Instructions for Updating Service Address

These instructions are for any provider who is currently enrolled with Maryland Medicaid and wants to change their service address, or the location where they render services to participants. Because Maryland Medicaid treats service address changes as new enrollments, a provider must submit a new application in order to change their service address. Please note: This requirement does not apply to changes in correspondence or pay-to addresses. To change either of those addresses, please submit a supplemental application.

Please follow the steps below to create a new application and update your service location.

1. Log into ePREP and select your business profile.

2. Select the Applications tab. Select the New Application button.
3. Select the third option, “I’m new to Maryland Medicaid, and I want to create a new application”. Next, select the practice type that applies to you. In the example below, the provider is a facility, clinic, health care organization or waiver provider. Select Continue.

4. On the Business Structure page, select which option best fits you as a health care provider. In the example below, the provider is an Other Health Care Organization, but you will see different options depending on which practice type you selected. If you selected “I’m an individual health care practitioner” or “I’m a Group or FQHC health care practice” in Step 3, you will see different business structure options and you should select the option that applies to you. Select Continue.
5. Next, ePREP will ask you to enter the National Provider Identifier (NPI) you want to use for the application. Once you enter your 10-digit NPI and select the Verify button, ePREP will confirm your NPI is associated with an existing Maryland Medicaid account. You’ll see a dropdown menu appear, and ePREP will ask you to select the option that best describes the application you’d like to create. Select the first option, “My practice opened a new service location” (Screenshot 5a). This selection will yield a table of your Maryland Medicaid accounts associated with the NPI entered. Select any account to update and click Continue (Screenshot 5b).

![Screenshot 5a](image1)

![Screenshot 5b](image2)
6. Once you’ve initiated the new application, fill in any blank fields and attach any required documents. The circles on the left hand side of the application screen indicate whether or not a section is complete. Empty or only half-full circles indicate a field is incomplete.

Since you are already enrolled in Maryland Medicaid, ePREP will pre-populate many of the fields throughout the application. However, you will still need to fill in some fields and upload attachments to complete the application. If you intend to make any other supplemental updates to your account at this time, such as updating a license or any disclosure information, you may do so in this application.
7. Once all the blue circles on the left hand side of the application screen are full, you are ready to submit your application! Please note you will need to read and sign the Maryland Medicaid Provider Agreement. Additionally, if you disclosed any Managing Employees, Owners, or Controlling Agents (MOCAs) on the application, one of them will need to sign the application in order to submit. For instructions regarding ePREP’s e-signature requirements, please visit health.maryland.gov/ePREP.

8. After the application is submitted, you can track its status by checking the applications tab in ePREP. When the application is approved, you will receive an enrollment approval letter through ePREP.