GROUP APPLICATIONS

Share & Send Functionalities for e-Signature Requirements with Managing Employees, Owners, and Control Interests and Agents (MOCAs)

Federal law requires Medicaid providers to disclose all managing employees, owners with control interest, and/or agents (MOCAs). For new applications and revalidations, only a disclosed MOCA may complete the e-Signature process. The following groups must disclose a MOCA in ePREP:

1) New groups applying to enroll in Maryland Medicaid for the first time
2) Existing groups applying to add a new practice location, or
3) Existing groups updating applications

In most instances an ePREP user who is not the MOCA will fill out the aforementioned applications. These instructions show the user how to send the application to the MOCA for their e-signature given the user has the MOCA’s required information (as listed below), or share sections of the application with the MOCA if the user does not have the required information for the MOCA.

**Required Information**

The MOCA will need an ePREP User Profile. To expedite the sharing and signing process, the MOCA can set up their User Profile ahead of time. The Administrator of the Business Profile should add the MOCA as an “Administrator” or “Authorized Signatory” so the MOCA can access and sign the application.

A MOCA must disclose their:

- Legal name, address, Social Security number, NPI (if applicable), date of birth;
- Past participation in Maryland, or out of state, Medicaid programs;
- Percent, type, and effective date of ownership control, etc.; • Associations and family relations with subcontractors and owners of subcontractors;
- Adverse actions against the individual or entity including: terminations, suspensions, crimes, fraud, and pending proceedings
HOW TO ADD A MOCA

STEP 1: ePREP users disclose MOCAs within the “Disclosure Information” form and the “Ownerships/Control Interest” subsection. Within this form, and subsection, click the “+Add” button to add a MOCA.

STEP 2: Select whether the owner/control interest is an entity or individual, enter the correct information, and then click “+Add.”
STEP 3: A pop-up will appear listing the “e-Signature Requirements”. This means that the e-signature process for the submission of the application, and for the required affiliation application for the new group, must be signed by the new individual/entity that you disclose as a MOCA. Read the pop-up, and then click “Okay.”
STEP 4: If the User has all of the required information for the MOCA, as listed above, complete the MOCA’s information for the application and use the send function to send the application to the MOCA (see Step 10-12). If you do not have all of the required information you will share application forms with MOCA (see Steps 5-9).

SHARING APPLICATION FORMS WITH A MOCA

STEP 5: If the user does not have the required information for the MOCA, the user will share the “Ownership/Disclosure” Form with the MOCA. Do this by selecting the Share Icon from the right hand margin, (the orange circle second to the bottom).
STEP 6: After selecting the correct form or subform to share, ePREP will generate a pop-up that asks you to enter the information for the person with whom you are sharing. Enter the email that the MOCA used to set their User Profile, and then select “+Add”. Select all other relevant information, and then click “Share”. The MOCA will receive an email and a message in ePREP that the user shared important forms for the MOCA to complete.

STEP 7: The user must also share the “Rendering Provider Affiliations” form with the MOCA. The user can share these forms in the same way that they shared the “Ownership/Disclosure” Form (see Steps 5 & 6 above) for share functionality. All new groups and groups with new locations must complete at least one rendering provider affiliation application. The MOCA disclosed in the previous form will also have to sign this form.

STEP 8: Click “+Add Rendering” and continue with the rendering affiliation application. For further instruction on how to complete, see the Affiliation Instructions, listed under Resources at health.maryland.gov/ePREP.
STEP 9: Once the Rendering Affiliation Form is complete, the MOCA must sign and submit the rendering application. SENDING THE APPLICATION TO A MOCA FOR e-SIGNATURE.

STEP 10: Fill out the entire application. Once you reach the "Signature Form", ePREP will not allow a non-MOCA to sign on behalf of the Group. Notify the MOCA to sign the application by selecting “Send a Message.”
**STEP 11:** Enter the email address the MOCA used to create the MOCA’s User Profile. Their information should populate in the “To” field. Write a message, and then click “Send” *NOTE: Be sure to add the MOCA as an Authorized Signer or Administrator within the Business Profile.*

**STEP 12:** As mentioned in Step 6, The MOCA will receive an email and a message in ePREP that the user is requesting the MOCA’s signature. The MOCA will then sign in, e-sign the application, and submit.