

# **ePREP Basics**

# **Behavioral Health Providers**

July 19, 2018



MARYLAND  
Department of Health

# Welcome to ePREP!

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**ePREP** stands for **e**lectronic **P**rovider **R**evalidation and **E**nrollment **P**ortal.  
Here are some of the Benefits of using ePREP:

- Applications can be filled out electronically instead of by paper
  - Easier/Quicker to fill out
  - Only the necessary fields for the type of application are generated
  - Shorter processing times
- Access to your Maryland Medicaid information (now called an Account in ePREP)
  - You can see the status of your account (Active, Suspended or Inactive)
  - You can see your affiliations
  - You can see all of your demographic information

# Overview

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- In December 2017, Maryland Medicaid started using a new electronic provider revalidation and enrollment portal (ePREP).
- All 70+ Medicaid provider types will use ePREP (phased implementation)
- Enrollment, Re-enrollment, Re-validation and Information Updates (e.g., license updates, changes of ownership, address change)
- Call Center for Provider Enrollment
- Document repository
- Automated Health Systems (AHS) is MDH's contractor

# Phase 1 Providers

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The following list applies to individual rendering or solo practitioners, as well as group practices.

- Acupuncturists
- Applied Behavior Analysts
- Audiologists
- Chiropractors
- Dietician/Nutritionists
- Mental Health Therapy Group
- Nurse Anesthetists
- Nurse Midwives
- Nurse Practitioners
- Nurse Psychotherapists
- Physicians
- Physician Assistants
- Podiatrists
- Psychologists
- Professional Counselors
- PT/OT/Speech Therapists
- Social Workers
- Vision Providers

# Phase 1.1 Providers

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- Individual Dentists
- Dental Groups
- 1915i Individuals
- 1915i Groups
- Ordering, Referring, Prescribing (ORP) Only Providers

# Implementation Timeline

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- Anticipated Phase 2 Go-Live: Summer/Fall 2018
  - Includes all remaining provider types: clinics, hospitals, nursing facilities, outpatient behavioral health providers, pharmacies, durable medical equipment providers, home and community-based waiver providers.
  - These final provider types represent approximately 20 percent of Medicaid enrolled providers.
  - There is NO application hold for Phase 2 providers; however, MDH may return some applications received just prior to go-live with instructions for completing enrollment in ePREP.

# Phase 2 Providers

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- Ambulatory Surgery Centers
- Behavioral Health Clinics & Inpatient
- Case Management
- Clinics, including FQHCs & LHDs
- Dialysis
- DMS/DME
- Hospitals
- Labs
- MCOs
- Nursing Facilities
- Nursing Services
- Radiology/Imaging Centers
- School systems
- Transportation
- Waivers
- Urgent Care Centers
- All others....

# Helpful Resources

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There are two main resources you can use to learn all about ePREP and how to use it:



- Maryland Medicaid's ePREP Website  
Maryland Medicaid has created a website with documents, checklists and webinars that will help you with ePREP  
[health.maryland.gov/eprep](https://health.maryland.gov/eprep)



If you are an authorized signer, use your legal first name

- Resources within ePREP  
**Lucy** – Your enrollment buddy and guide appears on most pages to give you helpful information  
**Lucy Hover Help** – When you click on or hover over a action item (textbox, drop down, Radio button), Lucy will pop up again with more information on what and how to enter information  
**In Context Tutorials** – If you see a filmstrip icon you can click on it to view a short 3 to 5 minute video explaining what needs to be done





# Three Key Concepts

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- User Profile
- Business Profile
- Provider Accounts

# Three Key Concepts

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- **User Profile**

When signing up for the portal each user must create a user profile. All users who use the ePREP Portal must have a User Profile. This profile allows ePREP to recognize you as a portal member. This membership is used to provide access to the Business Profile.



# Three Key Concepts

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- **Business Profile**

The ePREP portal provides a centralized and secure environment called the Business Profile. The Business Profile houses all your Maryland Medicaid accounts and applications including your NPIs, MA number(s), or Tax ID(s).

# Three Key Concepts

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- **Provider Accounts**

ePREP now allows you to manage your Maryland Medicaid provider record, this record information makes up an ePREP account. Your organization can have **1 or more** accounts; each account is created based on the NPI, Provider Type, and Location. If anyone of these values changes, a new account is created.

For example, solo practitioners will have one user profile, one business profile, and one provider account.

# Linking providers to groups

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- It is very important to note that when setting up accounts, you should **NEVER** link a rendering provider's NPI to the same Business profile as the group or facility.
- Each rendering provider should have a separate email address, User Profile, and Business Profile.

# Welcome Screen

**ePREP PORTAL**

Century Medical G... Sandy

My Home Applications Accounts My Tools Help

Hello and Welcome! I'm Lucy, your virtual guide. I'll assist you through ePREP on your journey to become a Maryland Medicaid provider.  
This is the Welcome page. Here you'll have quick access to different parts of ePREP Portal.  
As you explore this page by hovering over different items, I'll tell you more about where each item will take you.

LEARNING CENTER

MY TOOLS

MY APPLICATIONS

MY ACCOUNTS

MESSAGE CENTER

# Applications

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There are several different types of applications in ePREP

Most can be started from the Applications section of ePREP, but some need to be started in the Accounts section.

ePREP will generate just the fields of the application that are necessary based the type of application you select.

Once an application is submitted, the enrollment team will review all of the information and get back to you as soon as possible.

You can always check on the progress of your applications directly in ePREP.

# ePREP Application Types

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## Application Types

- **New Group:** Application to enroll a new practice location with at least one affiliated rendering provider.
- **New Rendering:** An application to enroll an individual practitioner, new to Medicaid, to be affiliated with one of your group locations.
- **Rendering-S:** A simplified application to affiliate a group with a rendering provider, both of whom are already enrolled in Medicaid.
- **Supplemental:** A change in a provider's account information or required documenting, such as correspondence address or an updated professional license.

# ePREP Application Types Cont.

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## Application Types

- **Revalidation**

Application to renew your Medicaid enrollment at least every 5 years.

Scheduled automatically in ePREP when they are due. You may only submit a revalidation application when you receive a notification that it is time to do so.

You will receive a printed revalidation notification in the mail for your initial notification. After your ePREP account is set up, you will receive electronic revalidation notifications.

# ePREP Application Types Cont.

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## Other Application Types

- **Disaffiliation:** Application to cancel an affiliation between a rendering provider and group/facility. Started from the Accounts screen when viewing active affiliations.
- **Disenrollment:** An application to stop being part of Maryland Medicaid. Started from the Accounts screen when viewing active accounts.

# Application Example

The screenshot displays the ePREP PORTAL interface. At the top, the header includes the logo, user name 'Sandy', and navigation links. The main navigation bar contains 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' section is active, showing a progress bar for '0% Complete' and '0% Documents'. A red circle highlights these progress bars, with an arrow pointing to a text box labeled 'Progress Bars'. Below the progress bar, there is a 'Getting Started' section with a video player and a text box. A red circle highlights the sidebar on the left, which contains a list of application sections: 'Getting Started', 'Business Information', 'Practice Information', 'Disclosure Information', 'Rendering Provider Affiliations', 'Signature', and 'Submit Application'. An arrow points from this sidebar to a text box labeled 'Application sections to be filled out'.

Field	Value
Provider Name	
Provider Type	Physician
Application ID	1712A4P1
Creation Date	12/05/2017
Package Type	Group Billing

0% Complete  
0% Documents

Getting Started

Let's take a few minutes to watch these In-Context Tutorials before you start your application as a **Physician**. These videos will help you get oriented and make filling out your application a breeze.

If you need help while working on your application, you can always come on back here for a refresher, or just look for the icon throughout ePREP Portal.

Getting Started

Familiarize yourself with all the elements of this page, including:

- Application structure
- Social tools
- Status indicators

Application sections to be filled out

Progress Bars

# Complete the Application

The screenshot shows the ePREP PORTAL interface. At the top, there is a dark blue header with the logo, navigation icons (mail, notifications, Homeless Eagle, user profile), and the name 'Joe'. Below the header is a sidebar menu with categories: Getting Started, Business Information, Practice Information, Prof. Licenses & Certificates, NPI/Taxonomy/Specialty, Additional Information, Disclosure Information, Rendering Provider Affiliations, Signature, and Submit Application. A red oval highlights the 'Additional Information' category. The main content area shows a progress bar with 'Addendums' and 'Summary' steps. A callout box with a cartoon character says: 'Okay, your provider type **Federally Qualified Health Center (FQHC)** requires specific addenda to be included in this application for enrollment approval. Please add them by selecting the hyperlink.' Below this, text reads: 'Select [Addendum](#) to obtain the required addendum for the **Federally Qualified Health Center (FQHC)** provider type. Once you have completed your addendum select the **Add** button to attach it to this application.' There is an 'Add' button. Below that is a table with columns 'Addendum Supporting Document Name', 'Documents', and 'Actions'. The table is empty, showing 'There is no addendum'. At the bottom, there are 'Previous' and 'Continue' buttons. A red arrow points from a text box at the bottom to the 'Additional Information' category in the sidebar.

Keep an eye on the completion prompts to guide you.

# Application Checklist

**ePREP PORTAL**

My Home Applications Accounts My Tools Help

Provider Name: Physician 3% Complete 0% Documents  
Provider Type: Physician  
Application ID: 1712A4P1  
Creation Date: 12/05/2017  
Package Type: Group Billing

Content Expand All

- Getting Started
- Business Information
- Practice Information
- Disclosure Information
- Rendering Provider Affiliations
- Signature
- Submit Application
- Checklist
- Submit

Document Attachment Application

You can see a summary of all the Forms, Sub-Forms and Sections of the application. Notice that any element of the list can be edited from here by pressing the edit icon.

Your application is complete to 3%

Form/SubForm/Section	Documents	Social Chat	Explanations	Messages	Shared	Complete	% Completed	Actions
Getting Started						✓	100	
Getting Started						✓	100	
Business Information						X	0	
Business Profile						X	0	
Business Profile						X	0	
TIN/SDAT & Business License						X	0	
						X	0	
						X	0	
						X	0	
						X	0	
						X	0	

You can go right to the section needing additional work by clicking on the pencil icon.

Green Checks indicate a completed section & Red X indicate a section needing more work

← Account ID: 800177699

	Provider Name	Percy Canese	100% Complete	100% Documents	<a href="#">New Message</a>
	Provider Type	Physician	100%	100%	
	Application ID	1710VUPQ			
	Creation Date	10/26/2017			
	Package Type	Supplemental			
	MA Number:	065868500			

- Content Expand All
- Getting Started
- Account Information
- Type of Change
- Profile Information
- Practice Information
- Disclosure Information
- Rendering Signature
- Submit Application
- Checklist

Document Attachments Application

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Excellent Carmen Rosario! This is your final review. All documents listed below must be attached so this application can be submitted. To manage your documents, see the action column and remember that all uploaded documents should be seen clearly or your application may be sent back.

Document	Form/SubForm/Section	Mandatory	Attached	Actions
Prof. License/Cert Document	Practice Information/Individual Licenses & Certifications/Professional Licenses & Certificates	Yes	✓	

← Previous
Continue →

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# Application Processing

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Once your application is submitted through ePREP it goes through a Review Process.

The system reviews the information you entered into the application against data bases for any potential issues.

It is also screened by two different application processors to check accuracy and completeness of documents submitted and also review the system findings.

Some applications require an additional Beacon Addendum be attached (currently only for 1915i providers). This is also reviewed for completeness by the application processing staff.

If anything is missing or needs clarification the application will be returned electronically through ePREP and can be updated and resubmitted.

If a Beacon Addendum was attached, the application will be referred to Beacon for their review prior to a final decision on the application.

Once a final decision is made, it will appear electronically in ePREP and if approved, you will be given a Provider Number to use with Medicaid.

If you are new to Medicaid, you will also have to Register with Beacon after receiving your Provider Number



# Applications

Messages

Notifications

Here are your in-progress or submitted applications for your Maryland Medicaid accounts. Once you have completed the enrollment process, you will be able to modify your accounts. These are the provider applications you have or are currently enrolling in Maryland Medicaid.

**Your list of submitted and in progress apps.**

**The Status of your apps.**

**Additional Status Information.**

Application ID	Status	Name	Type	NPI	Application	Complete	Last Update	Owner	Actions
183HBC65	Submitted	ANTHONY IBE MD	Physician	1356562839	Rendering-S	100%	03/09/2018	Stephanie Boyd	   
182LIUKG	Approved	Diane Abercrombie	Physician Assistant	1063488153	Rendering Provider	100%	02/13/2018	DIANE ABERCROMBIE	 
182Q4VN6	Approved	SOUTHBRIDGE MEDICAL ADVISORY COUNCIL INC	Federally Qualified Health Center (FQHC)	1770699621	Group Billing	100%	02/13/2018	Emma Cote	 

[New Application](#)

Filter by: [Dropdown] Please select a filter: [Dropdown] Search [Input]

# Questions & Contacts

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If providers have questions, they should call AHS' Call Center:

[1-844-4MD-PROV \(1-844-463-7768\)](tel:1-844-4MD-PROV)

and/or visit MDH's ePREP website:

[health.maryland.gov/eprep](http://health.maryland.gov/eprep)

ePREP Link: [eprep.health.maryland.gov](http://eprep.health.maryland.gov)

