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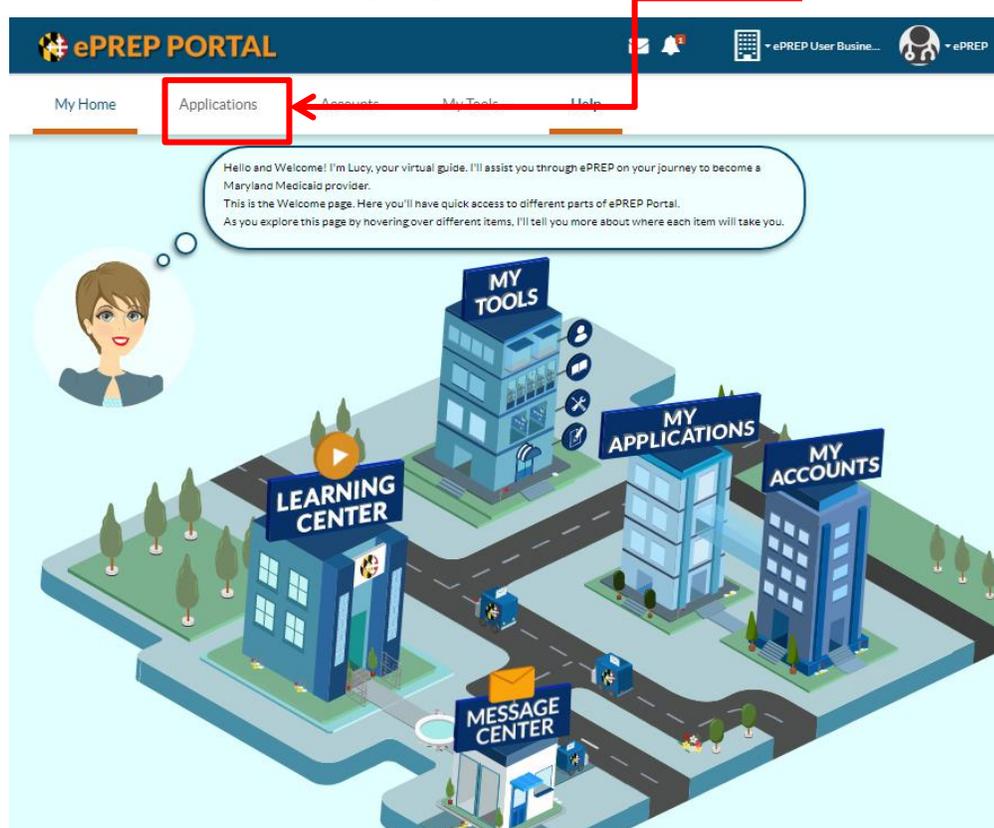
Then select the "+ New Application" button
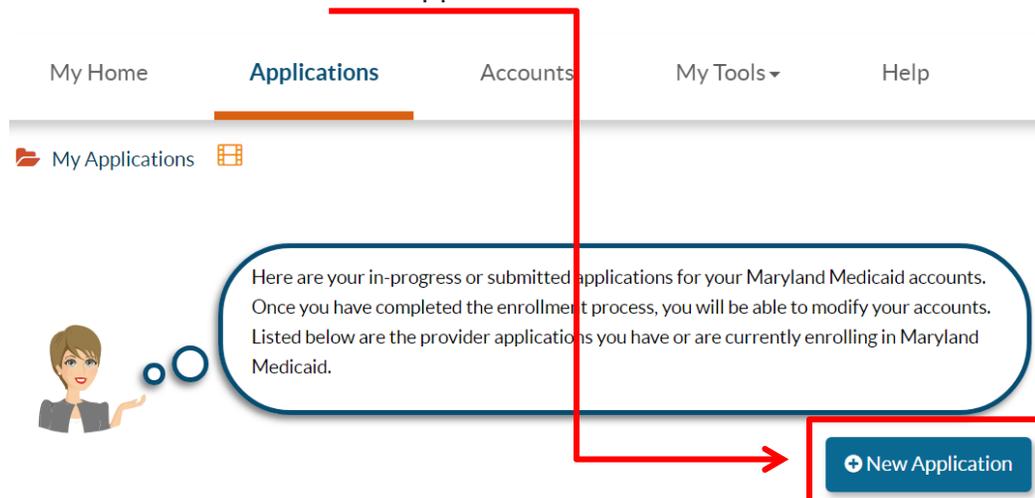
STEP 3:   Select "I'm new to Maryland Medicaid, and I want to create a new application." Make this selection even though you already have an MA number. This will not impact your existing MA account.

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) • • • • • • • • ✓ **Verify ›**

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 Midwive
Nurse Practitioner
Nurse Psychotherapist
Occupational Therapist
Physical Therapist
Physician
Physician Assistant
Podiatry Provider
Psychologist
Social Worker

ePREP Portal
Version: 4.9.3.0 Build: #295
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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

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"

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.