application will have to be submitted on behalf of the Group AND the rendering provider who is rendering the HealthSteps services

How to Generate a Supplemental Application (if actively enrolled) Part 1

The screenshot displays the user interface for generating a supplemental application. The navigation bar at the top includes 'My Home', 'Applications' (highlighted with a red box and arrow labeled '1'), 'My Tools', and 'Help'. Below the navigation bar, the 'My Applications' section features a user icon and a message: 'Listed below are your in-progress or submitted applications for your Maryland Medicaid accounts.' To the right of this message is a 'New Application' button (highlighted with a red box and arrow labeled '2').

Below the message is a summary of application statuses:

- Total Apps 3
- In Progress 2
- Return to Provider 0
- Resubmitted 0
- Approved 1
- Denied 0

The main content area contains a questionnaire with the following text: '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!' Below the text are four radio button options:

- 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
- I want to make changes to my account (highlighted with a red box and arrow labeled '3')

At the bottom of the page, there is a 'Previous' button (labeled '17') and a 'Continue' button (highlighted with a red box and arrow labeled '4').

How to Generate a Supplemental Application (if actively enrolled) Part 2

The screenshot displays a three-step progress bar at the top: 'Start Application' (completed), 'Business Structure' (completed), and 'NPI' (current step, indicated by a red line and a red circle). Below the progress bar, a message bubble with a woman icon says: 'Please, enter the National Provider Identification (NPI) associated with the account you want to update.'

The main form area is titled 'National Provider Identifier (NPI)'. It contains a text input field with a red border and a 'Required value' error message below it. A red arrow with the number '5' points to the input field. To the right of the input field is a 'Verify >' button, also with a red border, and a red arrow with the number '6' points to it.

Below the input field, the text reads: 'When you have entered and verified your NPI, select Continue.'

At the bottom left is a '← Previous' button. At the bottom right is a 'Continue →' button, which is highlighted with a red border and a red arrow with the number '7' pointing to it.

How to Generate a GROUP Supplemental Application (if actively enrolled)

Business Information

Business Information

- Doing Business As (DBA) name
- Business Phone Number, SDAT
- Contact Person**

Addresses

- Service Address
- Mailing Address
- Pay-to Address
- All My Addresses

Logistics

- Practice Operations

Practice Information

- Taxonomy & Specialty Codes
- CLIA Certificate

Disclosure Information

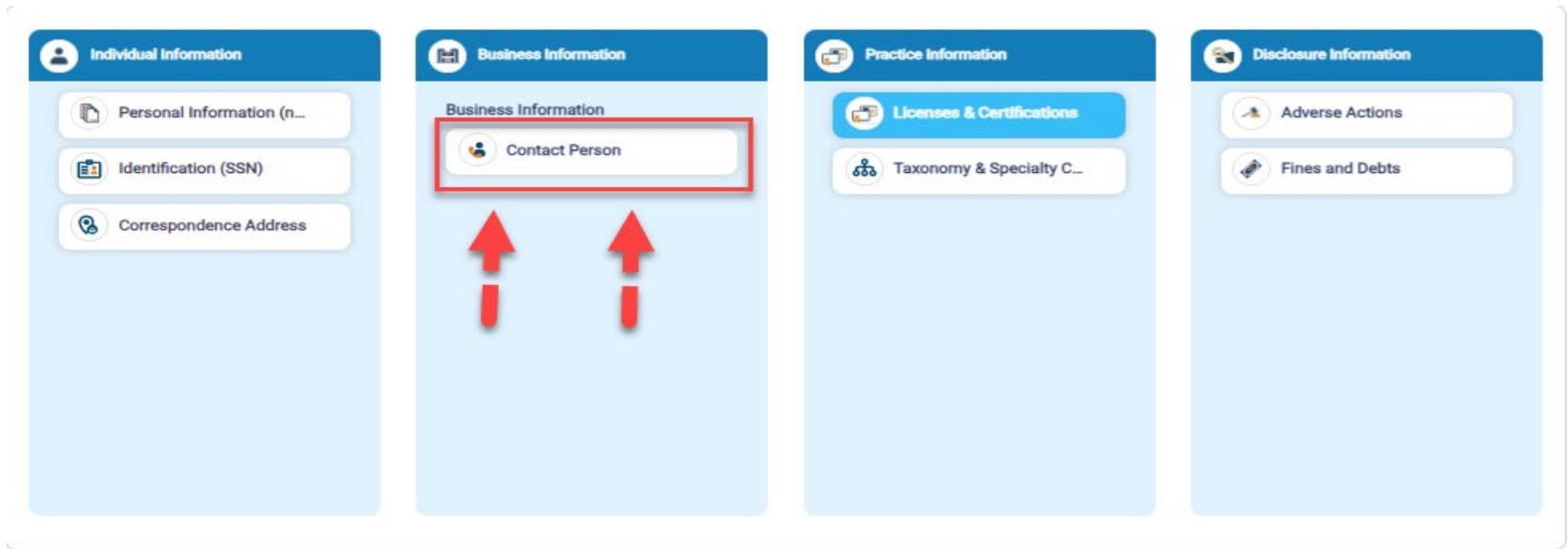
- Adverse Actions
- Subcontractors, Managing ...
- Fines and Debts
- Significant Transactions
- Delegated Officials

Other Change Options

- Change of Ownership

Cancel Start updates

How to Generate a RENDERING Supplemental Application (if actively enrolled)



How to Generate a Supplemental Application (if actively enrolled)- GROUP



Provider Name:
Provider Type: Physician
Application ID:
Creation Date:
Package Type: Supplemental
MA Number:

44% Complete 44% 100% Documents 100%

[New Message](#) [Sign and Submit](#)



REMINDER

To avoid application deficiencies, be sure that each changed value is entered correctly. If the changed value requires a new document attachment, please review it. If the document is outdated, upload a current version. If you have any questions, please contact customer support at 1-844-463-7768

Content [Expand All](#)

- [Business Information](#)
- [Contact Person](#)**
- [Signature](#)

[Go to Update Menu](#)

[Cancel Application](#)

Contact Person Information

Who should I contact if I have questions about your application?
Please choose a contact person who will be available during regular business hours.

First name

Last name

Title/Position

Business number

Extension

Fax Number

Correspondence email address

[Previous](#) I've changed my mind and no longer want to update this section [Go to next section](#)



Additional Enrollment Resources

- [Healthy Steps Provider Information Page](#)
- [About Medicaid's HealthySteps Program](#)
- [ePREP Trainings and FAQ's](#)
- ePREP Call Center: 1-844-463-7768 (M-F, 9am-5pm EST)
- Claims/Billing related questions:

mdh.healthchoiceprovider@maryland.gov

Should you have additional questions regarding the enrollment process, please email: mdh.providerenrollment@maryland.gov

Questions?

Provider Questions

“Newborns don’t have medical assistance activated during the first couple of visits and sometimes not until up to 6 months. How can the code be added or captured during the pre-activation period?”

MDH policy is for the baby to be enrolled in the mother's MCO, effective from the date of birth. The baby then has temporary enrollment ('deemed' status) until the family signs and submits the application to add the baby to their Medicaid household. 'Deemed' newborns get assigned their own MA ID numbers, and can have services billed for them as long as providers have the date of birth.

Electronic Verification System

Use the [Electronic Verification System](#) (EVS) to verify a Medicaid participant's eligibility status quickly and efficiently prior to rendering service. Only authorized users can access the EVS.

Providers may also call the Maryland Medicaid EVS at 1-866-710-1447. You will need a NPI or provider number to access the system.

“Would the enhanced billing code only be applied to encounters that are not well-child checks if the patients are in Tier 2 or Tier 3 services?”

The enhanced code H0025 should be added to every pediatric E&M or well-child visit encounter that includes HealthySteps services and was provided in the clinic or outpatient setting. Instead of having to provide documentation about which patients are in which tiers, this allows a flat rate to be paid to providers that covers all tiers of care.

“Is there a way to automate the code so that it is automatically applied to all encounters?”

Medicaid’s billing system does not allow for automatic payments of any kind. The Department is interested in hearing from providers about how they can be supported to bill the enhanced code!

Further Questions?
