EPREP FOR LOCAL LEAD AGENCIES, LOCAL EDUCATION AGENCIES, AND NONPUBLIC SCHOOLS

Access ePREP by entering the URL into your browser: ePREP.health.maryland.gov

Setting Up Your User Profile

STEP 1: Once you enter the ePREP URL, the screen below appears. Lucy, ePREP’s guide, introduces herself on the left side of the page. Click “Sign Up.”
STEP 2: Once you’ve selected “Sign Up,” ePREP asks you to enter your personal information. Once entered, select “Continue.”

STEP 3: The next screen will list password recovery questions. Provide corresponding answers to the questions you select and enter your recovery email address. Then select “Sign Up.”

* NOTE: MDH recommends using a separate email address for the recovery email address when possible.
STEP 4: Once the questions are answered, click “Sign Up.” ePREP then asks you to check your email to complete your registration.

Check Your Email

An email has been sent to benjamin.harper@maryland.gov to complete your ePREP Portal registration. Please check your email to continue the Sign Up process.

Thank you

STEP 5: ePREP will send you an email to the address you provided. Open the email with the email subject line “ePREP Portal – Activation” In the text of the email, select the “ePREP Portal Activation” link.

Welcome to the DHCS Maryland Department of Health ePREP Portal!
To complete your registration process select the hyperlink below within 30 days of the receipt of this activation email:

ePREP Portal Activation

Sincerely,
ePREP Portal Administration

To review Maryland Department of Health’s Internet Policies and Procedures select MDH Policy/Procedure

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.
STEP 6: Once you select the link, ePREP will open in a new tab and a pop-up will appear labeled “Sign up verification.” Enter your password and click Submit.

STEP 7: Continue onto STEP 8 to complete set up for the Facility. You will now continue with the instructions for Creating a Business Profile For A Group.

STEP 8: Enter the NPI number of the facility and select Verify NPI/Provider ID.
STEP 9: With the NPI you entered, select **verify NPI/Provider ID** in the first box. Next, enter your business profile name associated with the NPI. Then, click “Create Business Profile.”

STEP 10: The next page will be the ePREP dashboard page to access your applications, accounts, and other resources.
STEPS FOR ENROLLING PRACTITIONERS

PT 91 provider set up and initiating affiliation with Rendering Provider* (PT 17 Speech Language Pathologist example) Other provider types allowed to be enrolled include the following:

- Physicians (Psychiatrists)
- Psychologists (Clinical)
- Licensed Certified Social Workers – Clinical
- Nurse Psychotherapists
- Audiologists
- Physical Therapists
- Occupational Therapists
- Speech Language Pathologists
- Dietitians/Nutritionists

Provider types that Maryland Medicaid does not enroll include:

- Teachers
- Registered nurses
- Social workers (unlicensed)
- School psychologists (unlicensed)
- Physical Therapy Assistants
- Occupation Therapy Assistants
- Speech Language Pathology Assistants

*Note: Facilities are required to enroll licensed practitioners who will be listed as Referring providers on claim submissions. Such providers are called “Rendering” providers in ePREP.
STEP 11: When you arrive on the ePREP portal home page, select My Accounts from the menu.

STEP 12: Once you reached the My Accounts menu, under the actions tab on the Account info, select the “Add Affiliation” symbol.
STEP 13: On the Account Affiliations page, click “Add Affiliation.” This will bring you to a pop-up screen where you can enter the affiliated NPI. This is where you will add the Licensed Practitioner NPI to affiliate. After you enter the NPI, click “verify.”
STEP 14: Once the provider’s NPI is verified, start a new application for the rendering provider by checking “Yes” then Continue.
STEP 15: Confirm the Licensed Practitioner’s name is correct on the next page before selecting continue at the bottom right corner. It is okay if the taxonomy code is not correct or cannot be confirmed at this point.
STEP 16: You can select the Rendering provider type from the drop down menu on the next page. For example: Speech/Language Pathologist, then select Continue. Provider types to be enrolled include physicians (psychiatrists), psychologists (clinical), licensed social workers – clinical, nurse psychotherapists, licensed certified professional counselors, audiologists, physical therapists, occupational therapists, speech language pathologists, dietitians/nutritionists. Maryland Medicaid does not enroll teachers, registered nurses, social workers (unlicensed), school psychologists (unlicensed), psychical therapy assistants, occupation therapy assistants, and speech language pathology assistants.
STEP 17: You can confirm the information is correct for both the Facility Billing Provider and the affiliated Rendering Provider information on the next page. It will be important for both the administrator in charge of Facility Provider information and the Rendering provider to be consistent with the submitted information.

STEP 18: A pop up window will come up. Select “Create Affiliate Application.”
STEP 19: You will be brought to a page containing all Facility Provider Information and the Rendering Provider information. Start under the Group Info tab and select “Business Information” to confirm the Facility’s Profile information and Service Address of the affiliated Rendering Provider. Then, click continue to go to the next page.

*The circles on the Tabs next to the title indicate progress toward completion for that section. A filled circle means that section is complete.

Profile Information page:
Service Address Page:

Please review the rendering information belonging to Molly

Service Address

Listed in the service address are MOLLY ABITBOL will provide services.

<table>
<thead>
<tr>
<th>Account ID</th>
<th>NPI</th>
<th>Service Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>100011002</td>
<td>1881818556</td>
<td>8723 Ashwood Dr, Capitol Heights, MD. 20745-3728</td>
</tr>
</tbody>
</table>

Below are additional service addresses associated with the NPI 1881818556. Please indicate if MOLLY will also provide services to MDH and Medicare beneficiaries at any of these locations.

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Service Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No service addresses are listed.
STEP 20: Under the Group Signature subset, confirm the information is true by clicking the checkbox then continue.
STEP 21: On the Electronic Signature section, enter the last four digits of your Social Security Number (SSN), Year of Birth, and login password. Check the electronic signature agreement box before continuing.
STEP 22: To complete the Group Signature for the Facility, review the information provided on the summary page. Check both of the checkboxes to agree. Once completed, go to the Rendering Info tab to the left of the page.

* Fill out the licensed practitioner’s information under Rendering Info tab on this application first before clicking “Send to Rendering” to send the application to the Rendering Provider.
STEP 23: The next steps cover filling out the Rendering Provider information. Under Rendering Info, select “Profile Information,” then fill in all rendering provider information. Click the Continue button to move to the next tab.

STEP 24: Next, click on the business information tab. Confirm the contact person information. Then, continue.
STEP 25: Under Practice Information, you will need to complete “Individual License & Certifications” and “NPI/Taxonomy/Specialty.” Attach all professional license and certifications. Once these are completed, continue.
STEP 26: Fill out the Disclosure Information tab. Complete “Adverse Actions” and “Fines and Debts (Gov.)” Then, click “Continue” to move to Rendering Signature page.
STEP 27: As part of the Rendering Signature process, the Maryland Medicaid Provider Agreement will need to be reviewed before continuing. Under the Rendering signature tab, a hyperlink “Maryland Medicaid Provider Agreement” will be highlighted. Click on this link and review the agreement. Then, the checkboxes can be checked off. The boxes cannot be checked until the Agreement is reviewed.
STEP 28: To complete the application, you will need to send the application in-progress to the rendering provider for the provider to sign. Click the “Send to Rendering” link in the text of the page. You may first fill in the rendering provider information for your affiliated provider, but you will not be able to sign the application for the Rendering Provider. When you are ready for the rendering provider to review and sign the application, click “Send to Rendering.”
The next section instructs the Rendering Provider how to set up a user profile and grant user privileges to the Facility Administrator. This will allow the Facility Administrator to access the Rendering Provider’s business profile, and submit supplemental changes on the provider’s behalf.

STEP 1: After the Facility Administrator sends the invitation to the Rendering Provider. The Rendering Provider will receive an email with subject “ePREP Portal – Important Message From Maryland Department of Health” Then in the body of the text, select the “Self-registration” link.

STEP 2: This will bring the provider to the ePREP Portal to “Sign Up” ePREP asks you to enter your personal information. Once entered, select “Continue.”
STEP 3: The next screen will list password recovery questions. Provide corresponding answers to the questions you select and enter your recovery email address. Then select “Sign Up.”

* NOTE: MDH recommends using a separate email address for the recovery email address when possible.

STEP 4: Once the questions are answered, click “Sign Up.” ePREP then asks you to check your email to complete your registration.
STEP 5: ePREP will send an email to the address you provided. Open the email with the email subject line “ePREP Portal – Activation” In the text of the email, select the “ePREP Portal Activation” link.

Dear Molly,

Welcome to Maryland Department of Health ePREP Portal!
To complete your registration process select the hyperlink below within 30 days of the receipt of this activation email.

ePREP Portal Activation

Sincerely,

ePREP Portal Administration

To review Maryland Department of Health’s Internet Policies and Procedures select, MDH Policy Procedure

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.

STEP 6: Once you select the link, ePREP will open in a new tab and a pop-up will appear labeled “Sign up verification.” Enter your password and click Submit.

STEP 7: You will now continue with the instructions for Creating a Business Profile For A Group. Enter your NPI number the “Your NPI/Provider ID” box. Then, enter the “Business Profile Name”. Select Create
STEP 8: The next page will bring you to the ePREP main home page with a pop-up window “Rendering Affiliation Invitation”. In the text of the message, accept the affiliation by clicking the “Accept Affiliation” link.
STEP 9: From the ePREP main home page, select the “My Tools” dropdown menu and choose “User Administration”.

STEP 10: In User Administration, click on “Invite User” to delegate privileges to a Facility administrator.
STEP 11: Fill out the User Info for the facility administrator. Then, select continue.

STEP 12: On the Assign Privileges section, use the dropdown “Privilege Type” menu to select “Administrator.” This gives the user the most comprehensive set of privileges within the business profile.
STEP 13: The summary section will bring you to a page to review the information and privileges for the administrator. Review them and then select “Send Invitation.”
STEP 14: After sending the invitation to the facility administrator, you will be returned to the My Tools page.

STEP 15: The Facility Administrator will receive an email with the subject “ePREP Portal – Request Invitation from [business profile name]” In the text of the email, the administrator will click on the “Open ePREP Portal Message” link.

Dear Benjamin Harper,

Molly SLP has requested that you become a member of the ePREP Portal. 
Select the hyperlink below to open your pending message. 
This request will be good for only 30 days.

Open ePREP Portal Message

If this email was unintentionally sent to you, simply disregard this message or delete it.

Sincerely,
Molly SLP
STEP 16: The link will bring the Facility Administrator to the Choose a Business Profile Page where Rendering Profile can be selected now.