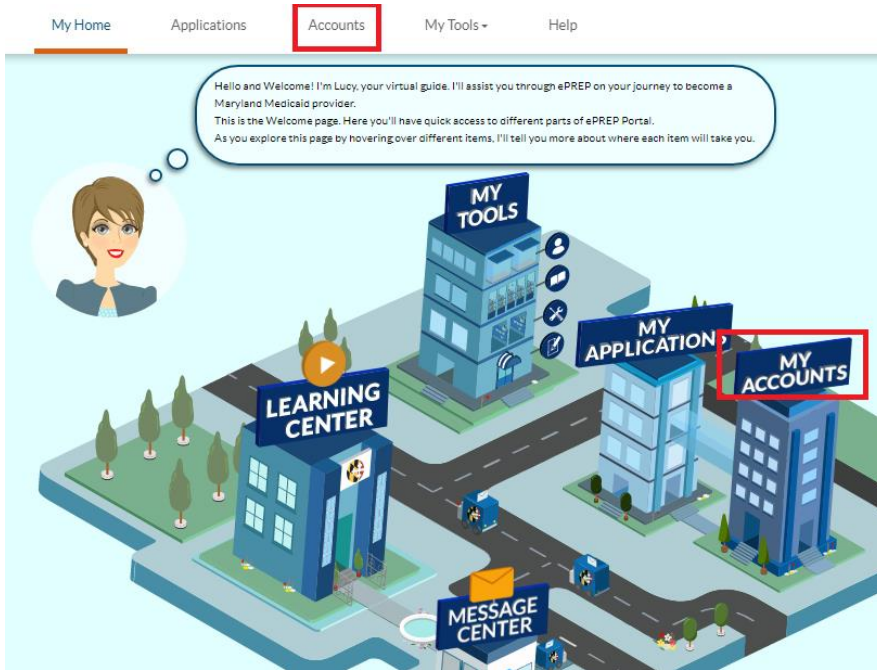


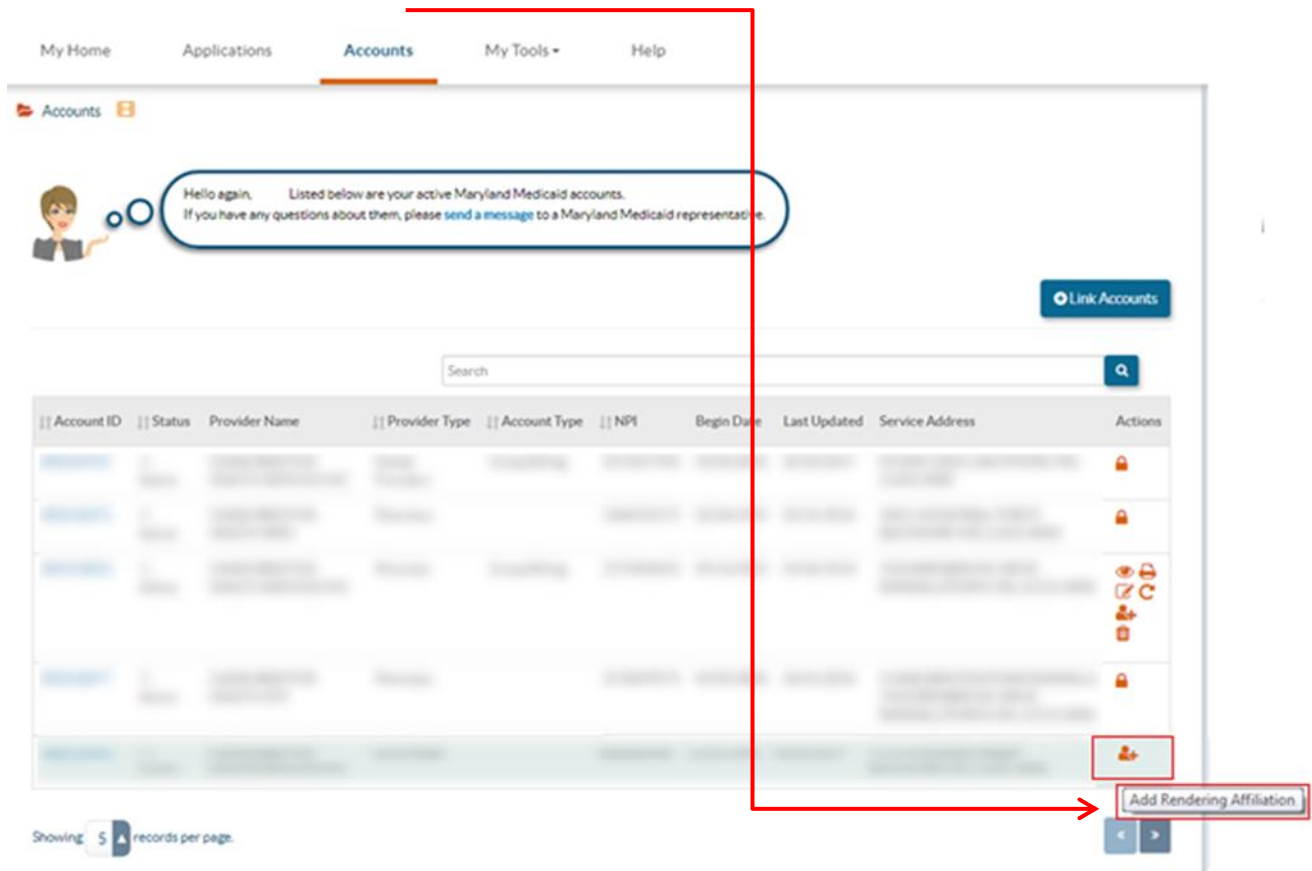
GROUPS OR FACILITIES: HOW TO INITIATE AN AFFILIATION WITH EXISTING RENDERING PROVIDERS

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”

Content Expand All

- Business Information
- Practice Information
- Disclosure Information

Other Options Collapse All

- Other Options
- Account History
- Account Affiliations

Account Affiliations

Listed are the affiliations for Practice

You can "Add" an affiliation with a provider for this server location by selecting the button "Add Affiliation".

To remove an affiliation, please select the trash icon from the provider record you would like to disaffiliate. You will need to sign and submit a Disaffiliation form.

+Add Affiliation

Search

Account ID	Rendering Name	NPI	Provider Type	Affiliation Status	Actions
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Showing 5 records per page. < 1 2 3 4 5 ... 8 >

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

Enter the provider's NPI you would like to affiliate with:

National Provider Identification (NPI) value is required **+Verify**

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

Enter the provider's NPI you would like to affiliate with:

National Provider Identification (NPI) ✓ **+Verify**

The following account(s) were found associated with [NPI] in ePREP Portal. Please select the account that belongs to the provider you would like to affiliate.

Account ID	Provider Name	Provider Type
123456789	RENDERING PROVIDER	

Continue →

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*

Create Affiliation Application

Great! I now have all the information I need to create your customized application. Let's review the information you provided to avoid any mistakes.

Affiliate Application Summary

The following Affiliate application will be created:

Group Billing Provider Information

National Provider Identifier (NPI)	1366423266
Provider legal name	WALNUT STREET COMMUNITY HEALTH CTR
Provider type	CLINIC FQHC
Service address	FAM HLTHCARE OF HAGERSTOWN, 2015 CLEVELAND AVE, HAGERSTOWN-MD, 21740-0000

Rendering Provider Information

Accounts ID	800091094
National Provider Identifier (NPI)	1467873067
Provider legal name	KIMBERLY GREGORY CRNM
Provider type	Nurse-Midwife
Application type	Rendering Simplified (Rendering-S) application

In order to submit this Affiliate application, electronic counter signatures are required from both the Rendering provider and Group Billing provider.

Buttons: Previous, **Continue**

An Affiliation application will be created

An affiliation application will be created between you and [redacted]. Please select [redacted] to continue to create this affiliation application or Cancel to return to the My Applications main option.

To be able to submit this affiliation application, counter e-signatures are required. You and [redacted] have to sign the affiliation application.

Buttons: **Create Affiliation Application**, Cancel

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:

Group Info Expand All

- Business Information (Full circle)
- Profile Information (Partially-filled circle)
- Service Address (Full circle)
- Group Signature (Empty circle)

Rendering Info Expand All

- Getting Started (Full circle)
- Profile Information (Full circle)
- Rendering Signature (Empty circle)
- Submit Application (Full circle)

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”

Service Address

Now it's time to review the information about the addresses where the affiliation application provides services to MDH/Maryland Medicaid beneficiaries.

Service Address

Used as the service address where [redacted] will provide services.

Account ID	NPI	Service Address
[redacted]	[redacted]	[redacted]

Below are additional service addresses associated with the NPI [redacted]. Please indicate if [redacted] will also provide services to MDH/Maryland Medicaid beneficiaries at any of these locations.

Select All Clear All

Account ID	Service Address
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

Previous 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.

Declarations Electronic Signature Summary

You're almost ready to sign your application!

Even though you have access to agree to these declarations, you might not meet the requirements to sign on behalf of the Group because you're not authorized or aren't an approved Delegated Official.

To prevent a Return to Provider (RTP), make sure you have already been disclosed and approved as a Delegated Official or someone with ownership or control interest in your Group.

I, [redacted] 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.

Previous Continue

STEP 10: Select the box to certify that your electronic 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”.

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

***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.



Oops! It seems that you're trying to complete the Rendering Info section as the Group.

This section needs to be completed by the **Rendering provider** with whom you are affiliating.

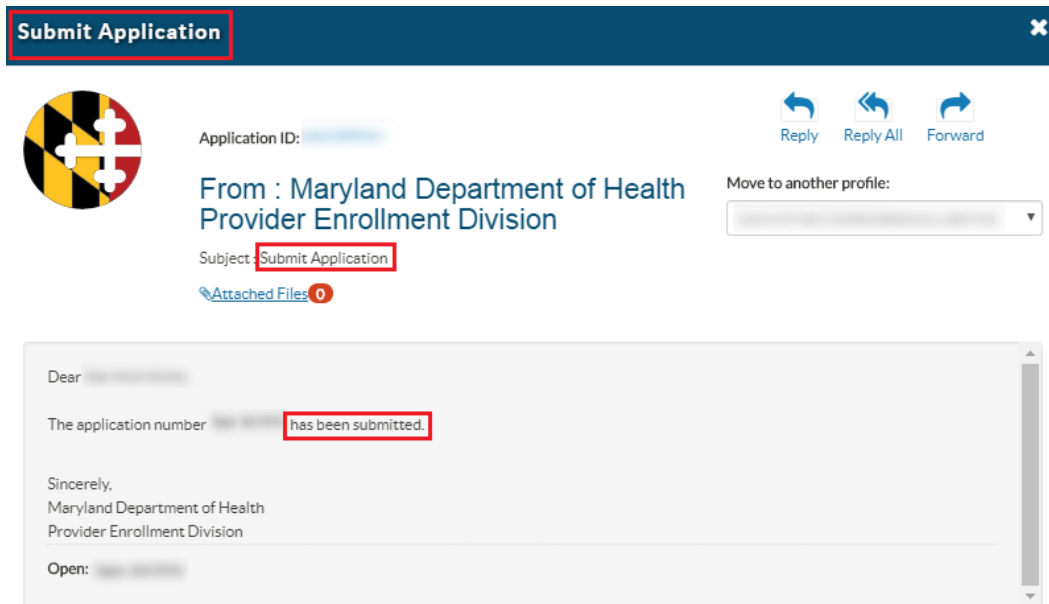
Once you have completed all your information, please select [Send to Rendering](#) above to transfer the application ownership to the Rendering so they can edit, sign, and submit this application.

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.

The screenshot shows an email interface. At the top is a dark blue header with the text 'Rendering Affiliation Invitation' and a close button (X). Below the header is the email content area. On the left is a circular profile icon with a white background and a black silhouette of a person with a stethoscope. To the right of the icon is the text 'From : [redacted]' and 'Subject : Rendering Affiliation Invitation'. There are three icons for 'Reply', 'Reply All', and 'Forward'. Below the subject line is a link for 'Attached Files: 0'. The main body of the email is titled 'Message Invitation' and contains the following text: '[redacted] requests that you become affiliated with them as a rendering service provider. To accept this affiliation, select the Accept Affiliation hyperlink. [Accept Affiliation](#) To reject this affiliation, select the Reject Affiliation hyperlink. [Reject Affiliation](#) Sincerely, [redacted]'. At the bottom of the email is a 'Message History Thread' table with columns for 'From', 'To', 'Subject', 'Type', and 'Date Sent'.

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:

