

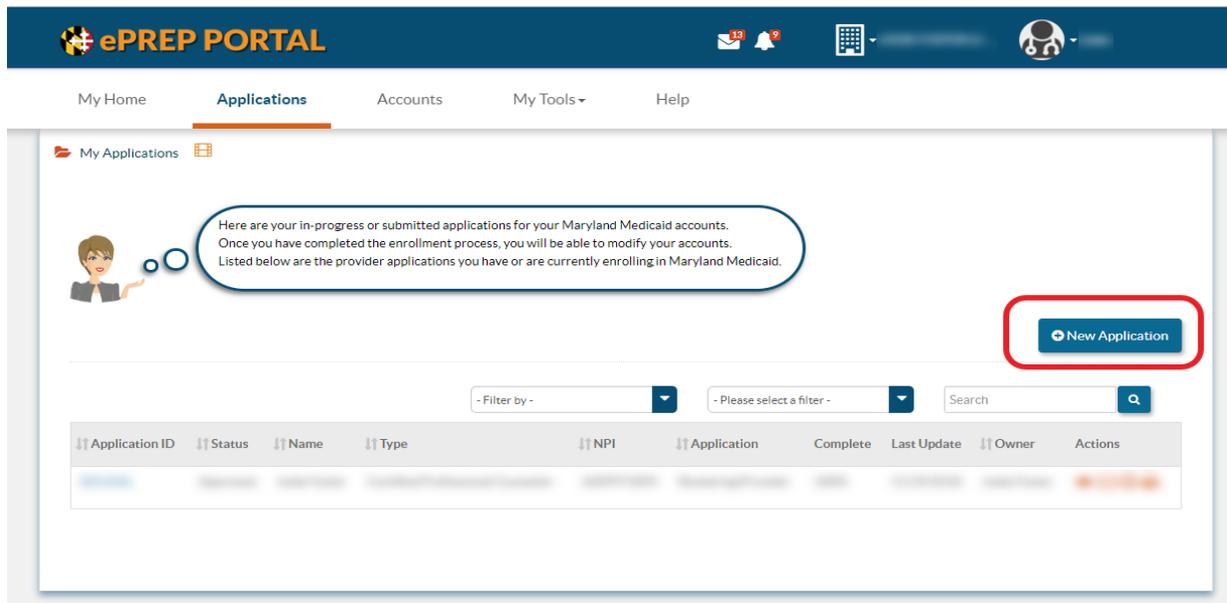
Updating Enrollment Status from an Individual Biller (36) to a Renderer (40):

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).

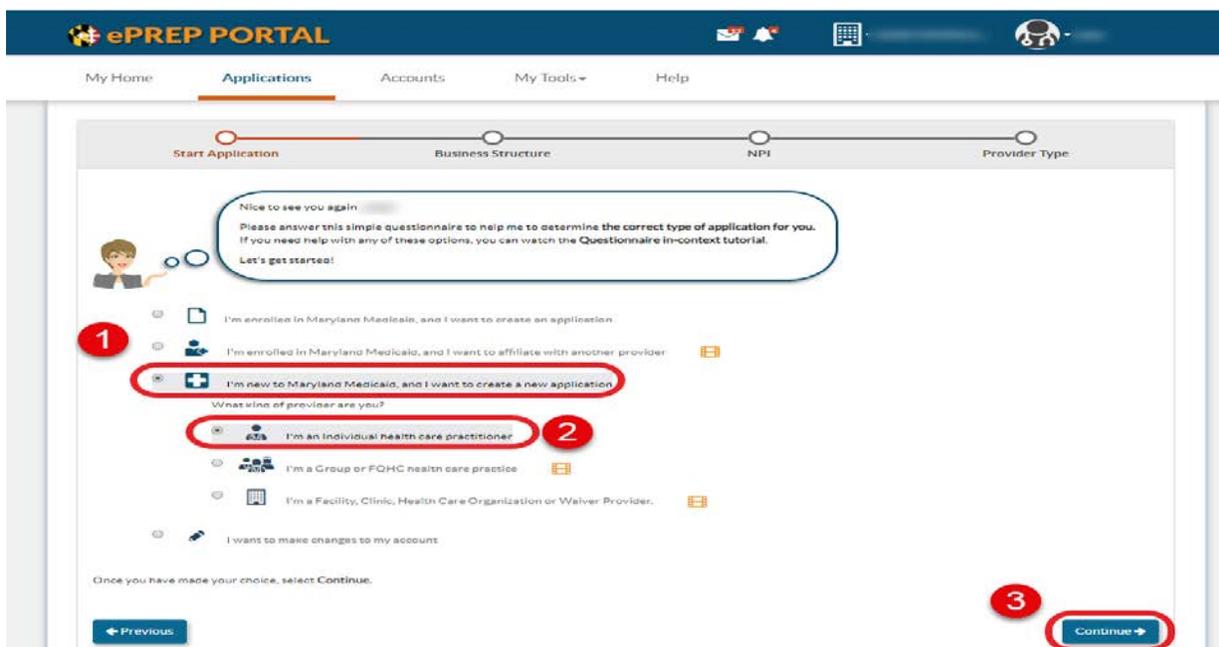
1. Log into ePREP under your Business Profile and select the Applications tab.



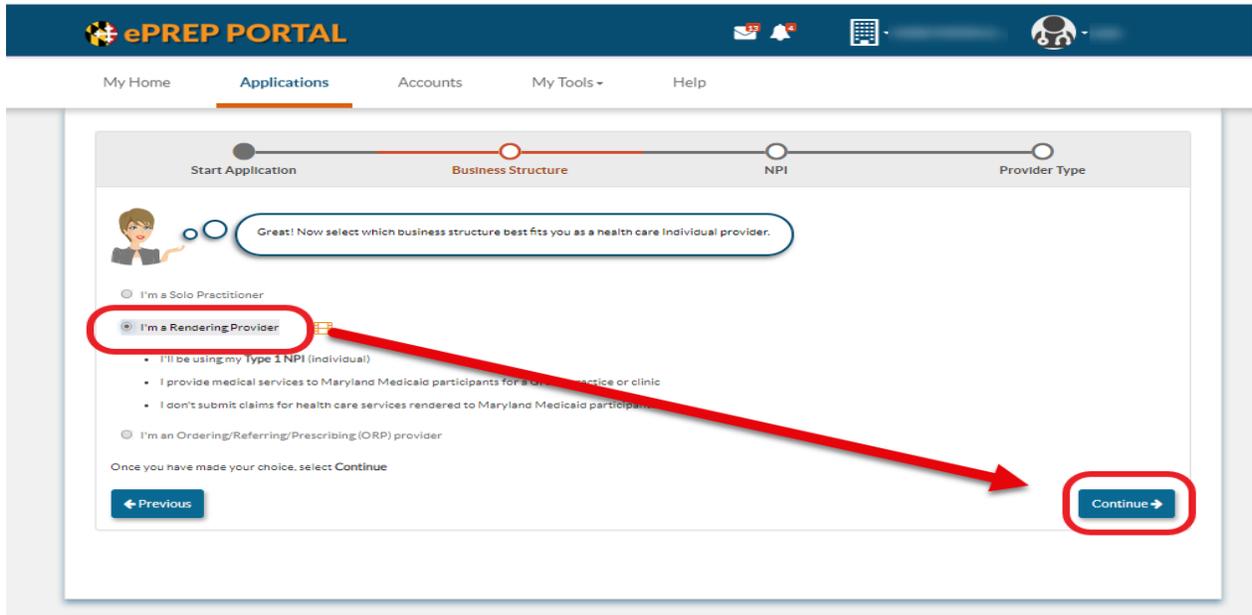
2. Next, select the New Application button.



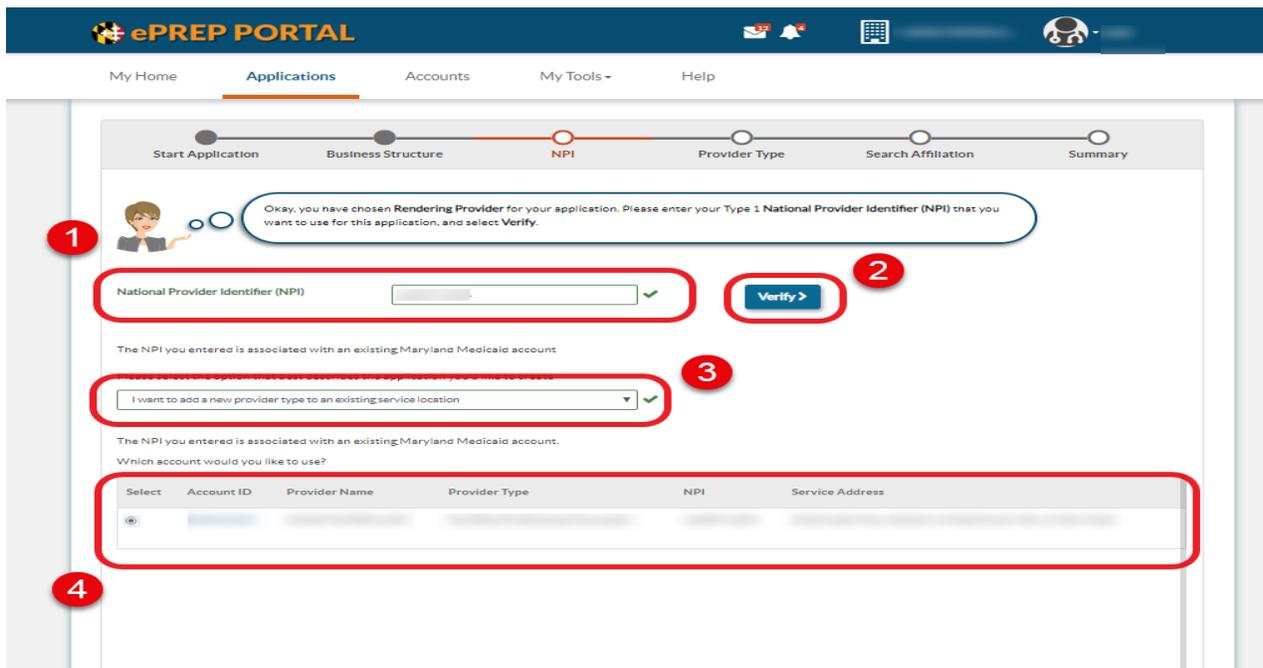
3. The next screen is the Start Application questionnaire. Please select, "I'm new to Maryland Medicaid and I want to create a new application," and then, "I'm an individual health care practitioner."



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.

The screenshot displays the ePREP Portal interface. At the top, the navigation bar includes 'My Home', 'Applications' (highlighted), 'Accounts', 'My Tools', and 'Help'. The main content area features a progress bar with six steps: 'Start Application', 'Business Structure', 'NPI', 'Provider Type' (highlighted in red), 'Search Affiliation', and 'Summary'. Below the progress bar, a message box with a female avatar icon states: 'Now, choose one of the following options and specify your provider type from the drop-down list. Then select Continue when you're finished.' A dropdown menu labeled 'Select your Rendering provider type' is set to 'Nurse Practitioner' and has a green checkmark. A red arrow points from the dropdown menu to a 'Continue' button, which is also circled in red. A 'Previous' button is located to the left of the dropdown menu. At the bottom of the page, the text reads: 'ePREP Portal Version: 4.10.5.10 Build: #557 © Copyright 2018 Digital Harbor Inc. All rights reserved.'

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.

The screenshot displays the ePREP Portal interface. At the top, the navigation bar includes 'My Home', 'Applications' (highlighted), 'Accounts', 'My Tools', and 'Help'. A progress indicator shows the current step is 'Search Affiliation'. A callout box with a person icon and the number '1' contains the text: '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.' Below this, a text input field for 'National Provider Identifier (NPI)' is highlighted with a red circle and the number '1'. To its right is a 'Verify >' button highlighted with a red circle and the number '2'. Below the input field, a message reads: 'Please select the account or in-progress application that belongs to the provider with whom you're wanting to affiliate.' A table with columns 'Select', 'Acct/App ID', 'Provider ID', 'Type', 'Provider Name', 'Provider Type', and 'Service Address' is shown. The first row is highlighted with a red circle and the number '3'. At the bottom, a 'Continue >' button is highlighted with a red arrow pointing to it from the table area. A 'Previous' button is also visible at the bottom left.

8. Review the information summary and select Continue.

ePREP PORTAL

Great! I now have all the information I need to create your customized application.
Let's review the information you provided to avoid any mistakes.

Affiliate Application Summary

The following Affiliate application will be created:

Group Billing Provider Information		
National Provider Identifier (NPI)	[REDACTED]	✓
Provider legal name	[REDACTED]	✓
Provider type	[REDACTED]	✓
Service address	[REDACTED]	✓

Rendering Provider Information		
National Provider Identifier (NPI)	[REDACTED]	✓
Provider legal name	[REDACTED]	✓
Provider type	[REDACTED]	✓
Application type	[REDACTED]	✓

In order to submit this Affiliate application, electronic counter signatures are required from both the Rendering provider and Group Billing provider.

[← Previous](#) [Continue →](#)

9. Select "Create Affiliation" application and proceed.