

## ePREP Instructions for Group Pharmacist: Uploading a Pharmacy License

Medicaid group pharmacist are required to be licensed pharmacies. However, the pharmacist group application does not indicate where license should be uploaded. The purpose of this document is to demonstrate how to upload a pharmacy license through the Signature form in the ePREP application.

Below are instructions for *newly enrolling group pharmacist uploading pharmacy licenses in ePREP*.

1. Navigate to **Applications** – select the “New Application” icon.

The screenshot displays the ePREP Portal interface. At the top, the 'ePREP PORTAL' logo is visible on the left, and navigation icons for home, notifications, and user profile are on the right. Below the header, a navigation bar contains 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' menu item is highlighted with a red box. A red arrow points from this menu item to a 'New Application' button, which is also highlighted with a red box. The main content area features a 'My Applications' section with a message bubble and a table of applications. The table has columns for Application ID, Status, Name, Type, NPI, Application Complete, Last Update, Owner, and Actions. Below the table, there is a section for 'Applications Shared By Maryland Medicaid Reviewer'.

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

Application ID	Status	Name	Type	NPI	Application Complete	Last Update	Owner	Actions

Applications Shared By Maryland Medicaid Reviewer

<https://uat-eprep.health.maryland.gov/Provider/MyApplications.aspx?tab=MyApplications>

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2. Select **"I'm new to Maryland Medicaid, and I want to create a new application"**. ePREP will ask you to state what kind of provider you are. Select **"I'm a Group or FQHC health care practice"**.

The screenshot shows the ePREP PORTAL home page. At the top, there is a dark blue header with the ePREP PORTAL logo, a search bar, and user profile icons. Below the header, a white box contains a greeting and instructions: "Hello, [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!". Below this, there are several radio button options. The first three options are: "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", and "I'm new to Maryland Medicaid, and I want to create a new application". The third option is selected and highlighted with a red box. Below this, a sub-question asks "What kind of provider are you?". There are three radio button options: "I'm an Individual health care practitioner", "I'm a Group or FQHC health care practice", and "I'm a Facility, Clinic, Health Care Organization or Waiver Provider". The second option is selected and highlighted with a red box. A red arrow points from this box to a "Continue" button at the bottom right, which is also highlighted with a red box. There is also a "Previous" button at the bottom left and an "Up" arrow icon on the right side.

3. Under the **Business Structure** section, select **"I'm a Health Care Group"**.

The screenshot shows the ePREP PORTAL Business Structure section. At the top, there is a dark blue header with the ePREP PORTAL logo, a search bar, and user profile icons. Below the header, there is a navigation bar with "My Home", "Applications" (highlighted), "Accounts", "My Tools", and "Help". Below the navigation bar, there is a progress bar with four steps: "Start Application", "Business Structure" (highlighted), "NPI", and "Provider Type". Below the progress bar, a white box contains a greeting and instructions: "Great! Now select which business structure best fits your health care Group. I need a Maryland Medicaid account to bill for healthcare services and I am applying as:". Below this, there are two radio button options: "I'm a Health Care Group" and "I'm a Federally Qualified Health Center (FQHC)". The first option is selected and highlighted with a red box. Below this, there are three bullet points: "I'll be using my Type 2 NPI (Organizational)", "I have one or more affiliated health care professionals who render services", and "My Group practice has one or more owners". Below the bullet points, there is a "Continue" button at the bottom right, which is highlighted with a red box. There is also a "Previous" button at the bottom left and an "Up" arrow icon on the right side.

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- Under the **NPI** section, enter your National Provider Identifier (NPI). Please note this should be the Type 2 organization NPI you obtained for pharmacist (PT PH) group – NOT the NPI used for pharmacy (PT RX) billing. Then, verify the information is correct by selecting 'yes'.

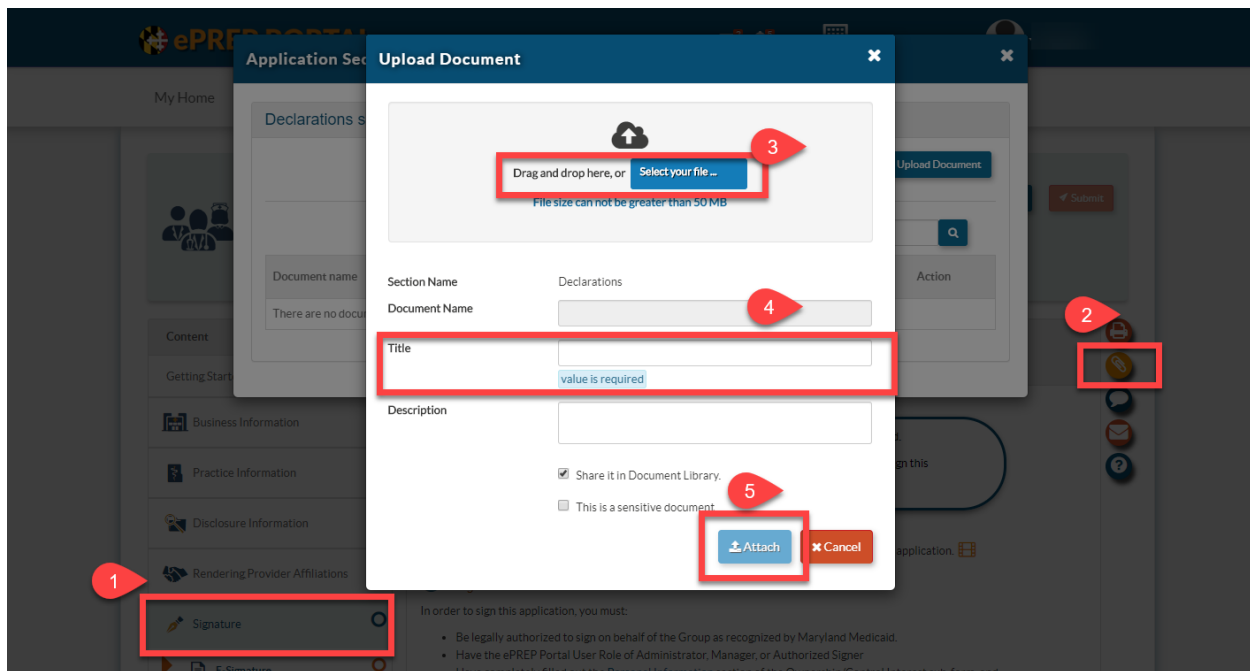
The screenshot shows the 'NPI' step in the ePREP Portal. At the top, a progress bar indicates the current step. A message box says: "Terrific! Now I have your registry! To take safety precautions, check if your information is correct before moving on." Below this, there is a text input field for the "National Provider Identifier (NPI)" with a green checkmark and a "Verify >" button. A red box highlights this input field and button. Below the input field, there is a list of fields: "National Provider Identifier (NPI)", "Type", "Legal name", "Taxonomy Code(s)", and "NPPES address (registered)". A question "Is this information correct?" is followed by radio buttons for "Yes" and "No". The "Yes" radio button is selected and highlighted with a red box. A red arrow points from the "Yes" button to the "Continue" button at the bottom right of the form.

- Select your provider type (pharmacist).

The screenshot shows the 'Provider Type' step in the ePREP Portal. At the top, a progress bar indicates the current step. A message box says: "Now that your NPI has been verified, select your Group's Provider Type from the drop-down list, and press Continue to move on." Below this, there is a dropdown menu for "Provider Type" with "Pharmacist Prescriber" selected and a green checkmark. A red box highlights this dropdown menu. Below the dropdown menu, there is a "Continue >" button, also highlighted with a red box. A red arrow points from the dropdown menu to the "Continue" button. At the bottom of the page, there is a footer with the text: "ePREP Portal Version: 4.10.6.23 Build: #751 © Copyright 2020 Digital Harbor Inc. All rights reserved." and an orange arrow icon pointing up.

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- Click into the **Signature** form. Select the orange paperclip on the right side of the screen. An Upload Document window will appear. Select your file and add a title. Then, select '**Attach**'.



- Return to the **Getting Started** form and proceed with the application. If you have any questions as you are completing the application, please contact the ePREP Call Center: 1-844-4MD-PROV (1-844-463-7768). Please direct questions regarding your participation in Maryland Medicaid as a pharmacist to [MDH.pharmacistenrollment@maryland.gov](mailto:MDH.pharmacistenrollment@maryland.gov).