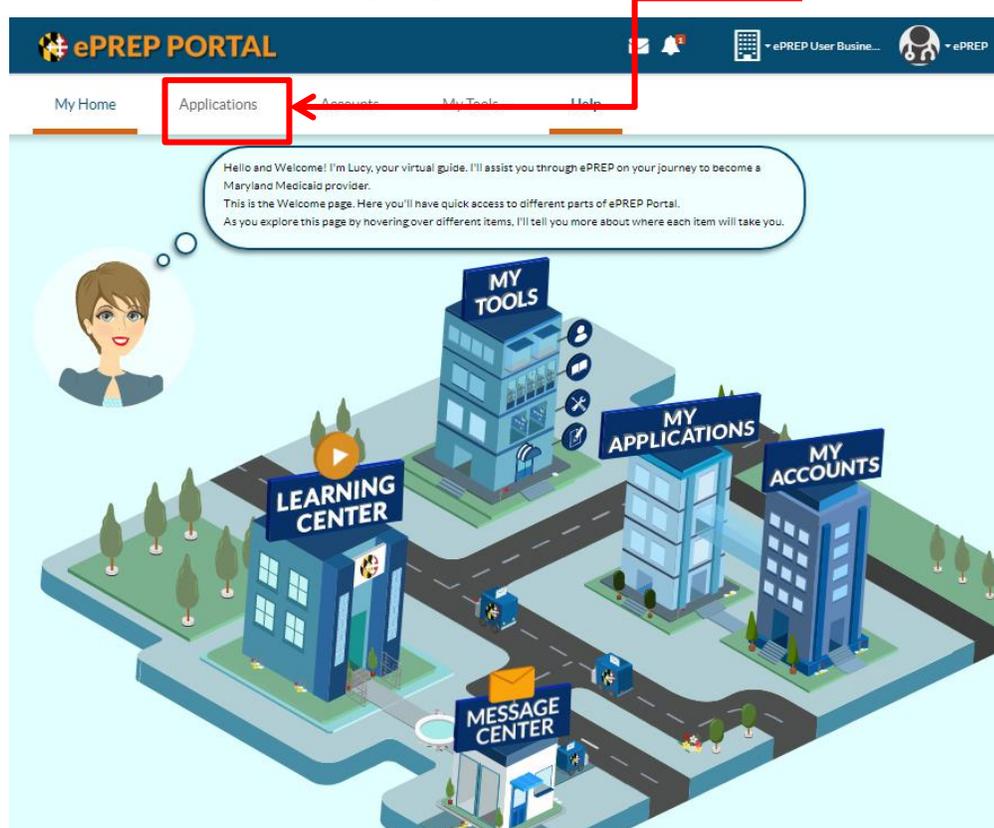


HOW TO CREATE OR REACTIVATE MA NUMBERS FROM ANOTHER STATE IN WHICH A PROVIDER IS LICENSED

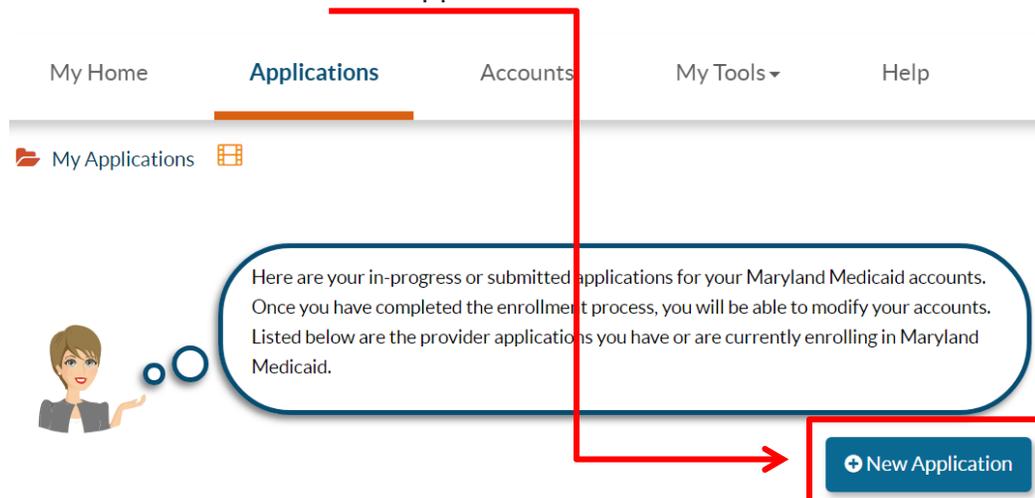
These instructions are for rendering Medicaid Providers enrolling in ePREP who have an active MA number, or a previously-enrolled MA number under a different state license number. To reactivate or create a MA record for your second state license number, you must create a second renderer account in ePREP. If you do not have an ePREP account please first see the "Getting Started" Instructions at: health.maryland.gov/ePREP.

STEP 1: Begin the application process by logging into your existing Business Profile that you set up with your NPI.

STEP 2: From the ePREP Landing Page, select the Applications tab



Then select the "+ New Application" button



STEP 3: Select "I'm new to Maryland Medicaid, and I want to create a new application." Make this selection even though you already have an MA number. This will not impact your existing MA account.

STEP 4: Select "I'm an individual health care practitioner" and hit continue



Nice to see you again,

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
- 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 health care Organization, Institution, Clinic or Facility 
 -  I want to make changes to my account

STEP 5: Select "I'm a Rendering Provider" and hit 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'll be using my Type 1 NPI (individual)
 - I provide medical services to Maryland Medicaid participants for a Group practice or clinic
 - I don't submit claims for health care services rendered to Maryland Medicaid participants
- I'm an Ordering/Referring/Prescribing (ORP) provider

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

STEP 6: Enter Renderer's NPI and hit verify.

STEP 7: Once you hit verify, select "I want to create a new application using this NPI" and hit continue. This will allow you the option to copy information already populated from existing account tied to the NPI you entered.

STEP 6

National Provider Identifier (NPI)



The NPI you entered is associated with an existing Maryland Medicaid account

STEP 7

What would you like to do?

- I want to create a new application using this NPI
- I want to update an existing account

STEP 7: Select from drop down appropriate provider type for this applicant and hit continue



Now, choose one of the following options and specify your **provider type** from the drop-down list. Then select **Continue** when you're finished.

Select your Rendering provider type

[Select a Provider Type]

- [Select a Provider Type]
- 1915i for Children
- ABA Services
- Acupuncture
- Audiology Provider
- Certified Professional Counselor
- Chiropractor
- Dental Provider
- Dietician/Nutritionist
- Nurse Anesthetist
- Nurse Midwife
- Nurse Practitioner
- Nurse Psychotherapist
- Occupational Therapist
- Physical Therapist
- Physician**
- Physician Assistant
- Podiatry Provider
- Psychologist
- Social Worker

STEP 8: Enter the Group's NPI where the renderer will practice under this license. For example, enter a DC group's NPI if you are creating this new application to add the DC license number. Hit Verify. If this NPI has more than one account, select the appropriate account with which you want to affiliate. Hit continue

I found all the accounts or in-progress applications associated with the NPI you entered. Choose one to begin the affiliation process. If you serve participants at multiple locations, select one location for now; then once the application is created, you'll be able to add the other locations.

National Provider Identifier (NPI)

Please select the account or in-progress application that belongs to the provider with whom you're wanting to affiliate.

Select	Acct/App ID	Type	Provider Name	Provider Type	Service Address
<input checked="" type="radio"/>	00:000000	Account	COMMUNITY HEALTH CTR	Clinic FQHC	Hagerstown Maryland Washington
<input type="radio"/>	00:000000	Application	COMMUNITY HEALTH CTR	Clinic FQHC	Hagerstown Maryland Washington

STEP 9: Confirm information as it appears on the page for the affiliation. If correct, hit continue.

STEP 10: A pop-up will appear. Hit "Create Affiliate Application"

New Affiliate Application

An Affiliate application will be created between you and WALNUT STREET COMMUNITY HEALTH CTR.

To be able to submit this Affiliate application, electronic counter signatures are required from both you and WALNUT STREET COMMUNITY HEALTH CTR.

HAGERSTOWN-MD, 21740-0000

STEP 11: The application will open. The Group's information will appear at the top. Scroll down to complete new renderer application. The information will prepopulate from the renderer's existing account, but edit where appropriate.

When the "Rendering Info" section is complete, select "Send to Group". The group will receive the application, sign, and complete.

The screenshot displays a web application interface for managing a rendering application. At the top, a summary bar shows the application is 12% complete and 100% of documents are uploaded. A 'Send to Group' button is highlighted with a red box and an arrow. The left sidebar contains a 'Rendering Info' section, also highlighted with a red box, which includes sub-sections like 'Getting Started', 'Profile Information', 'Business Information', 'Practice Information', 'Disclosure Information', 'Rendering Signature', and 'Submit Application'. The main content area is titled 'Profile Information' and features a table of fields with their values and completion status:

Account ID	8000 300 334	✓
Provider name	COMMUNITY HEALTH	✓
Provider type	Clinic FQHC	✓
National Provider Identification (NPI)	8000 300 334	✓

A 'Continue' button is highlighted with a red box at the bottom right of the main content area.