

GUIDE FOR PT 76S (COMMUNITY OPTIONS PROGRAM) TO CREATE APPLICATIONS:

STEP 1: Create a User Profile in ePREP. For further assistance on completing this step, please refer to the document, “Getting Started, ePREP Sign Up Instructions”, which can be found at health.maryland.gov/ePREP.

STEP 2: Once the User Profile has been created in ePREP, you will need to set up the provider’s (Individual/Group/Facility) business profile.

- a. PT 76s are Atypical Providers, so they do not have NPIs. Therefore, please check the box next to “I’m new to Maryland Medicaid and I do not have an NPI or Provider ID”.

ePREP PORTAL

Let's Create Your Business Profile

Enter NPI or Provider ID

value is required

Verify NPI/Provider ID

I'm new to Maryland Medicaid and I do not have an NPI or Provider ID

Maryland
DEPARTMENT OF HEALTH

b. In the dropdown menu, select Atypical Provider and then Continue.

The screenshot shows the 'Let's Create Your Business Profile' page on the ePREP PORTAL. At the top, there is a header with the portal name and navigation icons. The main content area features a form with a text input for 'Enter NPI or Provider ID' and a 'Verify NPI/Provider ID' button. Below this, a message box asks if the user is new to Maryland Medicaid and provides a checkbox. A dropdown menu titled 'Are you one of the following?' is open, showing options: '<Select an Option>', 'Atypical Provider', 'Consultant', 'Government Agency', and 'Other-Specify'. The 'Atypical Provider' option is highlighted with a red box. To the right of the dropdown is a 'Continue' button, also highlighted with a red box. The Maryland Department of Health logo is visible on the right side of the page.

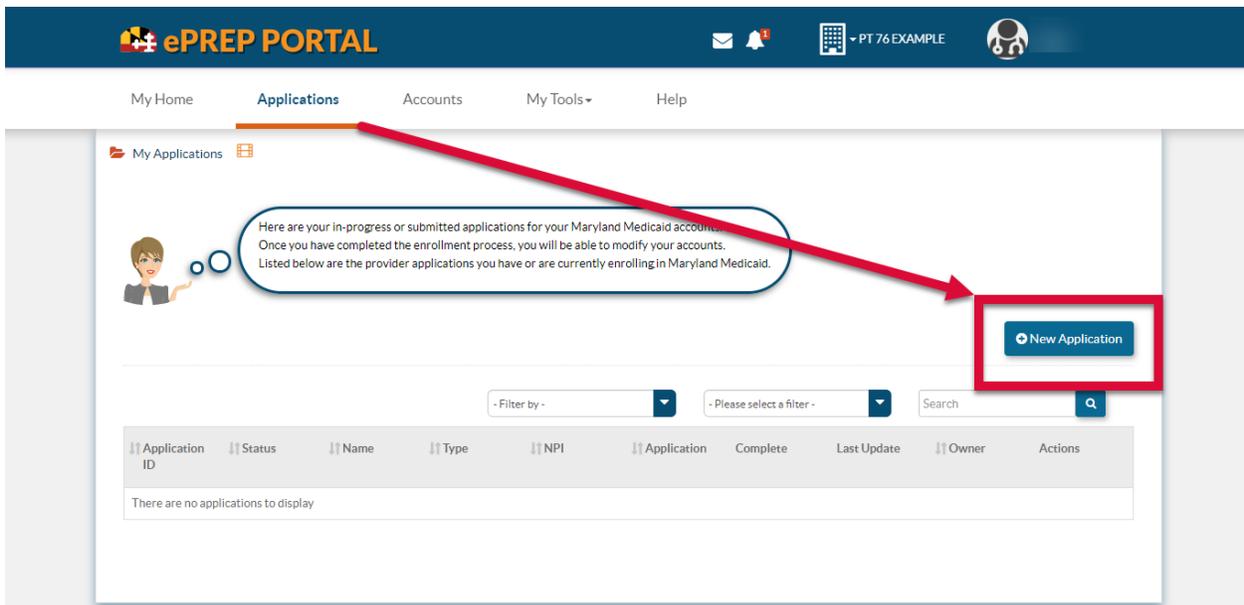
c. Next enter the name of the Business Profile. This will be the name of either the individual practitioner or the organization (i.e., group, facility). Select Create Business Profile.

The screenshot shows the 'Let's Create Your Business Profile' page on the ePREP PORTAL. The form now has a 'Business Profile Name' input field containing the text 'PT 76 EXAMPLE'. A red callout box with the number '1' points to the input field. Below the input field is a 'Create Business Profile' button, which is highlighted with a red callout box with the number '2'. The Maryland Department of Health logo is visible on the right side of the page.

STEP 2: Select the Applications tab at the top of the ePREP Home Page.



STEP 3: Select New Application.



STEP 4: On the next page, select the two options shown below and then Continue.

My Home Applications Accounts My Tools - Help

Start Application Business Structure NPI Provider Type

Hello!

Please answer this simple questionnaire to help me to determine the correct type of application for you. If you need help with any of these options, you can watch the Questionnaire In-context tutorial. Let's get started!

- I'm enrolled in Maryland Medicaid, and I want to create an application
- I'm enrolled in Maryland Medicaid, and I want to affiliate with another provider
- I'm new to Maryland Medicaid, and I want to create a new application **1**

What kind of provider are you?

- I'm an Individual health care practitioner
- I'm a Group or FQHC health care practice
- I'm a Facility, Clinic, Health Care Organization or Waiver Provider. **2**
- I want to make changes to my account

Once you have made your choice, select Continue.

[← Previous](#) [Continue →](#) **3**

STEP 5: On the next screen, it is imperative to choose the option that best fits the provider's situation. For example, if the provider is an individual provider, then select Solo Practitioner. If the provider is an organization, please select Organization.

Note: Make sure you select the correct option. Once you create the application, you cannot change the format of the application. Therefore, if you choose incorrectly, you will have to delete the application and start over.

My Home Applications Accounts My Tools - Help

Start Application Business Structure Provider Type

Great! Now select the business structure which best fits you as a Facility, Clinic, Health Care Organization or Waiver Provider.

I need a Maryland Medicaid account to bill for health care services and I'm looking as:

- Facility
- Other Health Care Organization
- Waiver Provider
- Solo Practitioner
- Organization

value is required

Once you have made your choice, select Continue.

[← Previous](#) [Continue →](#)

ePREP Portal
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STEP 6: In the dropdown menu, select the Provider Type option that is applicable to the provider. In this case, please select Community Options Program and then Continue

The screenshot displays the ePREP PORTAL interface. At the top, there is a navigation bar with the ePREP PORTAL logo, a notification icon, a user profile icon labeled "PT 76 EXAMPLE", and a help icon. Below the navigation bar, there are tabs for "My Home", "Applications", "Accounts", "My Tools", and "Help". The "Applications" tab is active. The main content area shows a progress bar with three steps: "Start Application", "Business Structure", and "Provider Type". The "Provider Type" step is currently active. A message box with a cartoon character says: "Okay, you have chosen Waiver Solo Practitioner for your application. Select your Provider Type from the drop-down list and press Continue." Below the message is a "Provider Type" dropdown menu. The dropdown menu is open, showing the following options: "[Select a Provider Type]", "[Select a Provider Type]", "Community Options Program", "Wh...", and "EPSDT Therapeutic Behavioral Services". The "Community Options Program" option is highlighted with a red box. To the left of the dropdown menu is a "Previous" button. To the right is a "Continue" button, which is also highlighted with a red box. A red arrow points from the "Community Options Program" option to the "Continue" button.

STEP 7: The application has been created. Please complete all required fields and upload any applicable documentation in order to submit the application.