

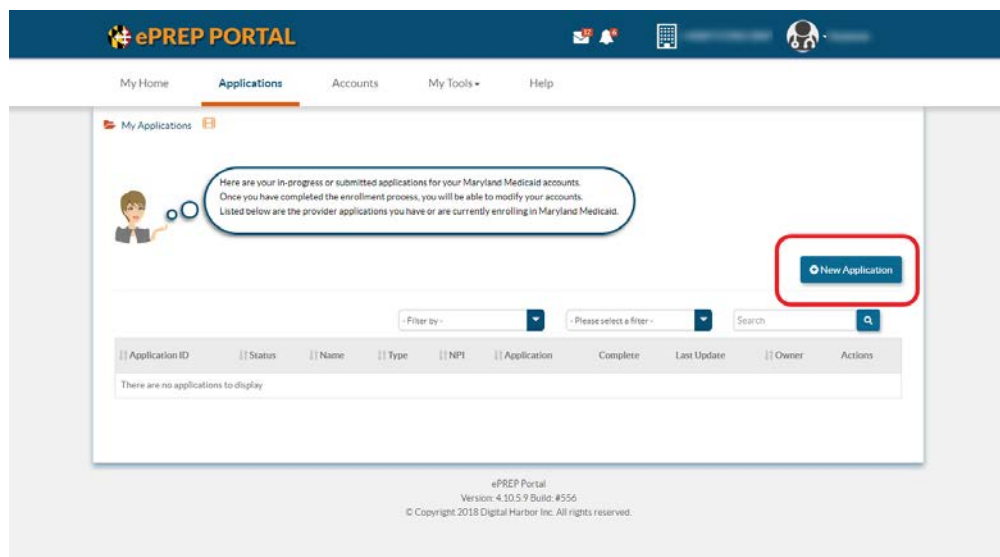
How to Switch from a Rendering Provider to a Solo Practitioner

These instructions are for any provider who is currently enrolled with Maryland Medicaid as a rendering provider and wishes to switch to a solo practitioner.

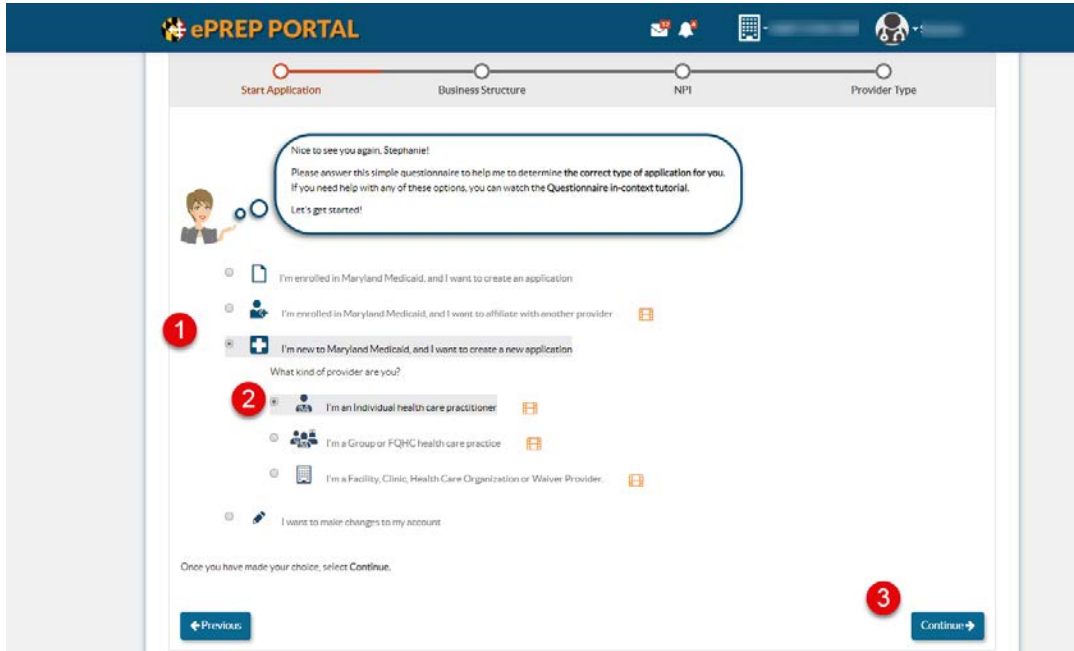
Step 1: Start a New Application by selecting the “Applications” tab from the top tool bar on the Home screen.



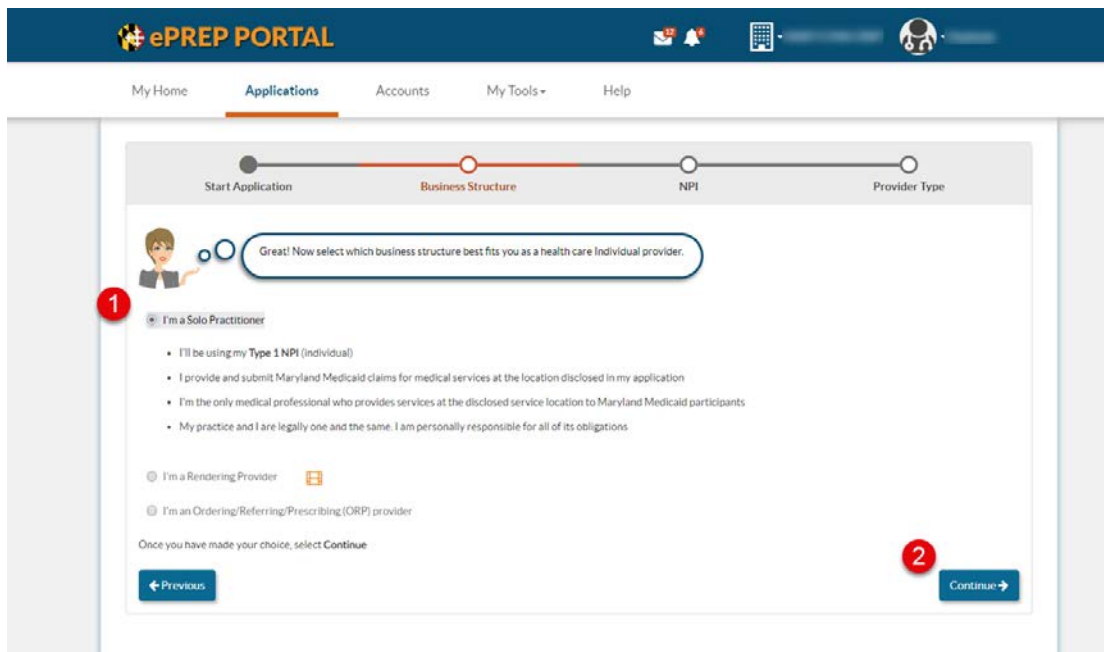
Step 2: Click “New Application”



Step 3: First, select the third option, "I'm new to Maryland Medicaid, and I want to create a new application." Second, select the first option, "I'm an individual health care practitioner." Lastly, click Continue.

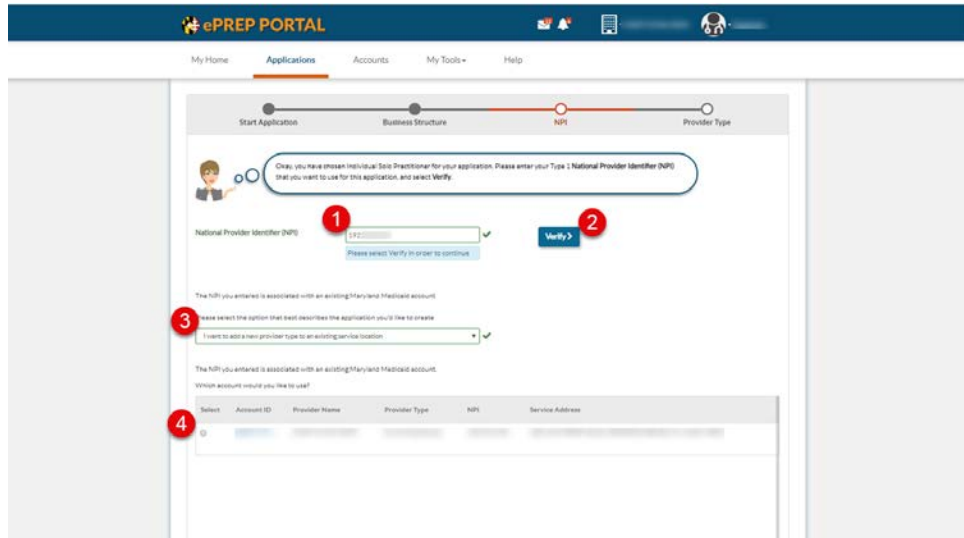


Step 4: Select the first option, "I'm a Solo Practitioner". Then, click Continue.

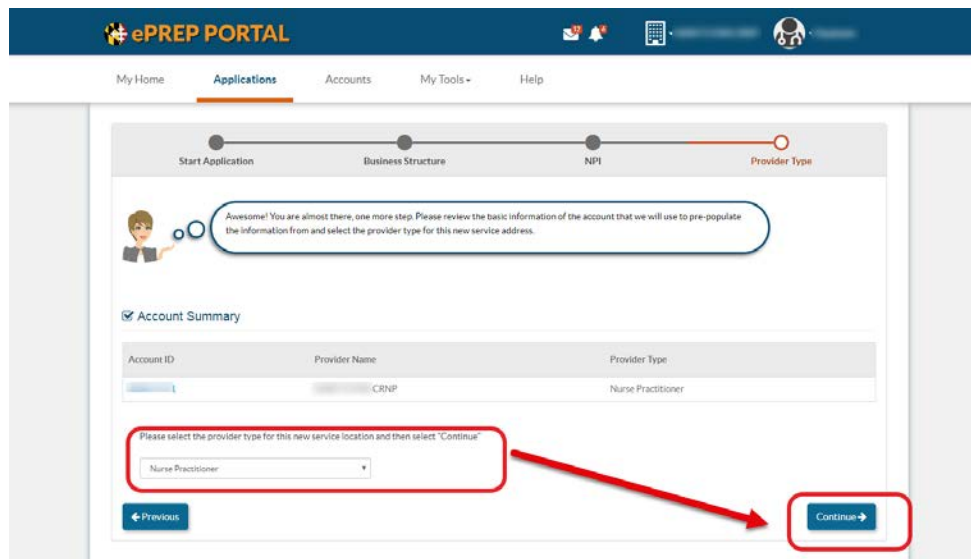


Step 5: The next page will ask a few questions regarding your NPI. First, enter your type 1 NPI and click Verify. The results will show that your NPI is

already associated with an existing Maryland Medicaid account. In the dropdown menu, select “I want to add a new provider type to an existing service location.” This selection will yield the account associated with your NPI. Click the radial button on the left-hand side and continue.



Step 6: The last step before the application is created is to verify the provider type. This screen will list the current Account ID and the provider type associated with it. In the dropdown menu, select the provider type that corresponds with your current enrollment.



Please note: Although this workflow appears to demonstrate how to update a provider type, these instructions are for switching the provider from a rendering provider to a solo practitioner and not switching provider types.