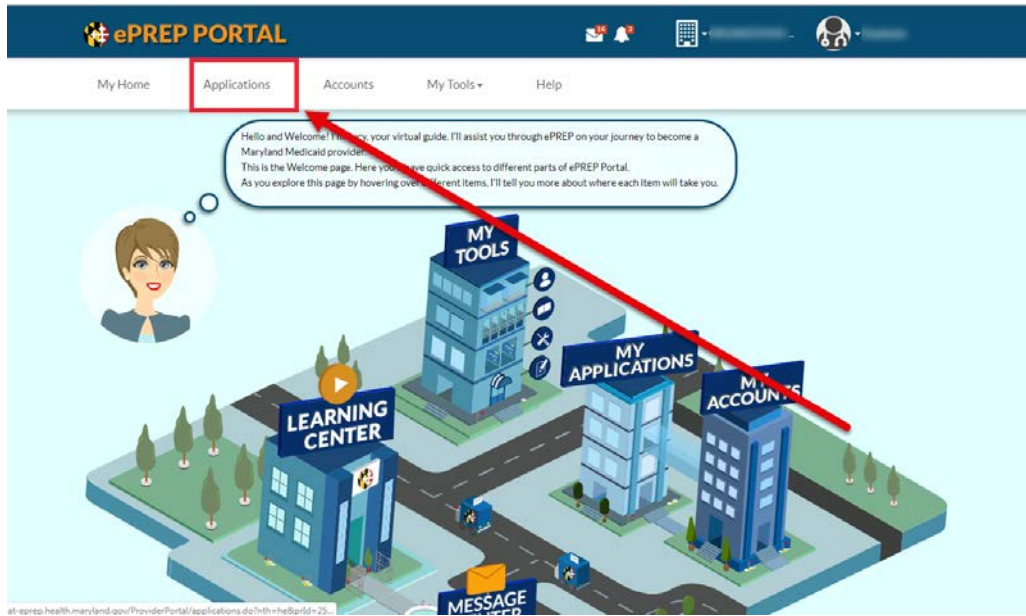


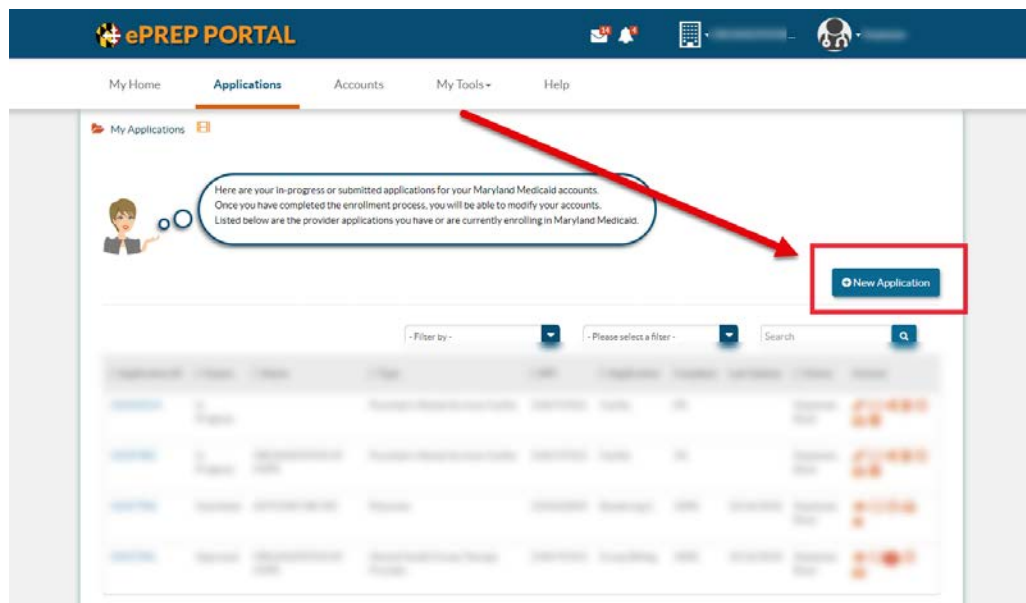
Instructions for Updating a Provider Type:

These instructions are for providers who, for one reason or another, are enrolled with an incorrect provider type and need to correct it in ePREP.

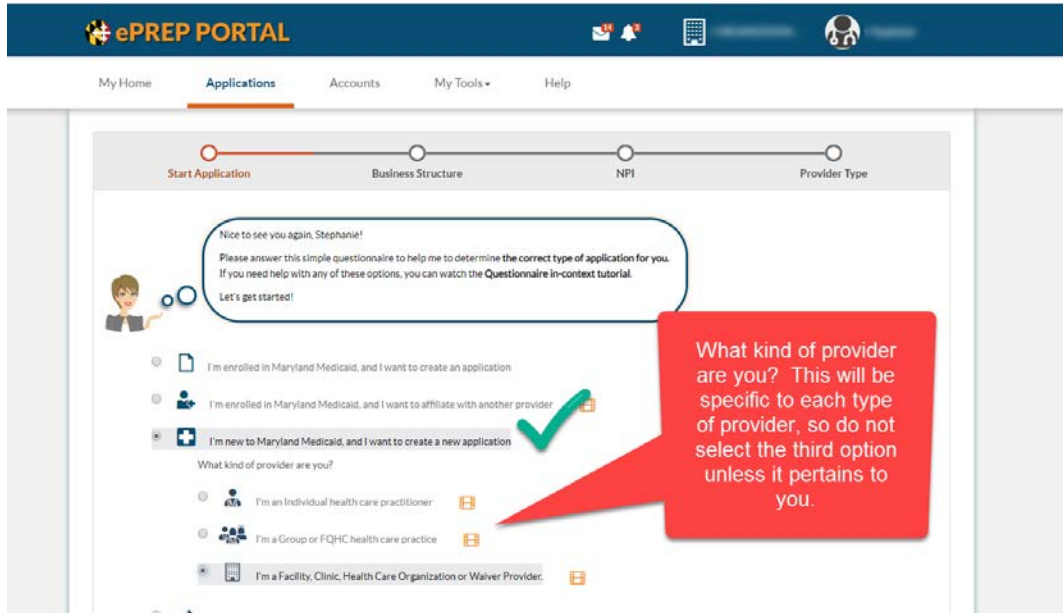
STEP 1: Log into ePREP and click on the Applications tab



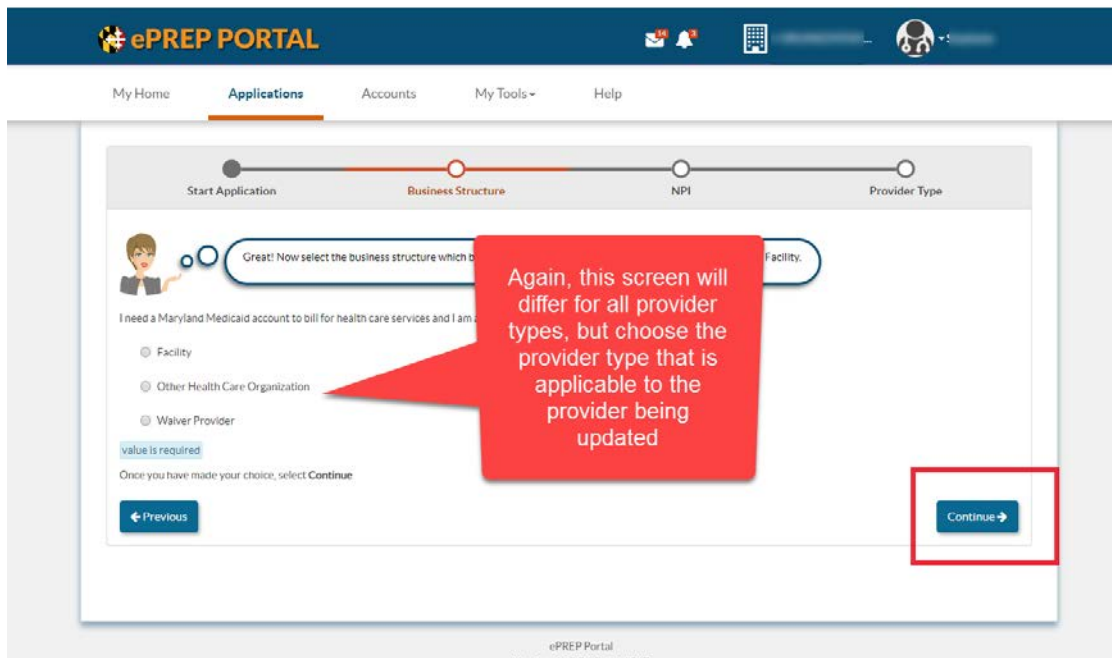
STEP 2: Click the "New Application" button.



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 provider types that are applicable to the provider.



STEP 5: First, enter the provider’s NPI and click “Verify”. Once ePREP verifies the NPI, select in the drop down menu, “I want to add a new provider type to an existing service location.” Next, select the radial option of “Do not use any of these accounts, just create a new application”. Then, select “Continue”.

The screenshot shows the 'Start Application' page in the ePREP Portal. A progress bar at the top indicates the current step is 'Start Application'. A red callout bubble points to the 'National Provider Identifier (NPI)' input field, labeled with a red '1'. To the right of the input field is a green checkmark and a blue 'Verify' button labeled with a red '2'. Below the input field, a message states: 'The NPI you entered is associated with an existing Maryland Medicaid account. Please select the option that best describes the application you'd like to create'. A dropdown menu is open, showing the selected option: 'I want to add a new provider type to an existing service location', labeled with a red '3'. Below this, another message states: 'The NPI you entered is associated with an existing Maryland Medicaid account. Which account would you like to use?'. A radio button is selected for the option 'Do not use any of these accounts, just create a new application', labeled with a red '4'. Below the radio button is a table with columns: 'Select', 'Account ID', 'Provider Name', 'Provider Type', 'NPI', and 'Service Address'. The table is currently empty.

STEP 6: From the dropdown menu, select the provider type for which you intend to enroll.

The screenshot shows the 'Provider Type' selection page in the ePREP Portal. A progress bar at the top indicates the current step is 'Provider Type'. A red callout bubble points to the 'Provider Type' dropdown menu, which is open and showing a list of options. The options include: '[Select a Provider Type]', '[Select a Provider Type]', '1915(i) Facility', 'Ambulatory Surgery Center', 'Clinic, Abortion', 'Clinic, Drug', 'Clinic, FP', 'Clinic, General', 'Clinic, LHD', 'Clinic, Rural', 'Community Based Partial Hospitalization Program', 'Free-Standing Birth Center', 'Freestanding Oncology Center', 'Local Education Agencies/Local Lead Agency', 'Medical Day Care - Adults', 'Mental Health Clinic', 'Mobile Treatment Program', 'Pediatric Nursing/Home Health Aide Services Agency', 'Psychiatric Rehab Services Facility', 'Substance Use Disorder Program', and 'Supported Employment'. A red callout bubble points to the 'Continue' button, which is highlighted with a red box. The text in the callout bubble reads: 'Select the provider type that you choose to update the provider too. Remember the options will vary here dependent upon your selections in the beginning.' The footer of the page includes the text: 'ePREP Portal Version: 4.10.5.1 Build: #547 © Copyright 2018 Digital Harbor Inc. All rights reserved.'

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.