MARYLAND MEDICAID REVALIDATIONS IN ePREP

All Medicaid providers must revalidate with Maryland Medicaid at least every five years. To revalidate in ePREP, Maryland Medicaid will send a notice in the mail to prompt the provider to enter ePREP and submit a revalidation application. Please use these instructions for the simplest way to revalidate. NOTE: To sign a revalidation application, the User Profile must be the rendering provider revalidating, the solo-practitioner, or a disclosed managing employee, owner, control interest or agent (MOCA).

*NOTE: ePREP requires a specific revalidation application that is only available once ePREP prompts the provider to revalidate. Supplemental applications to update the provider’s account are not sufficient as revalidation applications.

STEP 1: Sign into ePREP and select the Business Profile under which the account revalidation belongs. Proceed to the “Accounts” tab.
STEP 2: Under “Actions,” select the “revalidation icon” (two arrows forming a circle, as seen below)

STEP 3: After clicking the revalidation icon, a pop up will appear to confirm to identify the account up for revalidation. Review the information and then select “Create Application.”
STEP 4: Another pop up appears to remind provider to update licenses, permits, certificates, and other documents within the Revalidation application. Review and select “Continue.”

STEP 5: After hitting continue, the revalidation application will open. ePREP will pre-populate with the information from the existing account. Fill out the application and submit. NOTE: At this point, provider may save progress and return to the revalidation application at a later time to complete and submit. Once started, go to the application tab to click on the revalidation application.