

## Enrolling as an Ordering/Referring/Prescribing (ORP) Provider

These instructions are for a provider who is not currently enrolled as a Maryland Medicaid provider. A provider should enroll as an ORP provider if they are a student in Organized Health Care Education/Training Program, or if they intend to enroll in Maryland Medicaid for the sole purpose of ordering, referring, or prescribing items or services for Maryland Medicaid participants.

1) Select “New Application”.

The screenshot displays the ePREP PORTAL interface. At the top, the logo 'ePREP PORTAL' is visible alongside notification icons (9 and 2) and a user profile icon. The navigation menu includes 'My Home', 'Applications' (which is selected), 'Accounts', 'My Tools', and 'Help'. Below the navigation, the 'My Applications' section is titled with a grid icon. A central message box contains the following text: 'Here are your in-progress or submitted applications for your Maryland Medicaid accounts. Once you have completed the enrollment process, you will be able to modify your accounts. Listed below are the provider applications you have or are currently enrolling in Maryland Medicaid.' To the right of this message, a blue button labeled 'New Application' is highlighted with a pink border. At the bottom of the page, the footer text reads: 'ePREP Portal Version: 4.10.4.1 Build: #494 © Copyright 2018 Digital Harbor Inc. All rights reserved.'

2) Select “I’m new to Maryland Medicaid, and I want to create a new application.” Next, select the first option, “I’m an individual health care practitioner.” Lastly, click Continue.

Nice to see you again, [redacted].  
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 **2**

I'm a Group or FQHC health care practice

I'm a Facility, Clinic, Health Care Organization or Waiver Provider.

I want to make changes to my account

Once you have made your choice, select **Continue**.

[← Previous](#) [Continue →](#) **3**

3) Select the third option, “I’m an Ordering/Referring/Prescribing (ORP) provider” and “Continue”.

Great! Now select which business structure best fits you as a health care Individual provider.

I'm a Solo Practitioner

I'm a Rendering Provider

I'm an Ordering/Referring/Prescribing (ORP) provider **1**

- I'll be using my Type 1 NPI (Individual)
- My sole purpose is to order, refer, or prescribe items or services for Maryland Medicaid participants
- I'm not currently enrolled as a Maryland Medicaid provider
- I'm a Student in an Organized Health Care Education/Training Program

Once you have made your choice, select **Continue**.

[← Previous](#) [Continue →](#) **2**

4) On the next page, ePREP will ask you to enter your Type 1 NPI and select “verify”. ePREP will pull back information associated with that NPI from NPPES and ask you to confirm the information is correct. Finally, select “Continue”.

The screenshot shows the ePREP Portal interface. At the top, there is a navigation bar with the ePREP logo and the word "PORTAL" in orange. Below the navigation bar, there are tabs for "My Home", "Applications" (which is selected), "Accounts", "My Tools", and "Help". A progress bar at the top of the main content area shows six steps: "Start Application", "Business Structure", "NPI" (which is the current step and highlighted in red), "Provider Type", "Search Affiliation", and "Summary".

The main content area features a message from a cartoon character: "Terrific! Now I have your registry! To be safe, check if your information is correct before moving on." Below this message, there is a form for NPI verification. The form includes a text input field for the "National Provider Identifier (NPI)" with a green checkmark to its right, and a "Verify >" button. Below the input field, there is a table of information pulled from NPPES, with columns for "National Provider Identifier (NPI)", "Type", "First name", "Last name", "Taxonomy Code(s)", and "NPPES address (registered)". Below the table, there is a question "Is this information correct?" with radio buttons for "Yes" and "No". At the bottom of the form, there is a "Previous" button on the left and a "Continue >" button on the right. Numbered callouts (1-4) are placed around the form to indicate the steps: 1 points to the NPI input field, 2 points to the Verify button, 3 points to the "Is this information correct?" question, and 4 points to the Continue button.

5) On the next page, select “Prescribing Provider” from the Provider Type dropdown and click “Continue”.

The screenshot shows the ePREP Portal interface. At the top, there is a navigation bar with the ePREP logo and the word "PORTAL" in orange. Below the navigation bar, there are tabs for "My Home", "Applications" (which is selected), "Accounts", "My Tools", and "Help". A progress bar at the top of the main content area shows four steps: "Start Application", "Business Structure", "NPI", and "Provider Type" (which is the current step and highlighted in red).

The main content area features a message from a cartoon character: "Now that your NPI has been verified, select your provider type from the drop-down list, and press Continue to move on." Below this message, there is a form for Provider Type selection. The form includes a dropdown menu for "Provider Type" with the following options: "[Select a Provider Type]", "[Select a Provider Type]", and "Prescribing provider". Below the dropdown menu, there is a message "When you are ready, select Continue." At the bottom of the form, there is a "Previous" button on the left and a "Continue >" button on the right. Numbered callouts (1-2) are placed around the form to indicate the steps: 1 points to the Provider Type dropdown menu, and 2 points to the Continue button.

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