ePREP for IEP/IFSP Service Providers

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Focus

• This presentation is intended for providers who bill Maryland Medicaid for Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP) services.

• Such providers include Local Lead Agencies (LLAs), Local Education Agencies (LEAs), and nonpublic schools.
The material covered in the presentation includes instructions for both administrators at the aforementioned educational facilities, as well as individual practitioners required to enroll in the Medicaid program for the facility to receive reimbursement, per federal requirements.

Facilities are required to enroll licensed practitioners who will be listed as Referring providers on claim submissions. Such providers are called “Rendering” providers in ePREP.
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
Helpful Resources

- Maryland Medicaid has created a website with documents, checklists and webinars that will help you with ePREP

  health.maryland.gov/eprep
Helpful Resources Cont.

- **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 an 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 Terminology – Profiles, Roles, and Accounts

- **User Profile:** Your individual username, used to log in to ePREP.
- **Business Profile:** A centralized environment that houses your enrolled Medicaid entity 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 entity Medicaid (MA) number.
- **Linking:** Connecting your Business Profile to an existing account so that you can view and manage it.
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 Application Types

Application Types

- **New Facility**: Application to enroll a new facility to Maryland Medicaid.

- **New Rendering**: An application to affiliate a rendering provider who is new to Maryland Medicaid to an existing facility with Maryland Medicaid.

- **Supplemental**: A change in a provider’s account information or required documenting, such as a correspondence address or an updated professional license.

- **Change of Ownership (CHOW)**: Application to add a new Tax Identification Number (TIN) or Employment Identification Number (EIN) to Business Information form.
ePREP Application Types Cont.

Revalidation
• Application to renew your Medicaid enrollment every 5 years

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

• You will receive a printed reval notification in the mail for your initial notification. After your ePREP account is set up, you will receive electronic reval notifications.
Signing Up
Welcome to ePREP!

My name is Lucy. I'm here to help you create your ePREP User Profile. This profile allows you to securely login to the ePREP Portal at any time (24/7) from an up-to-date web browser: Chrome, Firefox, Safari, IE Explorer.

Let's get started!

First name  Last name

Username

Password  Confirm

Phone number

Recovery email address

I'm not a robot

This reCAPTCHA is for testing purposes only. If you are seeing this, please report to the site admin.

By selecting Next, you agree to the Terms and Conditions.
Verification Code

• Once you enter your User Profile information and select the method of verification, ePREP sends a six digit verification via email, text, or a phone call if selected to ensure a secure and safe login.
• If you select the email verification method, please check your inbox for an email from ePREP-MDH@dharbor.com with a subject of ePREP Verification Code.
• You may have to check your Spam, Junk, Trash or Clutter folder to find the six digit verification code.
From the verification options provided, the top two options will require a phone number, which will be used to send out a text message or phone call with the area code: 1(850).
Your code is ePREP-113881

ePREP Portal Administration

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.
Once the six digits verification code is received and entered, Clicking on “VERIFY” completes the sign up process.
As first time users on ePREP, once the sign up process is complete, and we successfully login to the accounts, verifying the NPI numbers and existing business names is required to proceed with creating the business profile.
Verifying Existing Business Profile

Let's Create Your Business Profile

You have 3 chances per question to answer correctly.

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

Second Question
What is the year when you were enrolled with Maryland Medi...
Answer
Correct Answer

Third Question
What is your professional licence 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
Home Page

This is your User Profile

This is your Business Profile
Accessing Accounts

Accounts from the menu bar populates facility’s information.

The “Add Affiliation” symbol will enable viewing and adding new rendering providers.
Eligible Rendering Provider Types

- Speech Language Pathologists
- Physicians (Psychiatrists)
- Psychologists (Clinical)
- Licensed Certified Social Workers – Clinical
- Nurse Practitioners
- Nurse Psychotherapists
- Audiologists
- Physical Therapists
- Occupational Therapists
- Speech Language Pathologists
- Dietitians/Nutritionists
Ineligible Rendering Provider Types

- Teachers
- Registered nurses
- Social workers (unlicensed)
- School psychologists (unlicensed)
- Physical Therapy Assistants
- Occupation Therapy Assistants
- Speech Language Pathology Assistants
Affiliating Rendering Providers

Clicking on “Add Affiliation” will bring up a pop-up screen where you can enter the affiliating NPI. You will be able to add the Licensed Practitioners NPI to affiliate with the facility. After you enter the NPI, click “verify.”
Affiliating Rendering Providers

Once the provider’s NPI is verified, start a new application for the rendering provider by checking “Yes” then Continue.
Verifying Providers Information

- Confirm the Licensed Practitioner’s name is correct on the next page before selecting continue at the bottom right corner. It is okay if the taxonomy code is not correct or cannot be confirmed at this point.
Select the Rendering provider type from the drop down menu and click "Continue" to proceed to the application.
Verifying Group and Rendering Provider Information

- Confirm the information is correct for both the Facility Billing Provider and the affiliated Rendering Provider information.
- It will be important for both the administrator in charge of Facility Provider information and the Rendering provider to be consistent with the submitted information.
- Click “Continue” to confirm information and proceed.
Creating New Affiliation Application

- Select “Create Affiliate Application.” from pop up window, and the new application will be generated.
Completing the Application

- Filled circles indicate the section is completed.
- Half circles mean the section is not completed.
- Empty circles indicate sections not started.

Keep an eye on the completion prompts to guide you. Make sure all the circles are filled in.
Completing the Application Cont.

To complete the application, you will need to send the application in-progress to the rendering provider for the provider to sign. You may first fill in the rendering provider information for your affiliated provider, but you will not be able to sign the application for the Rendering Provider.

When you are ready for the rendering provider to review and sign the application, click “Send to Rendering” link in the text of the page.
After the Facility Administrator sends the invitation to the Rendering Provider. The Rendering Provider will receive an email, with the subject below.

- In the body of the text, select the “Self-registration” link to start the sign up process for the rendering provider.
Rendering Affiliation Invitation

- Once the NPI has been verified, the ePREP main home page with a pop-up window “Rendering Affiliation Invitation.” In the text of the message, accept the affiliation from the facility by clicking the “Accept Affiliation” link.
Electronic Signature

- Once the rendering provider accepts affiliation, then they are able to view and sign the application under the “Rendering signature.”
- The “Maryland Medicaid Provider Agreement” link must be clicked to start the electronic signature process.
To electronically sign the application, the last four digits of the SSN, Year of birth, and Password of the authorized signer or provider is required to complete and submit the application for review and update.
## 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.

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

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Status</th>
<th>Name</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>1611PHTS</td>
<td>In Progress</td>
<td>Speech/Language Pathologist</td>
<td>Rendering Provider</td>
<td>1497036362</td>
<td>24%</td>
<td>11/29/2010</td>
<td>Molly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### The Status of your apps.

- **Application ID**: Unique identifier for each application.
- **Status**: Indicates the current stage of the application process.
- **Name**: Name of the provider.
- **Type**: Type of application.
- **NPI**: National Provider Identifier.
- **Application**: Specific application being submitted.
- **Complete**: Percentage completion.
- **Last Update**: Date of the last update.
- **Owner**: Person responsible for the application.
- **Actions**: Options for managing the application.

### Additional Status Information.

- New Application button for starting a new application.
- Filter options for sorting applications.
- Search bar for finding specific applications.
In User Administration, click on “Invite User” to delegate privileges to a Facility administrator.
Questions & Contacts

ePREP Portal: eprep.health.maryland.gov

Resources and 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***