

ePREP Basics

July 12, 2018

Overview

This Webinar will cover the following:

- Benefits of using ePREP
- Helpful Resources
- User Profiles
- Business Profiles
- Application Types
- Signing an Application
- Checking the Status of an Application

Welcome to ePREP!

ePREP stands for **e**lectronic **P**rovider **R**evalidation and **E**nrollment **P**ortal.
Here are some of the Benefits of using ePREP:

- Applications can be filled out electronically instead of by paper
 - Easier/Quicker to fill out
 - Only the necessary fields for the type of application are generated
 - Shorter processing times
- Access to your Maryland Medicaid information (now called an Account in ePREP)
 - You can see the status of your account (Active, Suspended or Inactive)
 - You can see your affiliations
 - You can see all of your demographic information

Helpful Resources

There are two main resources you can use to learn all about ePREP and how to use it:



- Maryland Medicaid's ePREP Website
Maryland Medicaid has created a website with documents, checklists and webinars that will help you with ePREP
health.maryland.gov/eprep

- Resources within ePREP
Lucy – Your enrollment buddy and guide appears on most pages to give you helpful information

Lucy Hover Help – When you click on or hover over a action item (textbox, drop down, Radio button), Lucy will pop up again with more information on what and how to enter information

In Context Tutorials – If you see a filmstrip icon you can click on it to view a short 3 to 5 minute video explaining what needs to be done



If you are an authorized signer, use your legal first name



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User Profiles

- **User Profile**

Your starting point with ePREP is just like any other website that requires you to set up a user name and password. This is called your User Profile in ePREP.

When signing up for the portal each user must create a User Profile. All users who use the ePREP Portal must have a User Profile. This profile allows ePREP to recognize you as a portal member. This membership is used to provide access to the Business Profile.

Sign Up (User Profile)

ePREP PORTAL Bulletins Contact Us **Sign Up** Login

Welcome! Thank you for your interest in ePREP Portal. Setting up your User Profile will take just a few minutes.

Sign Up Password Recovery Options

Sign Up

First name

Last name

Phone number

Email address

Re-enter email address

Password

Re-enter password

I'm not a robot

TS/CAPTCHA Privacy - Terms

Continue

If you are an authorized signer, use your legal first name

Password Recovery

ePREP PORTAL Bulletins Contact Us Sign Up Login

Just in case you forget your password (we're all bound to at some point) I will need some help verifying who you are. Please answer some recovery questions.

Sign Up Password Recovery Options

Password Recovery

[Select Recovery Question 1] ▼

- [Select Recovery Question 1]
- What is your favorite movie?
- What is the name of your first school?
- What was your high school mascot?
- What high school did you attend?
- What is the name of your first grade teacher?
- In what city were you born?
- What is your father's middle name?
- What is the name of your favorite pet?
- Who is your favorite actor, musician, or artist?
- When is your anniversary?
- What was your favorite place to visit as a child?
- What was the make of your first car?
- Which phone number do you remember most from your children?
- What street did you grow up on?
- What is the name of your first love?
- What is your mother's maiden name?

Sign Up

Password Recovery Cont

ePREP PORTAL [Bullets](#) [Contact Us](#) [Sign Up](#) [Login](#)

Just in case you forget your password (we're all bound to at some point) I will need some help verifying who you are. Please answer some recovery questions.

Password Recovery

What is your favorite movie? ▾

Favorite Movie

What is the name of your first schic ▾

First School

In what city were you born? ▾

Where Born

Use my Sign Up email for password recovery

Recovery email address

By selecting Sign Up, you agree to the ePREP Port

Please enter an email address to recover your password if you forget. This should be an email that you check regularly and one that will stay constant through potential job changes.

[Previous](#) [Sign Up](#)

Verification Email

Once you enter your User Profile information and select your Security questions and answers, ePREP sends a Verification email to make sure the email address you entered for your user name is a real email address.

Please check your inbox for an email from noreplymd@dharbor.com with a subject of ***ePREP Portal Activation email***

You may have to check your Spam, Junk, Trash or Clutter folder to find the email if you do not see it in your inbox.

Once you find the email you can click on the link to verify your email address.

Email Activation

FROM	SUBJECT	TIME
noreplymd@dharbor.c	ePREP Portal Activation Email	4:21 PM UTC

To: sandyjones@gustr.com
From: noreplymd@dharbor.com
Subject: ePREP Portal Activation Email
Received: Sat, Oct 14, 2017 at 4:21 PM UTC (0 minutes ago)
Expires: Sun, Oct 15, 2017 at 4:21 PM UTC

Dear Sandy,

Welcome to the MDH ePREP Portal! To complete your registration process, select the hyperlink below within 30 days of the receipt of this activation email:

[ePREP Portal Activation](#)

If this email was unintentionally sent to you, simply disregard this message or delete it.

Sincerely,

ePREP Portal Administration

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any

Sign Up Cont

ePREP PORTAL

Bulletins Contact Us Sign Up Login

Welcome! Thank you for your interest in ePREP Portal. Setting up your User Profile will take just a few minutes.

Sign Up

Sign Up Password Recovery Options

First name

Sign up verification

User Name
sandyjones@gustr.com

Password

Submit

Continue

Business Profile

- **Business Profile**

The ePREP portal provides a centralized and secure environment called the Business Profile. The Business Profile houses all your Maryland Medicaid accounts and applications including your NPIs, MA number(s), or Tax ID(s).

A User Profile may have access to one or more Business Profiles.

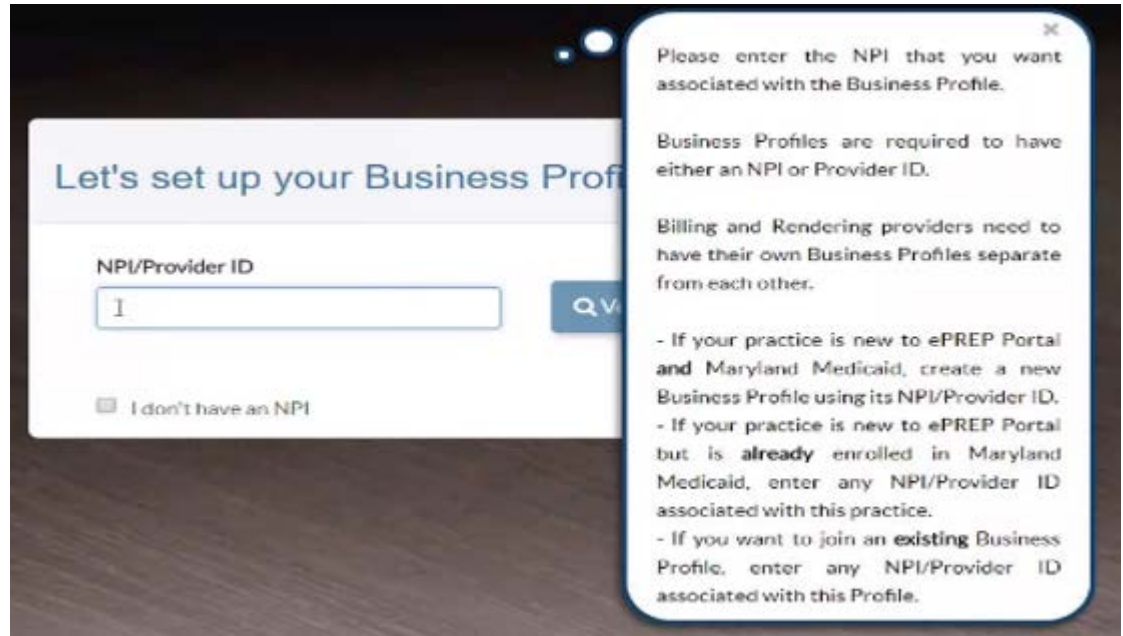
Business Profile

The screenshot shows the ePREP PORTAL interface. At the top, there is a dark blue header with the text "ePREP PORTAL" on the left, and icons for email, notifications, and a user profile labeled "Sandy" on the right. The main content area has a dark background with a stethoscope on a tablet. On the left, a circular profile picture of a woman is shown next to the text: "Congratulations, Sandy. On to the next task! Now that you have a User Profile, you will need to set up a new Business Profile or join an existing one. Start by entering your NPI or Provider ID." On the right, a white modal box titled "Let's set up your Business Profile" contains a text input field labeled "NPI/Provider ID", a blue button labeled "Verify NPI/Provider ID", and a checkbox labeled "I don't have an NPI".

Subject

To create a Business Profile you can use your NPI or if you are already a Maryland Medicaid provider you can use your Provider ID to create the Business Profile.

If you want to join an existing Business Profile you can enter either the NPI or the Provider ID.



The screenshot shows a web interface for setting up a Business Profile. The main heading is "Let's set up your Business Profile". Below it is a text input field labeled "NPI/Provider ID" containing the letter "I". To the right of the input field is a blue button with a magnifying glass icon and the letters "QV". Below the input field is a link that says "I don't have an NPI". A white tooltip box with a close button (X) in the top right corner is overlaid on the right side of the screen. The tooltip contains the following text:

Please enter the NPI that you want associated with the Business Profile.

Business Profiles are required to have either an NPI or Provider ID.

Billing and Rendering providers need to have their own Business Profiles separate from each other.

- If your practice is new to ePREP Portal and Maryland Medicaid, create a new Business Profile using its NPI/Provider ID.
- If your practice is new to ePREP Portal but is **already** enrolled in Maryland Medicaid, enter any NPI/Provider ID associated with this practice.
- If you want to join an **existing** Business Profile, enter any NPI/Provider ID associated with this Profile.

Verify NPI to Link Account to Business Profile

Congratulations, george. On to the next task!

Now that you have a User Profile, you will need to set up a new Business Profile or join an existing one. Start by entering your NPI or Provider ID.

Let's set up your Business Profile 🗒

NPI/Provider ID ✓

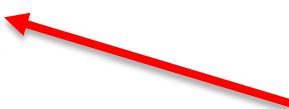
🔍 Verify NPI/Provider ID

Business Profile Name

value is required

➕ Create Business Profile

I don't have an NPI



Links to BP cont

ePREP PORTAL

✉ 🔔 👤 Sandy

You have 3 chances per session to answer correctly.

First Question
What are the last 4 digits of your FEIN? ▾

Answer

Second Question
In what year did you enroll or revalidate with Maryland Medicaid? ▾

Answer

Third Question
What is your phone or fax number for your service address? ▾

Answer

Congratulations!!
You had successfully linked your account(s) to your Business Profile.
To see you account(s) now [click here](#) or select continue to go to your Business Profile's Home page.

Continue →

Welcome Screen

The screenshot shows the ePREP PORTAL interface. At the top left is the logo "ePREP PORTAL". The top navigation bar includes "My Home", "Applications", "Accounts", "My Tools", and "Help". On the right side of the navigation bar, there are icons for a calendar, a notification bell, and a user profile icon labeled "Sandy". A red arrow points from the "Century Medical G..." text to the calendar icon, and another red arrow points from the "Sandy" text to the user profile icon. Below the navigation bar is a light blue area with a welcome message from a virtual guide named Lucy. The message reads: "Hello and Welcome! I'm Lucy, your virtual guide. I'll assist you through ePREP on your journey to become a Maryland Medicaid provider. This is the Welcome page. Here you'll have quick access to different parts of ePREP Portal. As you explore this page by hovering over different items, I'll tell you more about where each item will take you." Below the message is a 3D isometric illustration of a city with buildings labeled "LEARNING CENTER", "MY TOOLS", "MY APPLICATIONS", "MY ACCOUNTS", and "MESSAGE CENTER". A thought bubble containing a woman's face is positioned above the "LEARNING CENTER" building. Two white boxes with red text are overlaid on the image: "This is your Business Profile" with a red arrow pointing to the calendar icon, and "This is your User Profile" with a red arrow pointing to the user profile icon.

ePREP PORTAL

My Home Applications Accounts My Tools Help

Century Medical G... Sandy

Hello and Welcome! I'm Lucy, your virtual guide. I'll assist you through ePREP on your journey to become a Maryland Medicaid provider. This is the Welcome page. Here you'll have quick access to different parts of ePREP Portal. As you explore this page by hovering over different items, I'll tell you more about where each item will take you.

LEARNING CENTER

MY TOOLS

MY APPLICATIONS

MY ACCOUNTS

MESSAGE CENTER

This is your Business Profile

This is your User Profile

Linking providers to groups

- It is very important to note that when setting up accounts, you should **NEVER** link a rendering provider's NPI to the same Business profile as the group or facility.
- Each rendering provider should have a separate email address, User Profile, and Business Profile.

Applications

There are several different types of applications in ePREP

Most can be started from the Applications section of ePREP, but some need to be started in the Accounts section.

ePREP will generate just the fields of the application that are necessary based the type of application you select.

Once an application is submitted, the enrollment team will review all of the information and get back to you as soon as possible.

You can always check on the progress of your applications directly in ePREP.

ePREP Application Types

Application Types

- **New Group:** Application to enroll a new practice location with at least one affiliated rendering provider.
- **New Rendering:** An application to enroll an individual practitioner, new to Medicaid, to be affiliated with one of your group locations.
- **Rendering-S:** A simplified application to affiliate a group with a rendering provider, both of whom are already enrolled in Medicaid.
- **Supplemental:** A change in a provider's account information or required documenting, such as correspondence address or an updated professional license.

ePREP Application Types Cont.

Application Types

- **Revalidation**

Application to renew your Medicaid enrollment at least every 5 years.

Scheduled automatically in ePREP when they are due. You may only submit a revalidation application when you receive a notification that it is time to do so.

You will receive a printed revalidation notification in the mail for your initial notification. After your ePREP account is set up, you will receive electronic revalidation notifications.

ePREP Application Types Cont.

Other Application Types

- **Disaffiliation:** Application to cancel an affiliation between a rendering provider and group/facility. Started from the Accounts screen when viewing active affiliations.
- **Disenrollment:** An application to stop being part of Maryland Medicaid. Started from the Accounts screen when viewing active accounts.

Application Example

ePREP PORTAL

My Home **Applications** Accounts My Tools Help

Provider Name: [Redacted]
Provider Type: Physician
Application ID: 1712A4P1
Creation Date: 12/05/2017
Package Type: Group Billing

0% Complete 0% Documents

New Message Submit

Content Expand All

- Getting Started
- Getting Started
- Business Information
- Practice Information
- Disclosure Information
- Rendering Provider Affiliations
- Signature
- Submit Application

Getting Started

Let's take a few minutes to watch these In-Context Tutorials before you start your application as a **Physician**. These videos will help you get oriented and make filling out your application a breeze.

If you need help while working on your application, you can always come on back here for a refresher, or just look for the icon throughout ePREP Portal.

Getting Started

Familiarize yourself with all the elements of this page, including:

- Application structure
- Social tools
- Status indicators

REP PORTAL

Progress Bars

Application sections to be filled out

Complete the Application

The screenshot shows the ePREP PORTAL interface. At the top, there is a dark blue header with the logo, navigation icons (mail, notifications, Homeless Eagle, user profile), and the name 'Joe'. Below the header is a sidebar menu with various sections: Getting Started, Business Information, Practice Information, Prof. Licenses & Certificates, NPI/Taxonomy/Specialty, Additional Information, Disclosure Information, Rendering Provider Affiliations, Signature, and Submit Application. A red oval highlights the 'Additional Information' section in the sidebar. The main content area features a progress bar with 'Addendums' and 'Summary' steps. A callout box with a cartoon character says: 'Okay, your provider type **Federally Qualified Health Center (FQHC)** requires specific addenda to be included in this application for enrollment approval. Please add them by selecting the hyperlink.' Below this, text reads: 'Select [Addendum](#) to obtain the required addendum for the **Federally Qualified Health Center (FQHC)** provider type. Once you have completed your addendum select the **Add** button to attach it to this application.' There is an 'Add' button. Below that is a table with columns 'Addendum Supporting Document Name', 'Documents', and 'Actions'. The table is currently empty, with the text 'There is no addendum' displayed. At the bottom of the main area are 'Previous' and 'Continue' buttons. On the right side of the interface, there is a vertical toolbar with icons for print, link, chat, share, email, and help.

Keep an eye on the completion prompts to guide you.

Application Checklist

Provider Name: Physician
Provider Type: Physician
Application ID: 1712A4P1
Creation Date: 12/05/2017
Package Type: Group Billing

3% Complete
0% Documents

New Message Submit

Content Expand All

- Getting Started
- Business Information
- Practice Information
- Disclosure Information
- Rendering Provider Affiliations
- Signature
- Submit Application
- Checklist
- Submit

Document Attachment Application

You can see a summary of all the Forms, Sub-Forms and Sections of the application. Notice that any element of the list can be edited from here by pressing the edit icon.

Your application is complete to: 3%

Form/SubForm/Section	Documents	Social Chat	Explanations	Messages	Shared	Complete	% Completed	Actions
Getting Started						✓	100	
Getting Started						✓	100	
Business Information						X	0	
Business Profile						X	0	
Business Profile						X	0	
TIN/SDAT & Business License						X	0	
						X	0	
						X	0	
						X	0	
						X	0	
						X	0	
						X	0	

You can go right to the section needing additional work by clicking on the pencil icon.

Green Checks indicate a completed section & Red X indicate a section needing more work

Account ID: 800177699

	Provider Name	Percy Canese	100% Complete	100% Documents	New Message
	Provider Type	Physician	100%	100%	
	Application ID	1710VUPQ			
	Creation Date	10/26/2017			
	Package Type	Supplemental			
	MA Number:	065868500			

- Content Expand All
- Getting Started
- Account Information
- Type of Change
- Profile Information
- Practice Information
- Disclosure Information
- Rendering Signature
- Submit Application
- Checklist

Document Attachments Application

Excellent Carmen Rosario! This is your final review. All documents listed below must be attached so this application can be submitted. To manage your documents, see the action column and remember that all uploaded documents should be seen clearly or your application may be sent back.

Document	Form/SubForm/Section	Mandatory	Attached	Actions
Prof. License/Cert Document	Practice Information/Individual Licenses & Certifications/Professional Licenses & Certificates	Yes	<input checked="" type="checkbox"/>	

[Previous](#) [Continue](#)



Electronic Signature

- All applications must be electronically signed. Who can sign will depend on the type of application!
- You can sign for your existing accounts that were already enrolled.
- For new accounts, the person signing must add themselves as an owner or managing employee in the Disclosure section.
- New rendering providers and solo practitioners need to sign their own applications.

Electronic Signature

- On a Rendering-S application only: You may sign on behalf of a rendering provider if you are an Administrator on the provider's Business Profile.
- When you have completed the group signature, send the application to the rendering provider.
- The rendering provider must sign their part of the application.

New Group Application - Disclosures

Content Expand All

- Getting Started
- Business Information
- Practice Information
- Disclosure Information**
- Adverse Actions
- Fines and Debts (Gov.)
- Subcontractors
- Ownership/Control Interest**
- Significant Transactions
- Delegated Officials
- Rendering Provider Affiliations
- Signature
- Submit Application

Ownership/Control Interest Summary

In this section, a complete disclosure of ownership and financial interest is required. Please add at least one owner or those parties who have control interest in your Group. Keep in mind that you can share any record with another user, making it easy to complete your application.

Are there any Individuals or Entities (Corporations, unincorporated associations, partnerships, or similar entities) who have 5% or more (direct or indirect) Ownership or control interest, or any partnership interest in CHASE BREXTON HEALTH SERVICES, INC.?

All entity owners' board members, officers of a corporation, and directors must be disclosed in this section. Indirect entity owners do not need to disclose its board members, officers of a corporation or directors if those individuals' only relation to applicant is via the indirect owner.

Additionally all board members, officers of a corporation, directors, agents, and managing... SERVICES, INC. must be reported in this section as well.

[Add](#)

Type	Name	Ownership/Control Interest	Status	Actions
No Ownership Control Interest listed.				

[Previous](#) [Continue](#)

Whoever signs the application must be disclosed in this section.

Electronic Signature

Content Expand All

- Getting Started
- Business Information
- Practice Information
- Disclosure Information
- Rendering Provider Affiliations
- Signature**
- E-Signature
- Submit Application

Declarations E-Signature Summary

You're almost ready to sign your application!

Even though you're completing and submitting your application through ePREP Portal and not on paper, your signature is still required. Using the electronic signature feature, you can submit this application just like your handwritten signature.

Please read the Maryland Medicaid Provider Agreement, and then check the boxes to declare that you agree with this process.

Please note that in order to continue with the e-Signature process, you **must** read the Provider Agreement.

[Maryland Medicaid Provider Agreement review is required](#)

I, **Sandie Smith**, declare that I have legal authorization to sign this application for and on behalf of **'HEALTH SYSTEM INC.**

[value is required](#)

Print





Share

Help

Search

Home

Electronic Signature

 Disclosure Information	●
 Rendering Signature	●
 E-Signature	●
 Submit Application	●

Summary: E-Signature

Declarations

If you see **X** Icon in this section, please select **Edit** to either make sure each declaration was selected or verify that you viewed the Maryland Medicaid Provider Agreement.

Please complete the declaration and E-Signature sections to be able to submit your application.

I, **Carmen Rosario**, declare under penalty of perjury under the laws of Maryland that the foregoing information and the information on all attachments is true, accurate and complete, to the best of my knowledge and belief, and that I am authorized to sign this application pursuant to State Regulations.

E-Signature

I, **Carmen Rosario**, certify that I intend for my electronic signature on this application to be a legally binding equivalent of my traditional handwritten signature.

SSN (last 4 digits)	###-##-****3	✓
Year of birth	##/##/****8	✓
Email address	ady76@hotmail.com	✓
Password	Verified	✓

[← Previous](#)

[Continue →](#)



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Checking the Status of an Application

You can always check on the progress of your applications directly in ePREP.

Select the Application Tab at the top of the screen to see all of the Applications you have created in ePREP.

An application that has been completely filled out will show as 100%.

It is the Status Column that will show you the progress of the application:

In Progress – Application started, but not Submitted


Submitted – Application completed and sent to be reviewed

Received by ePREP – Application received by the enrollment team

Under Review – Application is being reviewed by the enrollment team

Approved – Application Approved

Denied – Application was denied

You can also find some additional information on the Status of an application by clicking on the clock icon on the far right side of the screen 

Returned to Provider – Information may be missing or need clarification

Corrections – Information needs to be corrected to match documents

Resubmitted – Requested info has been supplied resubmitted

You may also receive a Message or Notification about an application, so check the top of the screen to see if you have any.

Applications

Messages

Notifications

My Home Applications Accounts My Tools Help

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. The applications 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
183HBC65	Submitted	ANTHONY IBE MD	Physician	1356562839	Rendering-S	100%	03/09/2018	Stephanie Boyd	
182LIUKG	Approved	Diane Abercrombie	Physician Assistant	1063488153	Rendering Provider	100%	02/13/2018	DIANE ABERCROMBIE	
182Q4VN6	Approved	SOUTHBRIDGE MEDICAL ADVISORY COUNCIL INC	Federally Qualified Health Center (FQHC)	1770699621	Group Billing	100%	02/13/2018	Emma Cote	

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Your list of submitted and in progress apps.

The Status of your apps.

Additional Status Information.

Questions & Contacts

ePREP Portal: eprep.health.maryland.gov

Resources and frequently asked questions: health.maryland.gov/eprep

ePREP Call Center: 1-844-4MD-PROV (1-844-463-7768)

Monday – Friday 7AM- 7PM

Closed on State holidays