Instructions for Updating a Provider Type:

These instructions pertain to providers who, for one reason or another, are enrolled with an incorrect provider type. The change to update to the correct provider type has to be performed in ePREP.

**STEP 1:** Log into ePREP and click on the Applications tab

**STEP 2:** Click the “New Application” button.
STEP 3: Select the third option, “I’m new to Maryland Medicaid and I want to create a New Application.” NOTE: For the next subset of options, choose the provider type for which you intend to enroll.

STEP 4: Choose the subcategory of Business Structures that are applicable to the provider.
STEP 5: First, enter the provider’s NPI and click “Verify”. Once ePREP verifies the NPI, confirm the information is correct and select “Continue.”

STEP 6: From the dropdown menu, select the provider type that is applicable to the provider.
STEP 7: When the “Continue” button is selected above, the application will be created. Please complete and submit the application in order to update your provider type. NOTE: Unless the provider is a Rendering provider, in those scenarios please proceed.

STEP 8: Enter the NPI of the Group(s) the Render is affiliating with and verify which account and/or applications apply to the Group. Then select “Continue.”

STEP 9: Review that the Group and the Renderer’s information is correct and then select “Create Affiliate Application.”