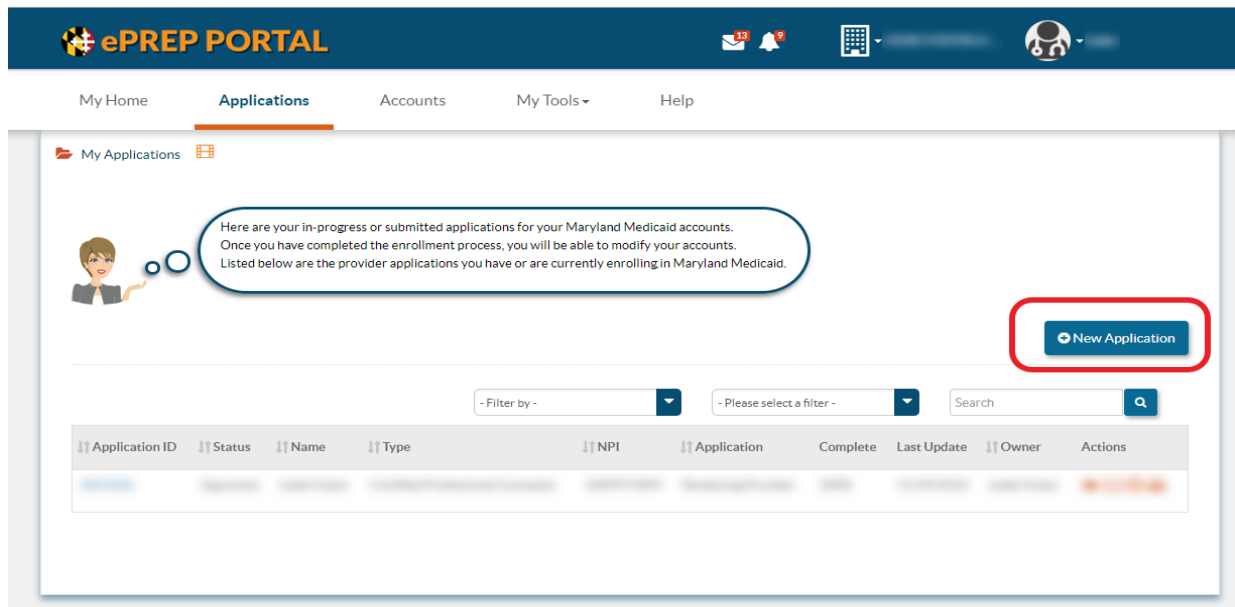# Updating Enrollment Status from an Individual Biller (36) to a Renderer (40):

These instructions are for any provider who is currently enrolled with Maryland Medicaid as an individual biller, or a solo practitioner, and wishes to switch to become a rendering provider. **Please note:** You cannot initiate this process until an ePREP representative has manually deactivated your individual billing account. If you are enrolled as a solo practitioner and intend to become a rendering provider, please contact the ePREP call center before attempting to correct your enrollment through the portal (1-844-4MD-PROV).
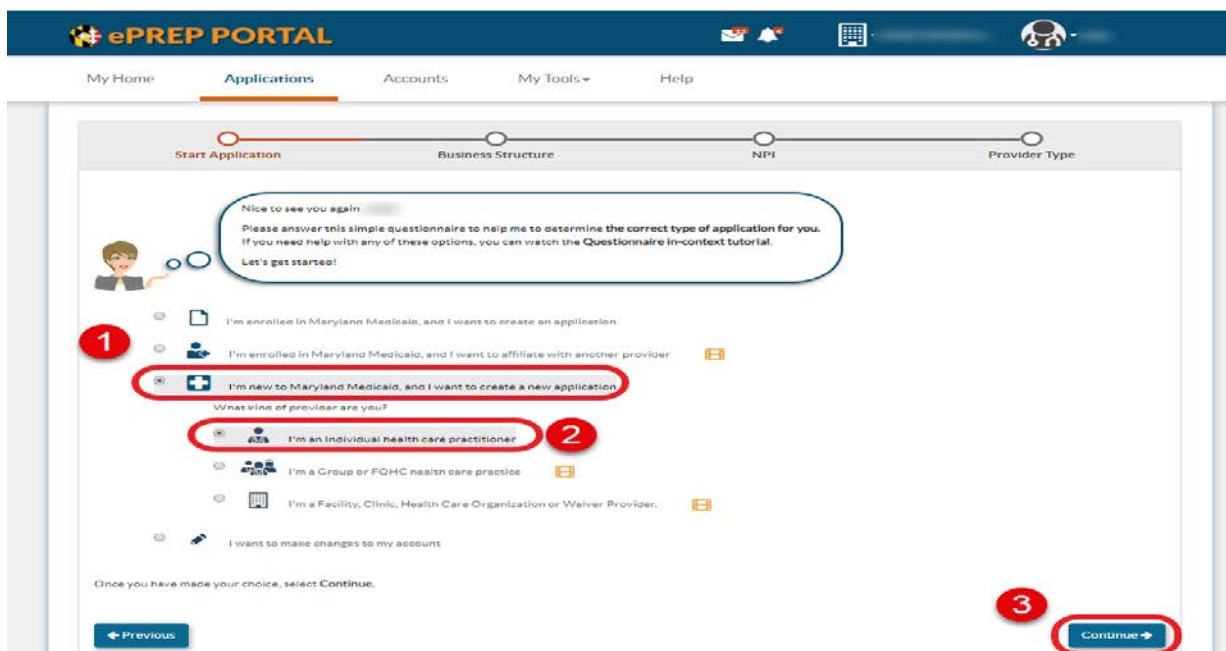
1. Log into ePREP under your Business Profile and select the Applications tab.
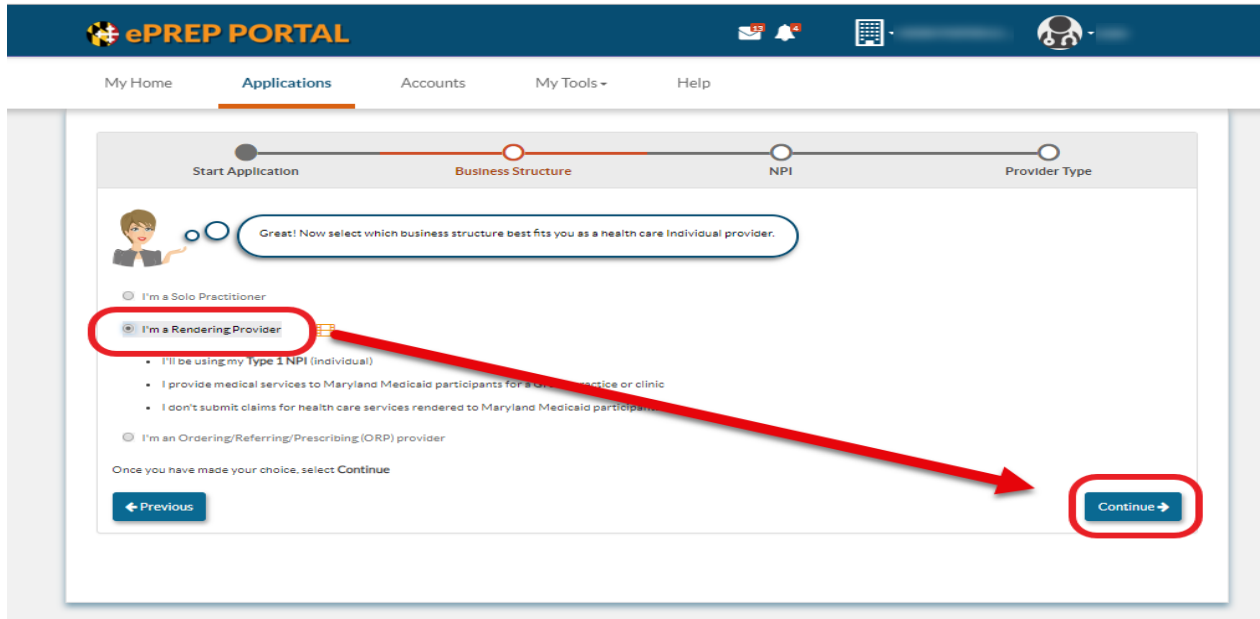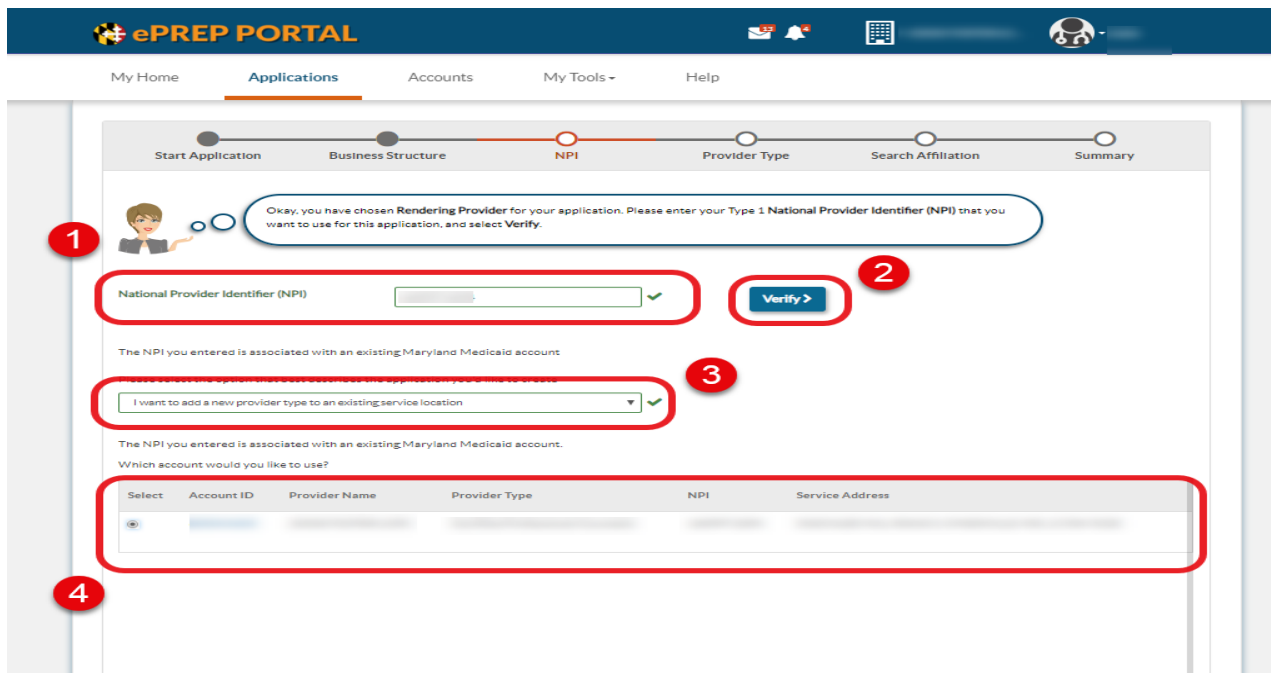
2. Next, select the New Application button.

3. The next screen is the Start Application questionnaire. Please select, "I'm new to Maryland Medicaid and I want to create a new application," and then, "I'm an individual health care practitioner."

4. Please select "I'm a Rendering Provider" and Continue.

5. On the NPI, please enter the provider's NPI and verify. Once the NPI is verified a dropdown box will appear, please choose, "I want to add a new provider type to an existing service location." This selection will yield all accounts associated with this NPI. You can select any account and click Continue.

6. For the purposes of changing your enrollment status, it is important to select the provider type that matches the way you are currently enrolled. If you are changing your provider type, please do not use this instruction.

7. Lastly, since you are now becoming a renderer, please enter the NPI of the group that the renderer will be affiliated with and click Verify.

ePREP will show all accounts associated with the NPI. Please select the account with the service address where you intend to render services. **NOTE:** You must affiliate with a group in order to become a renderer.

8. Review the information summary and select Continue.

9. Select "Create Affiliation" application and proceed.