

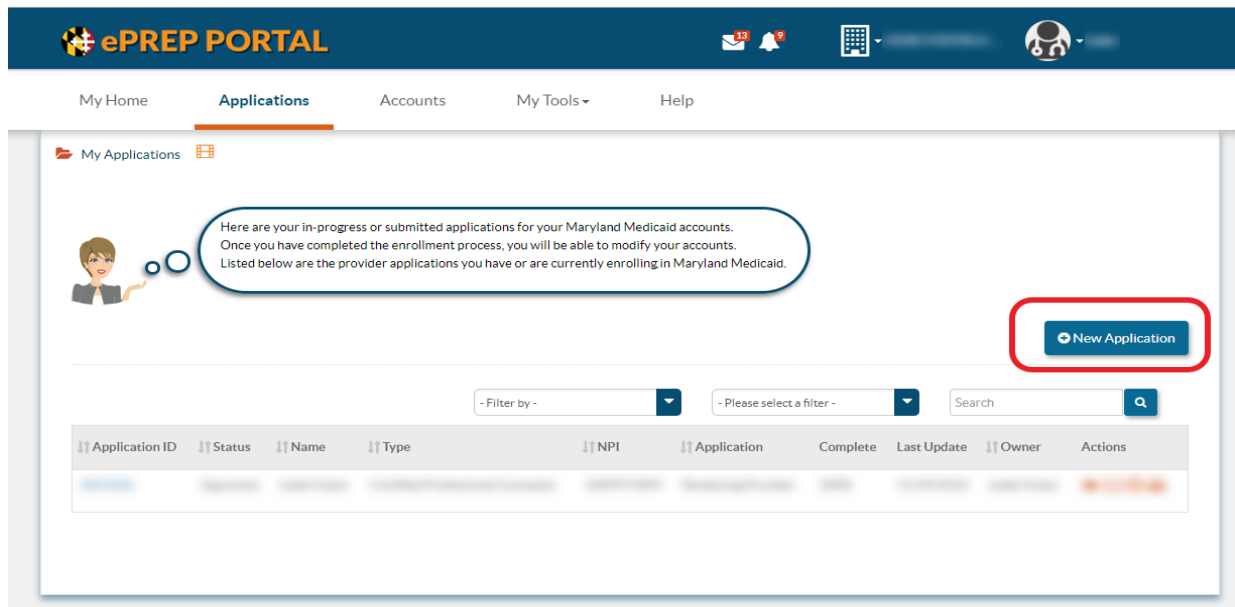
Updating Enrollment Status from an Individual Biller (36) to a Renderer (40):

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).

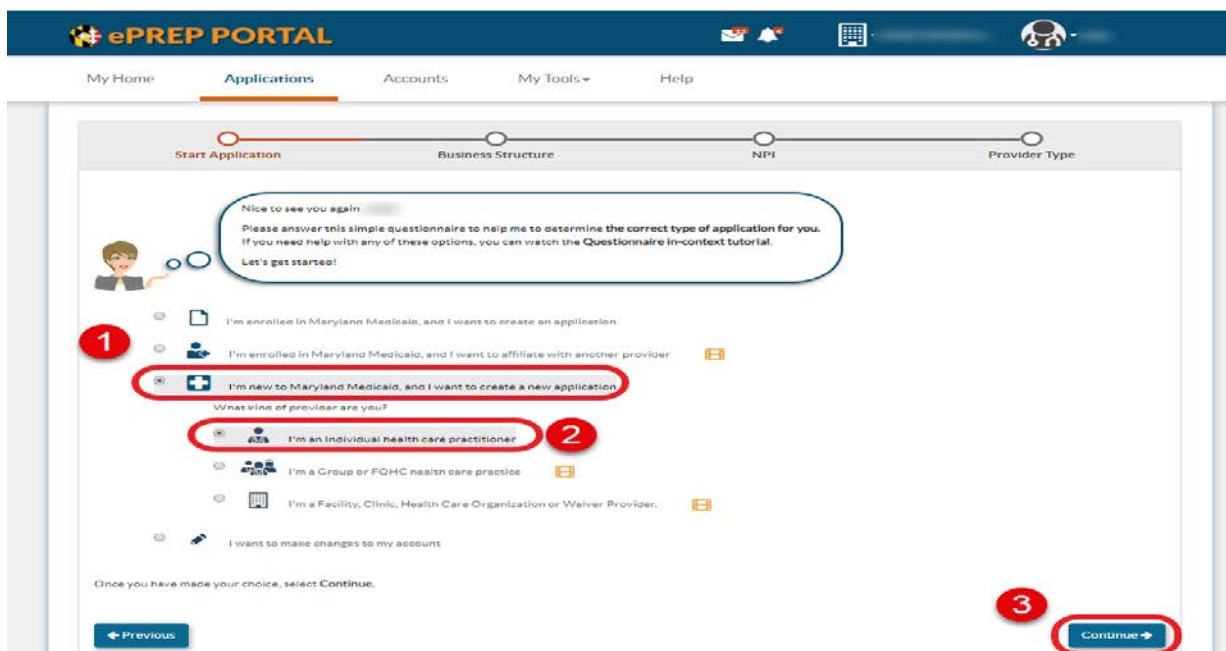
1. Log into ePREP under your Business Profile and select the Applications tab.



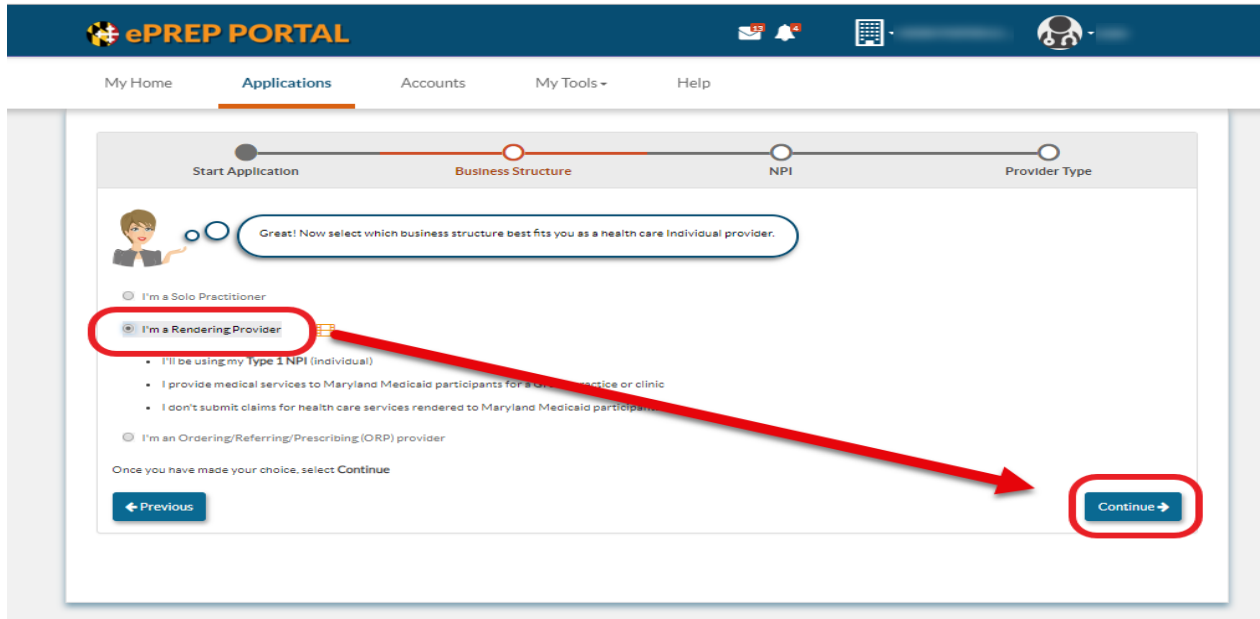
2. Next, select the New Application button.



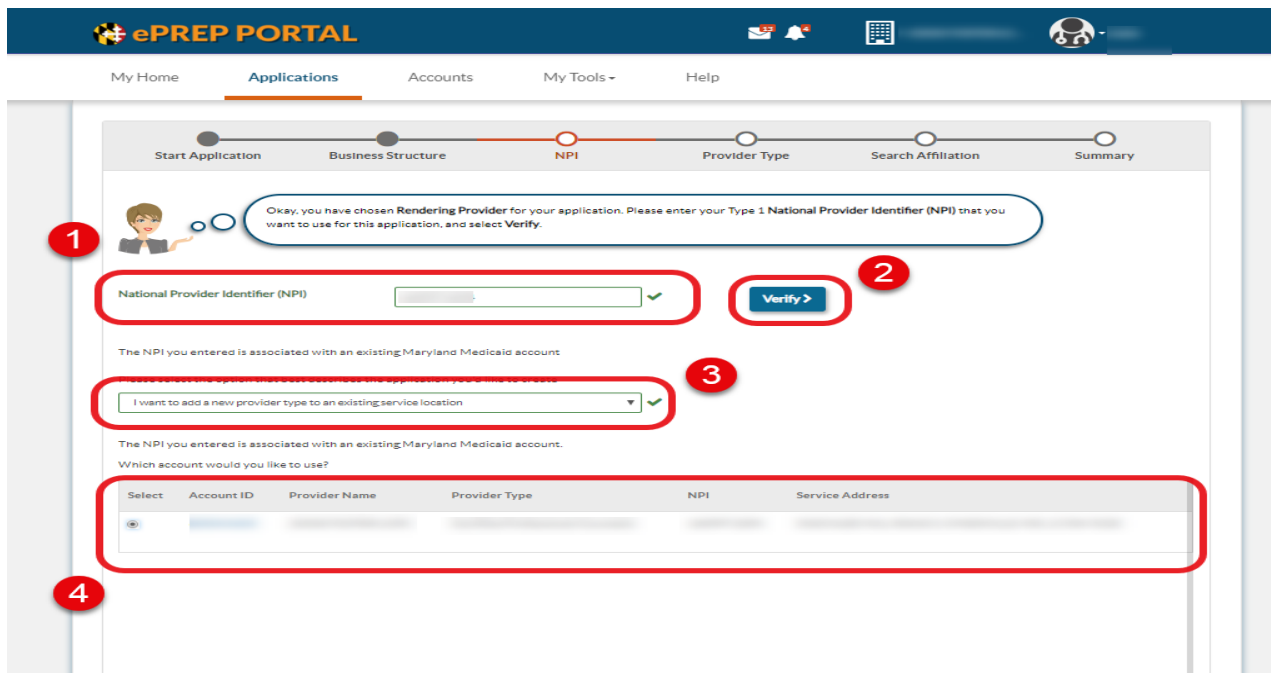
3. The next screen is the Start Application questionnaire. Please select, "I'm new to Maryland Medicaid and I want to create a new application," and then, "I'm an individual health care practitioner."



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 shows the ePREP Portal interface. At the top, there is a navigation bar with the ePREP logo and several utility icons. Below this is a secondary navigation bar with links for 'My Home', 'Applications' (which is highlighted), 'Accounts', 'My Tools', and 'Help'. The main content area features a progress bar with six steps: 'Start Application', 'Business Structure', 'NPI', 'Provider Type' (the current step, highlighted in red), 'Search Affiliation', and 'Summary'. Below the progress bar, a message bubble from a female avatar says, 'Now, choose one of the following options and specify your provider type from the drop-down list. Then select Continue when you're finished.' Below this message is a dropdown menu titled 'Select your Rendering provider type' with 'Nurse Practitioner' selected and a green checkmark to its right. A red arrow points from this dropdown menu to a 'Continue' button on the right, which also has a red checkmark. A 'Previous' button is located to the left of the dropdown menu. At the bottom of the page, there is a footer with the text: 'ePREP Portal', 'Version: 4.10.5.10 Build: #557', and '© 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.

My Home Applications Accounts My Tools Help

Start Application Business Structure NPI Provider Type Search Affiliation Summary

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.

National Provider Identifier (NPI)

Please select the account or in-progress application that belongs to the provider with whom you're wanting to affiliate.

Select	Acct/App ID	Provider ID	Type	Provider Name	Provider Type	Service Address
<input checked="" type="radio"/>	8000					
<input type="radio"/>						
<input type="radio"/>						

When you have entered the NPI, select Continue.

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.