

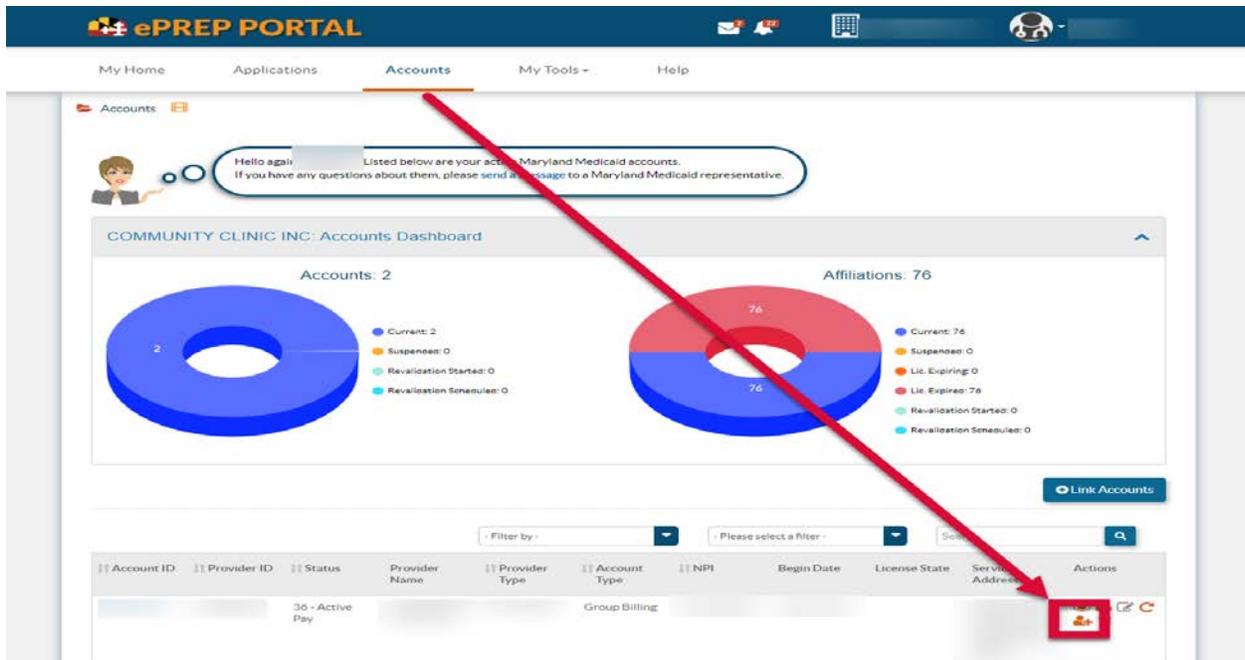
GROUPS OR FACILITIES: HOW TO INITIATE AN AFFILIATION WITH EXISTING RENDERING PROVIDERS

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.

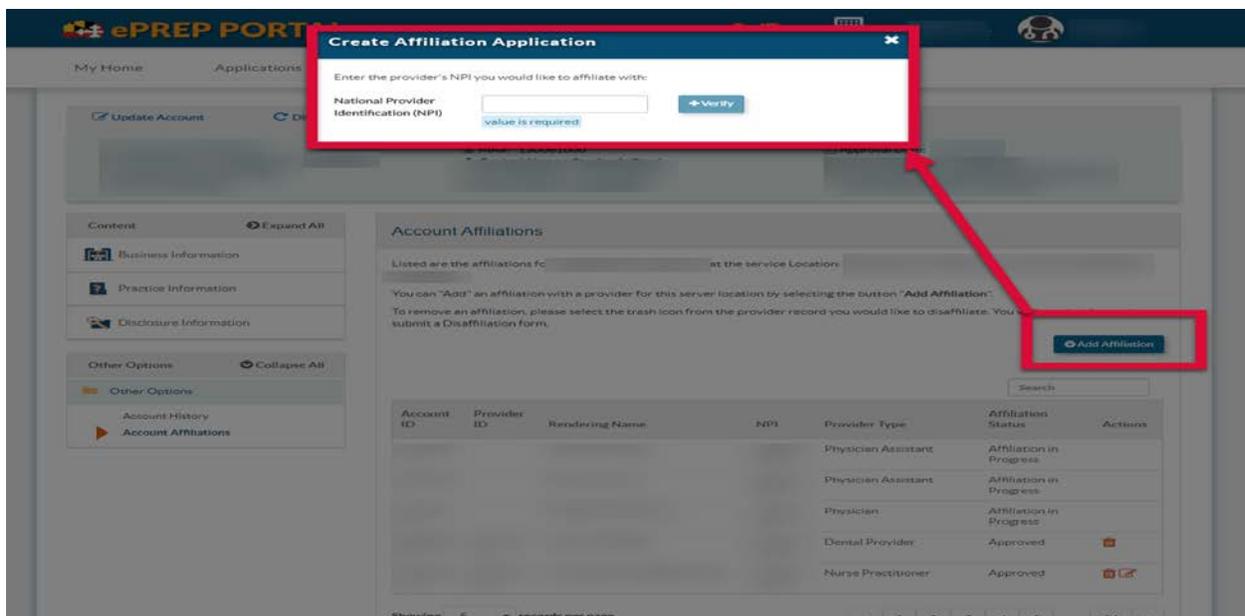
STEP 1: Start a new application by selecting “Accounts” from the ePREP landing page.



STEP 2: From the Accounts page, locate the Account ID, Provider Name, and Location of the account from which the User would 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.”



STEP 4: A “Create Affiliation Application” will appear. Enter the rendering provider’s NPI with whom you’d like to affiliate and click “+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 1811939846 in ePREP Portal. Please select the account that belongs to the provider you would like to affiliate.

Account ID	Provider Name	Provider Type
<input type="radio"/>		Physician

[Continue →](#)

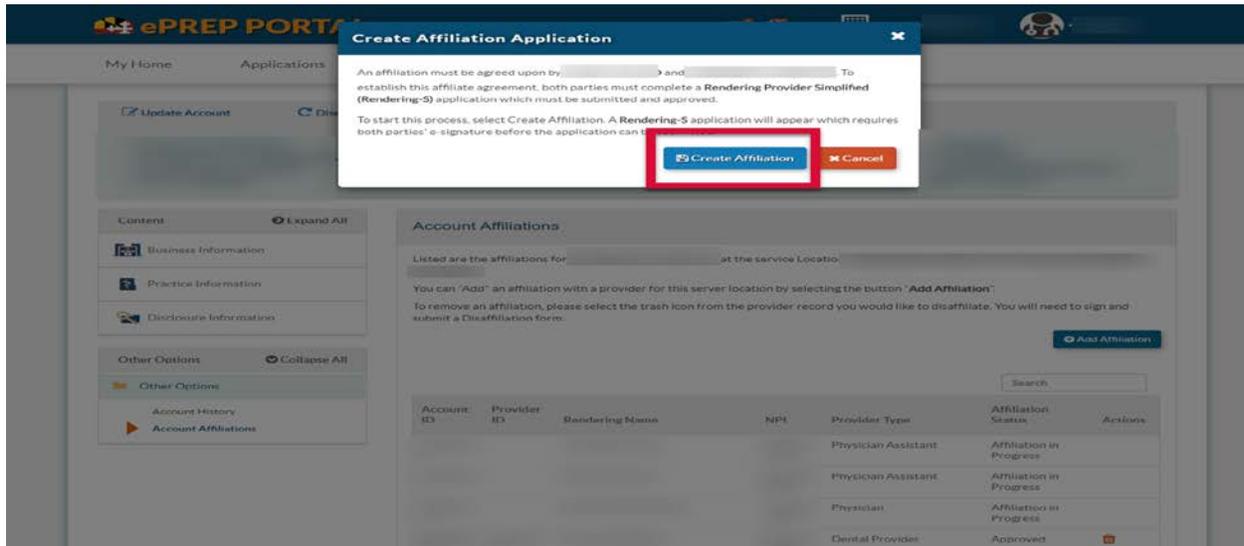
You can "Add" an affiliation with a provider for this server location by selecting the button "Add Affiliation".

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.

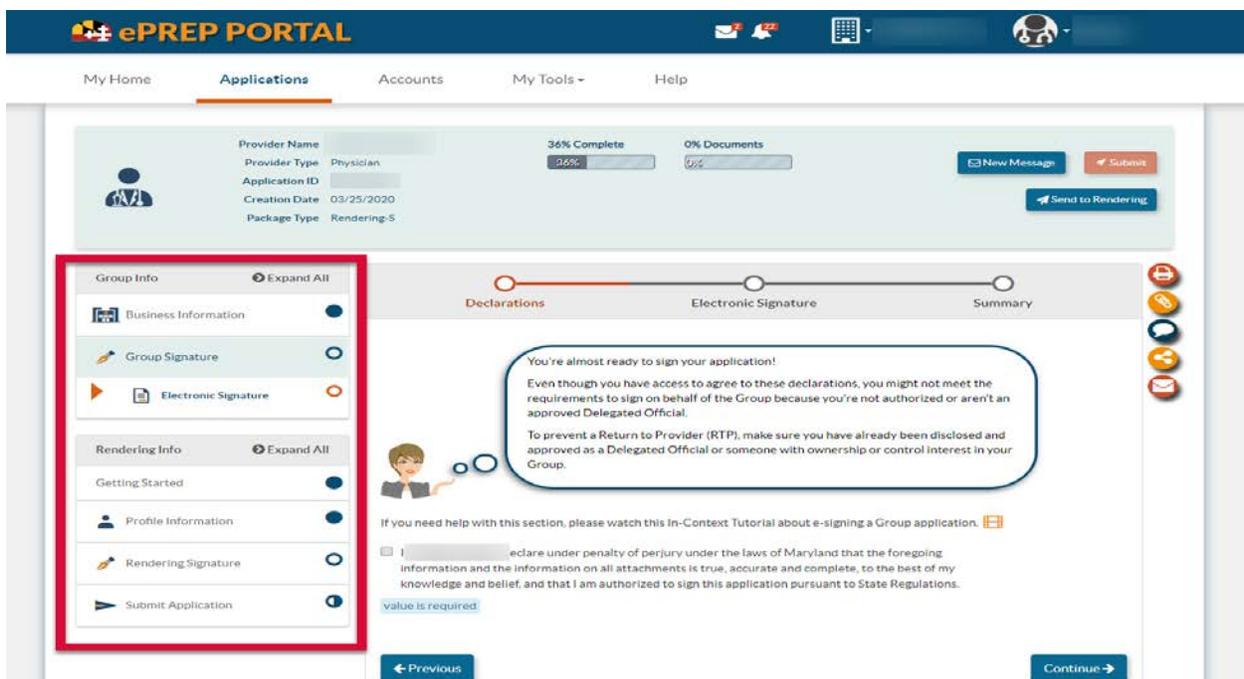
[Add Affiliation](#)

Account ID	Provider ID	Rendering Name	NPI	Provider Type	Affiliation Status	Actions
				Physician Assistant	Affiliation in Progress	
				Physician Assistant	Affiliation in Progress	
				Physician	Affiliation in Progress	
				Dental Provider	Approved	

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



STEP 7: The affiliation application will appear on the next page. The Group's Information will appear under “Group Info.” Navigate through the application utilizing the tool bar. As with all ePREP applications, as the User completes 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: There are two possible applications that could be created:

***Rendering-S Application:** Simplified application if the Renderer is previously enrolled with Maryland Medicaid.

***New Rendering Application:** Full Application if the provider is not previously enrolled in Maryland Medicaid.

***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.

The screenshot displays the ePREP PORTAL interface. At the top, the header includes the logo, navigation icons, and a user profile. Below the header, a summary card shows application details: Provider Name (redacted), Provider Type (Physician), Application ID (203CUNFQ), Creation Date (03/25/2020), and Package Type (Rendering:S). Progress indicators show 45% Complete and 0% Documents. Action buttons include 'New Message', 'Submit', and 'Send to Rendering'.

The main content area features a progress bar with three stages: 'Declarations', 'Electronic Signature' (current), and 'Summary'. A callout box provides instructions: 'Now to complete the e-Signature process, I need to verify your personal information. After agreeing to the declaration, make sure your Social Security Number and Date of Birth are identical to what you have already disclosed to Maryland Medicaid as someone who has ownership or control interest in the Group. Please treat this section the same way as if you were using your PIN at an ATM.'

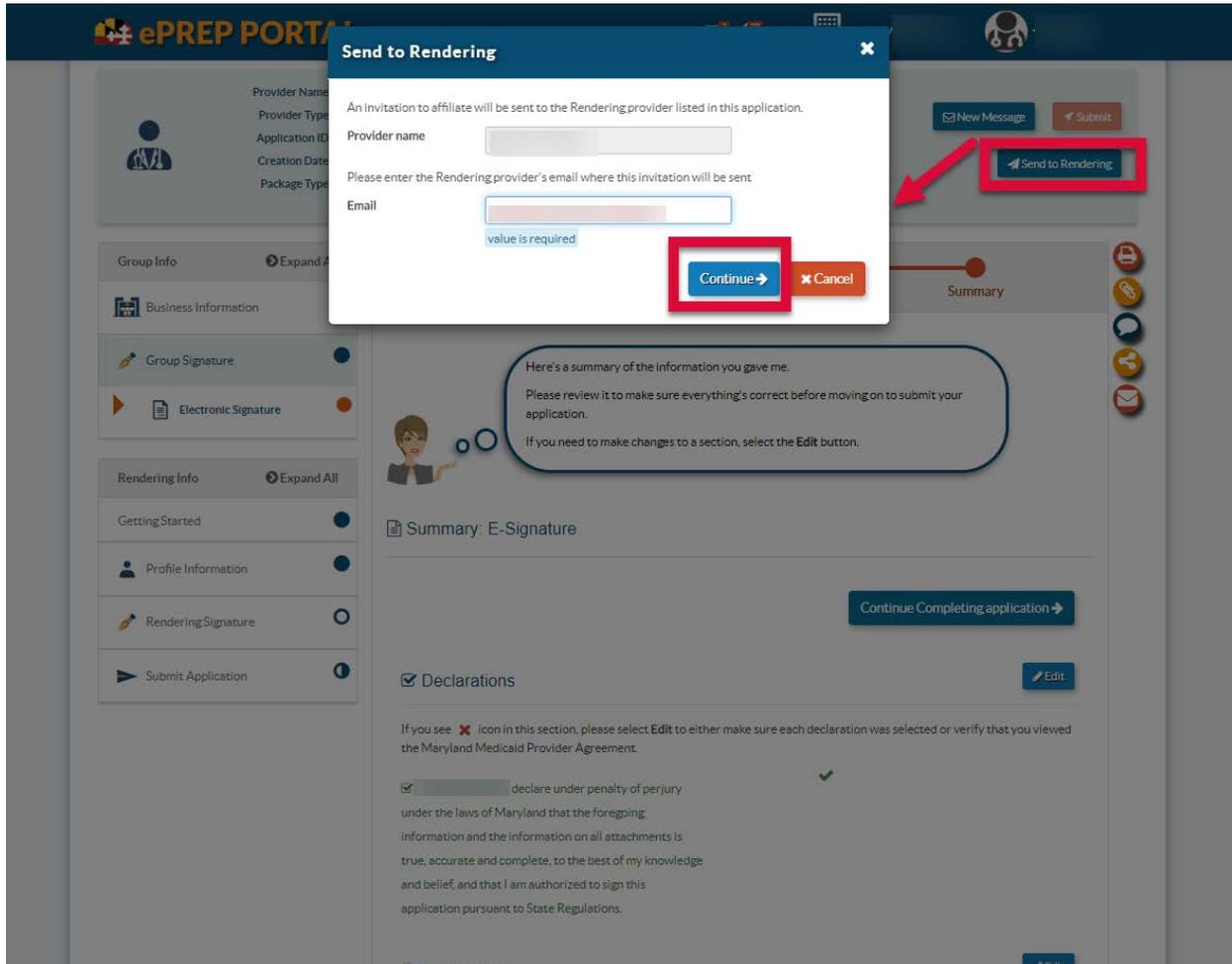
Below the callout, there is a checkbox for agreement: [redacted] agree that my electronic signature is attributable as defined in Commercial Law Article § 21-208.

The form fields are: SSN (last 4 digits) with a masked input field and a green checkmark; Year of birth with a masked input field and a green checkmark; Email address with the value 'stephaniea.boyd@maryland.gov'; and Password with a masked input field.

Navigation buttons at the bottom include 'Previous' and 'Continue', with the 'Continue' button highlighted by a red box.

STEP 9: 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.

STEP 10: Enter the email address of the rendering provider and they will then receive an email notification of the affiliation application.



STEP 11: 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.