GROUPS OR FACILITIES: HOW TO INITIATE AN AFFILIATION WITH EXISTING RENDERING PROVIDERS

The affiliation process allows a group or facility to bill and receive payments for services rendered by an individual provider. The group or facility that bills on behalf of services provided by a provider, must add that rendering provider to their Maryland Medicaid account through ePREP.

**STEP 1:** Start a new application by selecting “Accounts” from the top tool bar, or from the Help screen.

**STEP 2:** From your Accounts page, locate the Account ID, Provider Name, and Location of the account from which you’d like to initiate the affiliation. Then select the “Add Rendering Affiliation” Icon.
**STEP 3:** This next page is your Account Affiliations page. Here you can see all the current affiliations listed under the account. Continue with the affiliation process by clicking “+Add Affiliation”

![Account Affiliations screenshot](image)

**STEP 4:** A “Create Affiliation Application” will appear. Enter the rendering provider’s NPI with whom you’d like to affiliate and click “+Verify”

![Create Affiliation Application screen](image)

**STEP 5:** Once the NPI is verified, ePREP will display the rendering provider’s name and provider type associated with that NPI. Select the correct provider and click “Continue”

*NOTE:* New rendering providers will not have this same display.

![Create Affiliation Application with verified NPI](image)
STEP 5: ePREP will then generate a pop-up asking you to review your group’s information and for the rendering provider. Review, and then click “Continue”

STEP 6: A pop-up will then appear describing that counter e-signatures are required to complete the affiliation application. Click Create Affiliation Application

STEP 7: The affiliation application will appear on the next page. Your Group’s Information will appear under “Group Info”. You will then navigate through the application using the tool bar. As with all ePREP applications, as you complete each section, the circles on the tool bar will fill in:

- A full circle indicates a complete section
- An empty circle indicates that the section is not yet started
- A partially-filled circle indicates an incomplete section
STEP 8: Within the service address section, double check that the provided address is where the rendering provider will provide services. Otherwise, select one of the additional addresses from below. Once the correct address is selected, click “Continue.”

STEP 9: On the next screen, select the box to declare that the information on all attachments is true, accurate, and complete. Click Continue.

*NOTE:* Only those with assigned administrator, manager, or authorized signer roles on the group’s business profile may sign the affiliation application. A disclosed Managing employee, Owner with Control interest and Agent (MOCA) must have one of these roles on the business profile in order to sign.
**STEP 10:** Select the box to certify that your electronical signature on the application is legally binding. Then enter the last 4-digits of your social security number, year of your birth, your email and password. Then click “Continue”.

![Image of the electronic signature step](image)

**STEP 11:** Once the “Group Info” is complete, indicated by completely filled in circles, send the application to the rendering provider for the counter signature.

Do this by clicking the “Send to Rendering” button at the top of the page.

![Image of the send to rendering step](image)
*NOTE:* If you attempt to edit the Rendering Info, ePREP will remind you to “Send to Rendering” for e-signature. However, if the renderer is new to Maryland Medicaid, you may start the application prior to sending to renderer to sign the application. ePREP will prompt you to enter the renderer’s email address, and the renderer will need to complete sign-up process in order to sign the affiliation application.

STEP 12: Enter the email address of the rendering provider and they will then receive an email notification of the affiliation application.

STEP 13: If the rendering provider has an ePREP User Profile they will receive a message in their ePREP inbox. As mentioned above if the renderer is new to Maryland Medicaid, you will enter the renderer’s email address, and the renderer will need to complete sign-up process to then sign the affiliation application.
STEP 13: Once the rendering provider signs and submits the application, you will receive a notice by email alerting you to check ePREP inbox. Once you log into ePREP, you’ll see the confirmation of application’s submission.

You can view this under you “Applications”. The application will appear as Submitted and 100% complete: