ePREP FQHC Training

2020
Welcome

Please access the **Electronic Provider Revalidation and Enrollment Portal (ePREP)** at:

`eprep.health.maryland.gov`
Agenda

• Overview of ePREP Features and Terminology
• Managing Accounts
• Application Walkthrough
• Work Session and Application Submission
ePREP Terminology

• **User Profile:** Your individual username, used to log in to ePREP.

• **Business Profile:** A centralized environment that houses your enrolled Medicaid provider accounts and applications. A user may have access to one or more business profiles.

• **Account:** ePREP record for an enrolled provider, associated with a single NPI, provider type, practice location, and provider Medicaid (MA) number.

• **Linking:** Connecting your Business Profile to an existing account so that you can view and manage it.
ePREP Terminology Cont’d

• **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 Terminology 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.
Sign Up (User Profile)
Multi-Factor Authentication

- The next page allows the User to access ePREP’s Multi-Factor Authentication tool. The User can select from three options to have their Verification Code sent to them to complete the Sign Up process:
  - Text Message (MDH recommends during Sign Up the User enters a Cell Phone Number for this purpose)
  - Phone Call
  - Email
Multi-Factor Authentication Cont’d

• Once the User has received the Verification Code via one of the methods above, enter the Verification Code to complete the Sign Up process.
Multi-Factor Authentication Cont’d

• Once the User has entered the code, ePREP will direct you back to the login page where the User will enter their login credentials.
Business Profile

• ePREP 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).

• A User Profile may have access to one or more Business Profiles.
Business Profile Cont’d

Let’s Create Your Business Profile

Enter NPI or Provider ID

1222222222

Verify NPI/Provider ID

Thank you! It looks like your organization is new to ePREP. Enter the Business Profile name that represents your organization, Create Business Profile.

Business Profile Name

BUSINESS NAME HERE

Required

Create Business Profile

I'm new to Maryland Medicaid and I do not have an NPI or Provider ID
Business Profile Cont’d

• To create a Business Profile you can use your NPI or if you are already a Maryland Medicaid provider you can use your Provider ID to create the Business Profile.

• If you want to join an existing Business Profile you can enter either the NPI or the Provider ID.
Business Profile Cont’d

• Enter the NPI and click verify to begin the Business Profile.
  • If a Business Profile has already been created with that NPI, then the Business Profile Name will populate and the User will have to choose the Request to Join function.
  • If the there is no Business profile Created with that NPI then the User will enter the name of the Business Profile and select Create Business Profile.
Business Profile Cont’d

• The final step to creating the business profile is answering three Security Questions to unlock the Business Profile.

• The User must validate their identity by correctly answering three security questions. After the User enters the answer for each question, either click outside the box or click Tab to save the entry. The next question will not appear if the answer is incorrect.
Business Profile Cont’d

Let's Create Your Business Profile

You have 3 chances per session to answer correctly.

First Question
What are the last 4 digits of your SSN?
Answer

Correct Answer

Second Question
What is your date of birth?
Answer

Correct Answer

Third Question
What is your professional license number?
Answer

Correct Answer

Congratulations!
You have successfully linked your account(s) to your Business Profile.
To see your account(s) now click here or select continue to go to your Business Profile’s Home page.

Open Profile
Let's link your account(s) to your Business Profile

To continue the linking process, please answer 3 questions to verify your identity.

After entering your answer, click in a blank space or press tab to show the next question.

When you have answered all three questions, select Continue.

You have 3 chances per section to answer correctly.

First Question
What are the last 4 digits of your SSN?
Answer: 
Correct Answer:

Second Question
What is the year when you were enrolled with Maryland Medicaid?
Answer: 
Correct Answer:

Third Question
What is your professional license number?
Answer: 
Correct Answer:

Please try again or choose a different question.
You have 3 chances remaining to answer correctly.
Once you have used your 3 chances, you will be prompted to create a new Business Profile. Then afterwards you can try again by choosing Link Accounts under the Accounts tab.

If you feel your answers are correct, send a message to Maryland Department of Health.

Complete this later
ePREP Landing Page

Utilize the icons on the right of the My Tools section to have quicker access to ePREP functions.

The Learning Center is where the User can access the In-Context Tutorials (ICT) which further explains how to use ePREP to complete different types of applications and describes the different functionalities of ePREP.

The My Applications option will bring the User to their list of all Applications in the system.

The Message Center houses all messages and notifications relating to the Business Profiles.

The My Accounts feature houses all Accounts surrounding the TAXID for the Business Profile.
ePREP-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.

List of all Applications (Current and Processed/Closed)

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Status</th>
<th>Type</th>
<th>NPI</th>
<th>Application</th>
<th>Complete</th>
<th>Last Update</th>
<th>Owner</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>Name</td>
<td>Rendering: S</td>
<td>CHOW</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
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<tr>
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<td>91%</td>
<td></td>
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</table>
ePREP-Applications Cont’d

Users will choose this option to add a Rendering Provider to the FQHC Location through either a New Rendering or Rendering-S Application.

Users will choose this option to create a New Group Application for a new (or previously enrolled FQHC location-uncollapsed).

Users will choose this option to start a Supplemental Application to make changes to the Account (i.e. Correspondence Address, Contact Information, License Updates).
ePREP - Accounts

New Accounts Dashboard to easily navigate several Accounts

Below is a summary chart of key information for each Account.
**IMPORTANT REMINDER**

Users should **NEVER** link a Rendering Provider’s NPI to the same Business Profile as the FQHC.

Each Rendering Provider should have a separate Email Address, User Profile and Business Profile.
ePREP – Rendering Provider Affiliation

To add the Rendering Provider to the FQHC, utilize the Add Affiliation Icon Under the Accounts tab.
ePREP – Rendering Provider
Affiliation Cont’d
ePREP – Rendering Provider
Affiliation Cont’d

The User should fulfill the Application by working Top to Bottom, enclosing the Circles in each section for Completion.
ePREP – Electronic Signature

• All Applications must be Electronically signed. Who can sign the Application? It depends on the Application:
  • The User can sign for the existing FQHC Accounts that are already enrolled if they are an Administrator.
  • For New FQHCs, the person signing must add themselves as an Owner or Managing Employee in the Disclosure Section.
  • New Rendering Providers need to sign their own Applications.
Once the Group Signature has been completed, the Application needs to be sent to the Rendering Provider.

The Rendering Provider must sign their portion of the Application.

For Rendering-S Applications ONLY

• Any User can sign on behalf of a Rendering Provider if the user is an Administrator on the provider’s Business Profile.
ePREP – New Group Application (or Uncollapsing)

• FQHCs currently bill for services under a single NPI for all of their locations. However, MDH envisions that change happening in the future.

• When that time comes, FQHCs will need to “Uncollapse” their locations and enroll each location under a separate NPI.

• New Group Applications Require some additional steps.
ePREP – New Group Application (orUncollapsing) Cont’d

Utilize this option to create a New Group application for a New (or previously enrolled FQHC location, Uncollapsing). This option will save time by auto-populating some of the application fields.
ePREP – New Group Application (or Uncollapsing) Cont’d

Okay, since you’re already enrolled in Maryland Medicaid, select how you’d like to update your account.

Please select the option that best describes the application you’d like to create:

- My practice opened a new service location

Once you have made your choice, select Continue.
ePREP – New Group Application (or Uncollapsing) Cont’d

Enter the NPI of the new service location. The NPI should be different than your location that is already enrolled.

Then, Select the existing account that most closely resembles the new location (i.e., same provider type).

Continue →
ePREP – New Group Application (or Uncollapsing) Cont’d

Please share some basic information about your business.

Operational information about your practice location (hours, age of patients, managed care participation, etc.)

Owners, partners, managing employees, etc. The User must add the person who will sign the application in this section.

Continue ➤
ePREP – New Group Application (or Uncollapsing) Cont’d

In this section, a complete disclosure of ownership and financial interest is required. Please add at least one owner or those parties who have control interest in your Group. Keep in mind that you can share any record with another user, making it easy to complete your application.

Person signing the application must be listed in this section.
ePREP – New Group Application (or Uncollapsing) Cont’d

The User must upload an Addendum for each FQHC location enrolled.
Go to: https://health.maryland.gov/providerinfo
Click on “Provider Application and Agreement Forms”.

<table>
<thead>
<tr>
<th>PROVIDER TYPE DESCRIPTION</th>
<th>PT CODE</th>
<th>INDIVIDUAL</th>
<th>GROUP</th>
<th>FACILITY</th>
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Download the addendum here
ePREP – New Group Application (or Uncollapsing) Cont’d

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</tbody>
</table>

Download the addendum here
ePREP – New Group Application (or Uncollapsing) Cont’d

Fill out the fields on the addendum.

Provider Information

NPI: 

Tax ID: 

MA Provider Number (if already enrolled in Maryland Medicaid):
ePREP – New Group Application (or Uncollapsing) Cont’d

Save the addendum as a PDF, along with the HRSA Grant Award documentation.
ePREP – New Group Application (or Uncollapsing) Cont’d

If the User is enrolling a New Dental Practice Location instead of a New Clinic location, the User must submit a different addendum.

Go to: https://health.maryland.gov/providerinfo
Click on “Provider Application and Agreement Forms”.

Addendum for new FQHC dental location

Addendum for rendering dentist

Maryland
DEPARTMENT OF HEALTH
ePREP – New Group Application (or Uncollapsing) Cont’d

On the Dental Addendum, make sure the User answers “Yes” to the questions: “Are you rendering services in a FQHC?” in Section III.
ePREP – New Group Application (or Uncollapsing) Cont’d

Next, attach the Addendum by clicking on the Paper Clip Icon.

Upload the addendum and HRSA document.
Next the User will be prompted to select a file.

Upload the addendum and HRSA document.
ePREP – New Group Application (or Uncollapsing) Cont’d

The uploaded file will be indicated by a number next to the Paper Clip icon.
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**