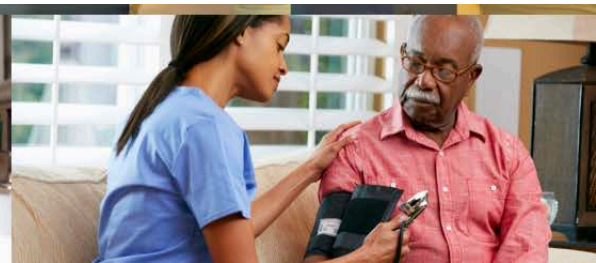
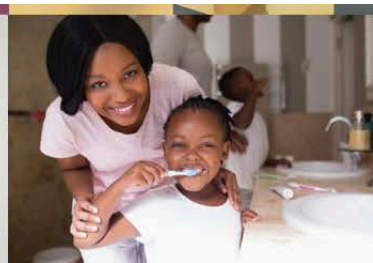
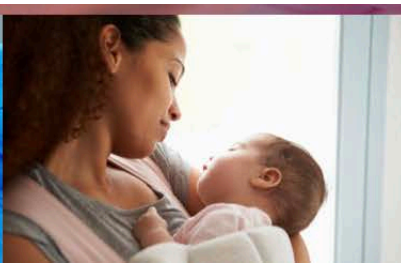




ePREP Basics for Behavioral Health Providers

2020



Welcome to ePREP

ePREP stands for electronic Provider Revalidation and Enrollment Portal. 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

ePREP Overview

- 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

Helpful Resources for ePREP

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
- 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.



ePREP's Three Key Concepts

- User Profile
- Business Profile
- Provider Accounts

ePREP's Three Key Concepts Cont'd

- 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.

ePREP's Three Key Concepts Cont'd

- 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).

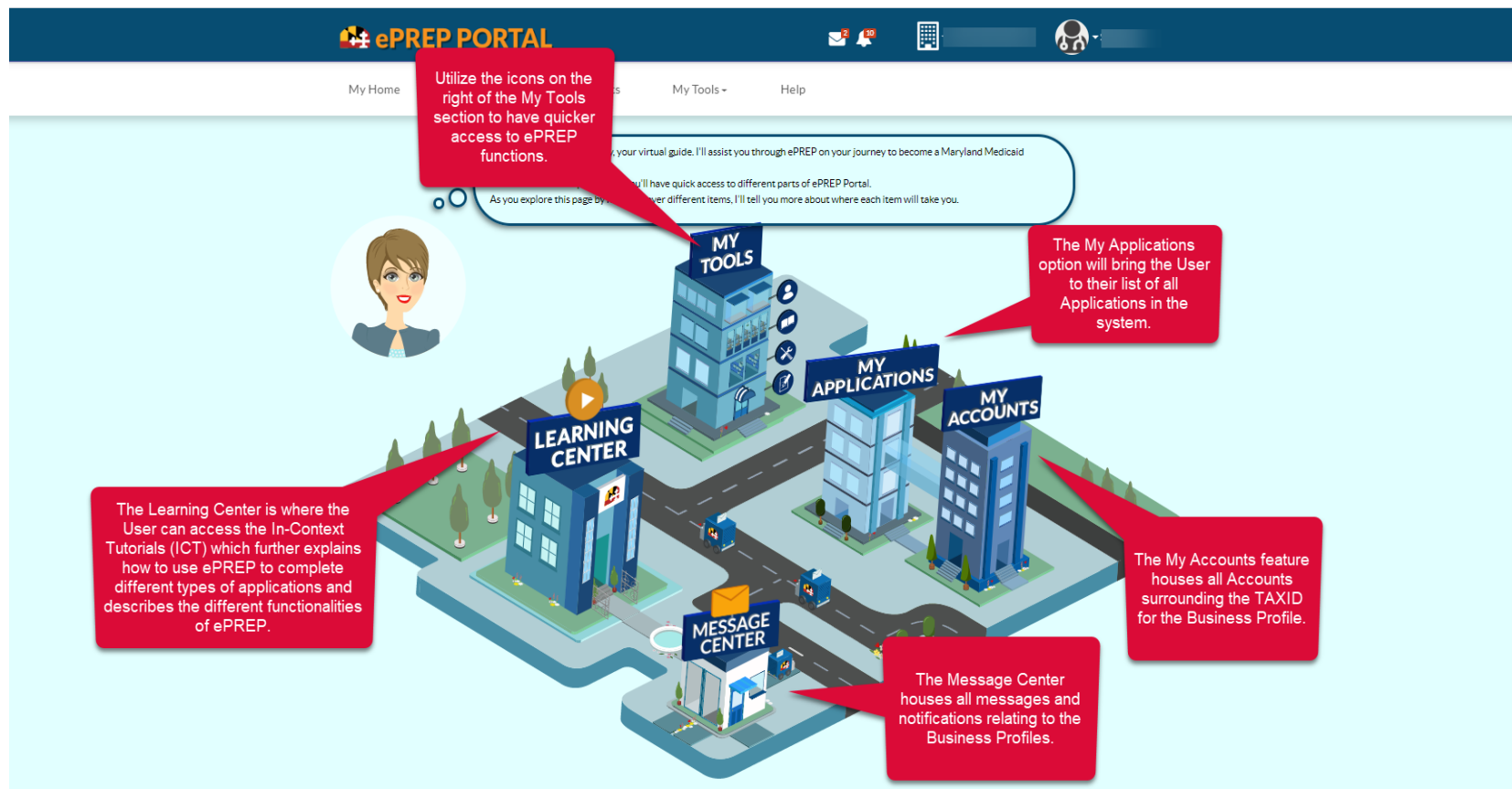
ePREP's Three Key Concepts Cont'd

- 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.

ePREP-Linking Providers to Groups

- 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.

ePREP Landing Page



ePREP - Applications

- 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 t
- he information and get back to you as soon as possible. You can always check on the progress of your applications directly in ePREP.

ePREP – Applications Cont'd

- **Application Types**
 - **New Group:** Application to enroll a new practice location with at least one affiliated rendering provider. Similar to New Group, ePREP also houses New Facility, New Waiver & New A- Typical & New Resource.
 - **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 – Applications Cont'd

- **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'd

- **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.

ePREP Application Example

The screenshot shows the ePREP PORTAL interface. At the top is a dark blue header with the portal logo, navigation links (My Home, Applications, Accounts, My Tools, Help), and user icons. The main content area is divided into a left sidebar, a top section, and a main body.

Left Sidebar: A list of application steps: Getting Started, Business Information, Practice Information, Disclosure Information, Rendering Provider Affiliations, Signature, and Submit Application. Each step has a circular progress indicator. A red oval highlights these indicators, with a callout stating: "These circles guide the User through the Application process. A fully enclosed circle means the section is complete. The User should work their way from Top to Bottom."

Top Section: Contains a "Provider Name" field, "Provider Type" (Mental Health Group Therapy Provider), "Application ID", "Creation Date", "Package Type" (Revalidation), and "MA Number". To the right are "0% Complete" and "0% Documents" progress bars, a "New Message" button, and a "Submit" button. A red box highlights the progress bars, with a callout stating: "Progress Bars".

Main Body: The "Getting Started" section is active, showing a "Gett" checkbox and a "Getting Started" icon. A callout box says: "Let's take a few minutes to watch these In-Context Tutorials before you start your application to **revalidate account** provider type. 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." Below this, a "Getting Started" icon and text "Familiarize yourself with all the elements of this page, including:" are shown, followed by a bullet point: "Application structure".

ePREP Application Checklist

The screenshot shows the ePREP Application Checklist interface. At the top, there's a navigation bar with 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' section is active, showing a progress bar for 'Document Attachment' and 'Application'. Below this, there's a summary of the application status: '3% Complete' and '0% Documents'. A sidebar on the left lists various sections: 'Getting Started', 'Business Information', 'Practice Information', 'Disclosure Information', 'Rendering Provider Affiliations', 'Signature', 'Submit Application', 'Checklist', and 'Submit'. The main content area displays a table of application sections with their completion status. Red circles highlight the 'Complete' and 'Actions' columns, and red arrows point to the 'Checklist' and 'Submit' buttons. A text box explains that green checks indicate completed sections and red Xs indicate sections needing more work. Another text box explains that users can go 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

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

Form/Sub-form/Section	Documents	Social Chat	Explanations	Messages	Shared	Complete	% Completed	Actions
Getting Started						✓	100	
Getting Started						✓	100	
Business Information						✗	0	
Business Profile						✗	0	
Business Profile						✗	0	
TIN/SSAT & Business License						✗	0	

Maryland
DEPARTMENT OF HEALTH

ePREP – Application Processing

- 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 an Optum 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 Optum after receiving your Provider Number. This process consists of completing a Registration Questionnaire and receiving a PIN.

ePREP – Application Status Check


ePREP PORTAL

My Home Applications Accounts My Tools Help

My Applications

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. Listed below are the provider applications you have or are currently enrolling in Maryland Medicaid.

[New Application](#)

Application ID	Status	Name	Type	Application	Complete	Last Update	Owner	Actions
	In Progress			Group Billing	14%			

Applications Shared By Maryland Medicaid Reviewer

Questions & Contacts

ePREP Portal: eprep.health.maryland.gov

Resources & Frequently Asked Questions:
health.maryland.gov/eprep

ePREP Call Center: 1-844-4MD-PROV (1-844-463-7768)

Monday – Friday 9AM-5PM

****Closed on State Holidays****