

# 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.

The screenshot shows the 'Ownership/Control Interest' section of an application. The left sidebar has a 'Content' menu with 'Expand All' and several categories: Getting Started, Business Information, Practice Information, Disclosure Information (highlighted), Adverse Actions, Fines and Debts (Gov.), Subcontractors, Ownership/Control Interest (highlighted with an orange circle), Significant Transactions, Delegated Officials, Rendering Provider Affiliations, Signature, and Submit Application. The main content area has a progress bar at the top with 'Ownership/Control Interest' and 'Summary'. A callout box says: 'In this section, a complete disclosure of ownership and financial interest is required. Please add at least one owner or those parties who have control interest in your Group. Keep in mind that you can share any record with another user, making it easy to complete your application.' Below this, there are three paragraphs of text explaining the requirements for disclosing ownership and control interest. A table with columns 'Type', 'Name', 'Ownership/Control Interest', 'Status', and 'Actions' is shown, with the message 'No Ownership Control Interest listed.' A red box highlights the '+ Add' button in the top right corner of the table area.

**STEP 2:** Select whether the owner/control interest is an entity or individual, enter the correct information, and then click “+Add”

The screenshot shows the 'Add Ownership/Control Interest' pop-up form. At the top, there are two radio buttons: 'Entity' and 'Individual', with 'Individual' selected. Below this are three text input fields: 'First name' (containing 'First'), 'Middle name' (empty), and 'Last name' (containing 'Last'). Each field has a green checkmark to its right. At the bottom right, there are two buttons: '+ Add' (highlighted with a red box) and 'Cancel'.

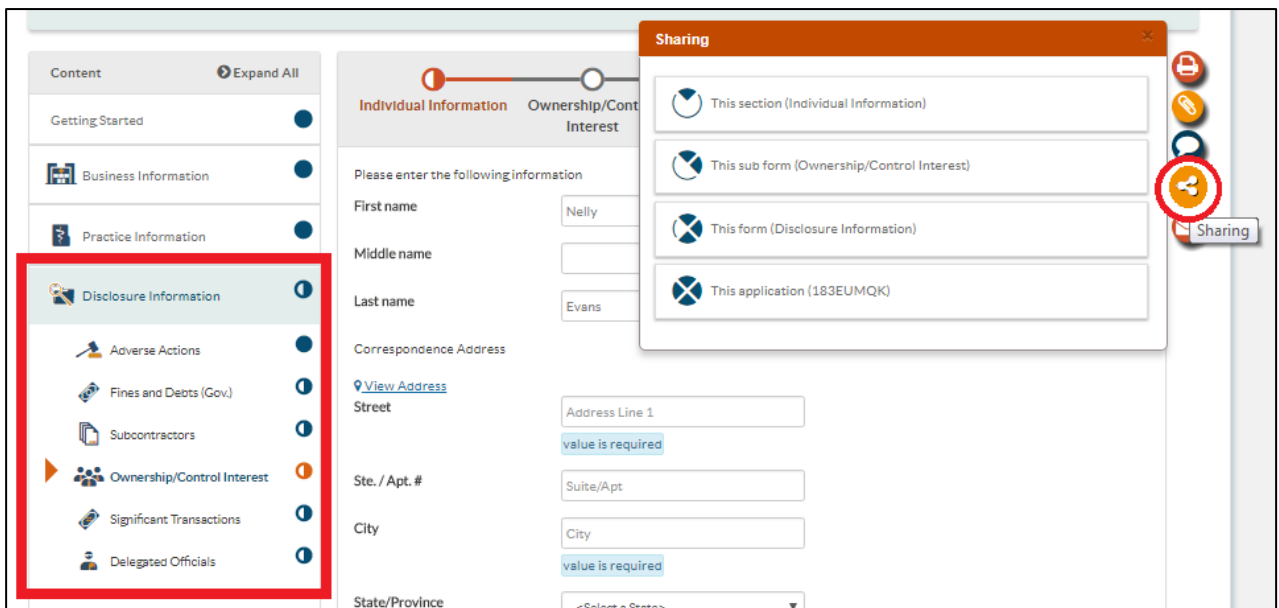
**STEP 3:** A pop-up will appear listing the “e-Signature Requirements”. This means that the e-signature process for the submission of the application, and for the required affiliation application for the new group, must be signed by the new individual/entity that you disclose as a MOCA. Read the pop-up, and then click “Okay”

The screenshot shows the 'e-Signature Requirements' pop-up. The text reads: 'Please note that to e-Sign this application, the SSN, date of birth, first name, and last name listed in the Personal Information Social Form must exactly match the information used for the e-Signature section.' At the bottom right, there is a blue button labeled 'Okay' highlighted with a red box.

**STEP 4:** If you have 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).

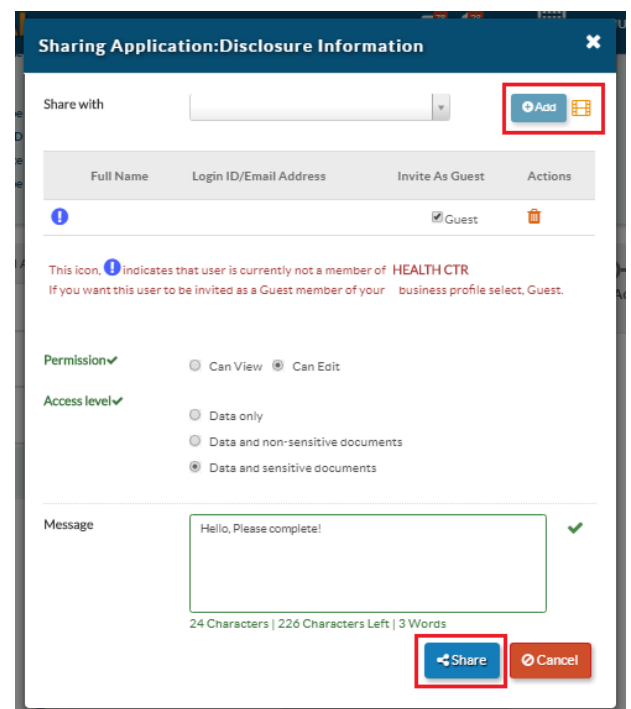
## SHARING APPLICATION FORMS WITH A MOCA

**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 sub-form 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".

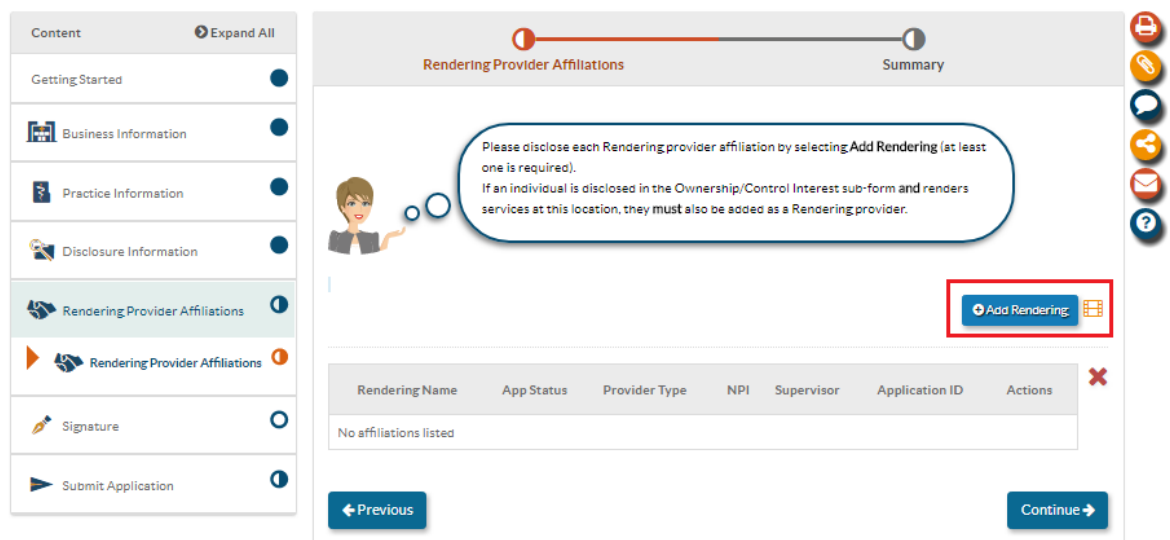
The MOCA will receive an email and a message in ePREP that the user shared important forms for the MOCA to complete.



**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.

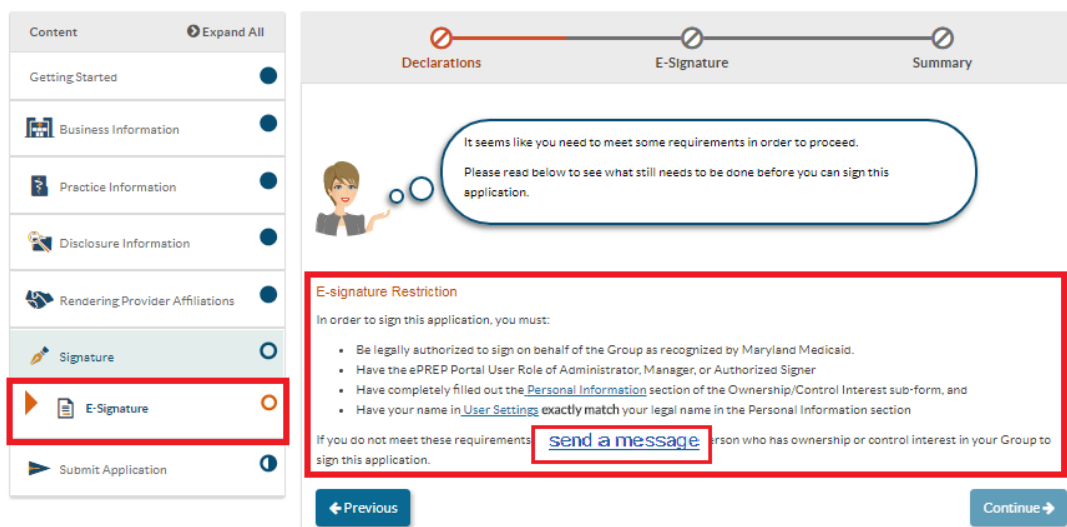
**STEP 8:** Click “+Add Rendering” and continue with the rendering affiliation application. For further instruction on how to complete, see the [Affiliation Instructions](#), listed under Resources at [health.maryland.gov/ePREP](http://health.maryland.gov/ePREP)

**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.

The screenshot shows an email composition interface. At the top, the title bar reads "First Last Requests Your Signature on Application ID: 182952KN". Below this, there is a "To:" field with a dropdown arrow and a text input field containing "First Last". A green checkmark is visible to the right of the "To:" field. The "Subject" field contains the text "First Last Requests Your Signature on Application ID: 182952KN". Underneath, there is an "Attach Files" section with a "Choose Files" button and the text "No file chosen". Below that is a "Drag and drop your files here." area. A rich text editor toolbar is visible, containing various icons for bold, italic, underline, link, unlink, list, and text color. The message body contains the text: "Dear Managing Employee, Please sign this rendering provider affiliation application (#182952KN) for the new practice location application. This application is under your Business Profile for the new practice location." At the bottom right of the message body, it says "Words: 29". There is a checked checkbox labeled "Notify by public e-mail". At the bottom right of the window, there are two buttons: "Send" (highlighted with a red box) and "Cancel".

**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.