# ePREP for IEP/IFSP Service Providers

Brenda Logan (AHS)
Charles Choh (AHS)

MARYLAND
Department of Health

# 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.

MARYLAND
Department of Health

# Focus Continued

- 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.

MARYLAND
Department of Health

# Overview

This Webinar will cover the following:

- Helpful Resources
- Application Types
- User Profiles
- Business Profile
- Create a User Profile for Admin/Credentialer
- Create a Business Profile for Your Facility
- Add Licensed Practitioner Affiliation
- Invite Licensed Practitioner to ePREP
- Create Business Profile for Licensed Practitioner
- Complete the Application

MARYLAND
Department of Health

# Welcome to ePREP!

**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

MARYLAND Department of Health

# Helpful Resources

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

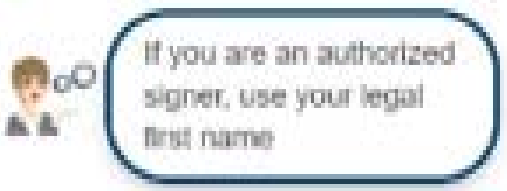
health.maryland.gov/eprep

MARYLAND Department of Health

# 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 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 .



MARYLAND Department of Health

# 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.

MARYLAND Department of Health

# Rendering Provider Accounts

- **IMPORTANT REMINDER**
- 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.
- Outpatient facilities are not required to enter rendering provider affiliations to proceed with their application.

MARYLAND Department of Health

# ePREP Application Types

**Application Types**

- **New Facility:** Application to enroll a new facility to Maryland Medicaid.
- **Rendering S**: An application to affiliate a rendering provider to an existing facility with 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.

MARYLAND Department of Health

# ePREP Application Types Cont.

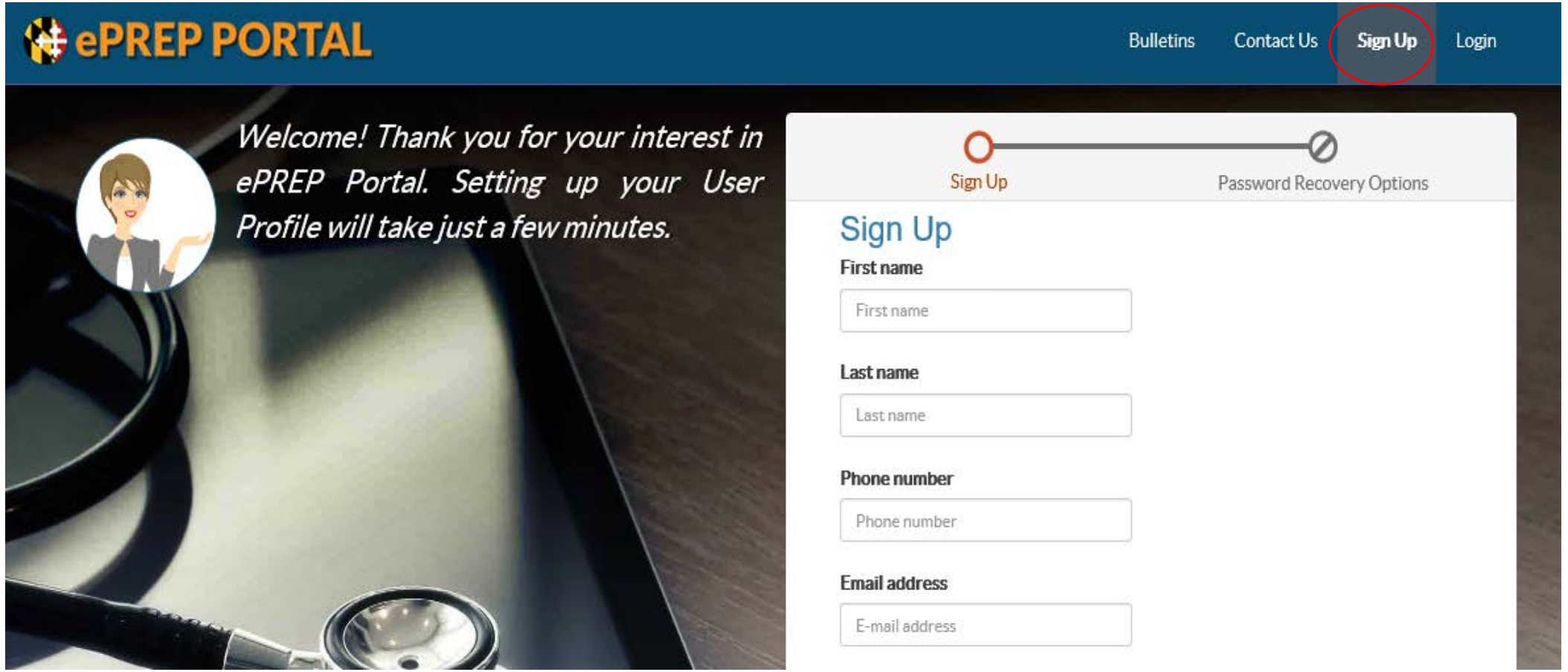
**Revalidation (reval)**

- 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.

- **Disenrollment:** An application to stop being part of Maryland Medicaid. Started from the Accounts screen when viewing active accounts. An example of when to create a disenrollment application, will be if a facility intends to stop being part of Maryland Medicaid, or shutdown.

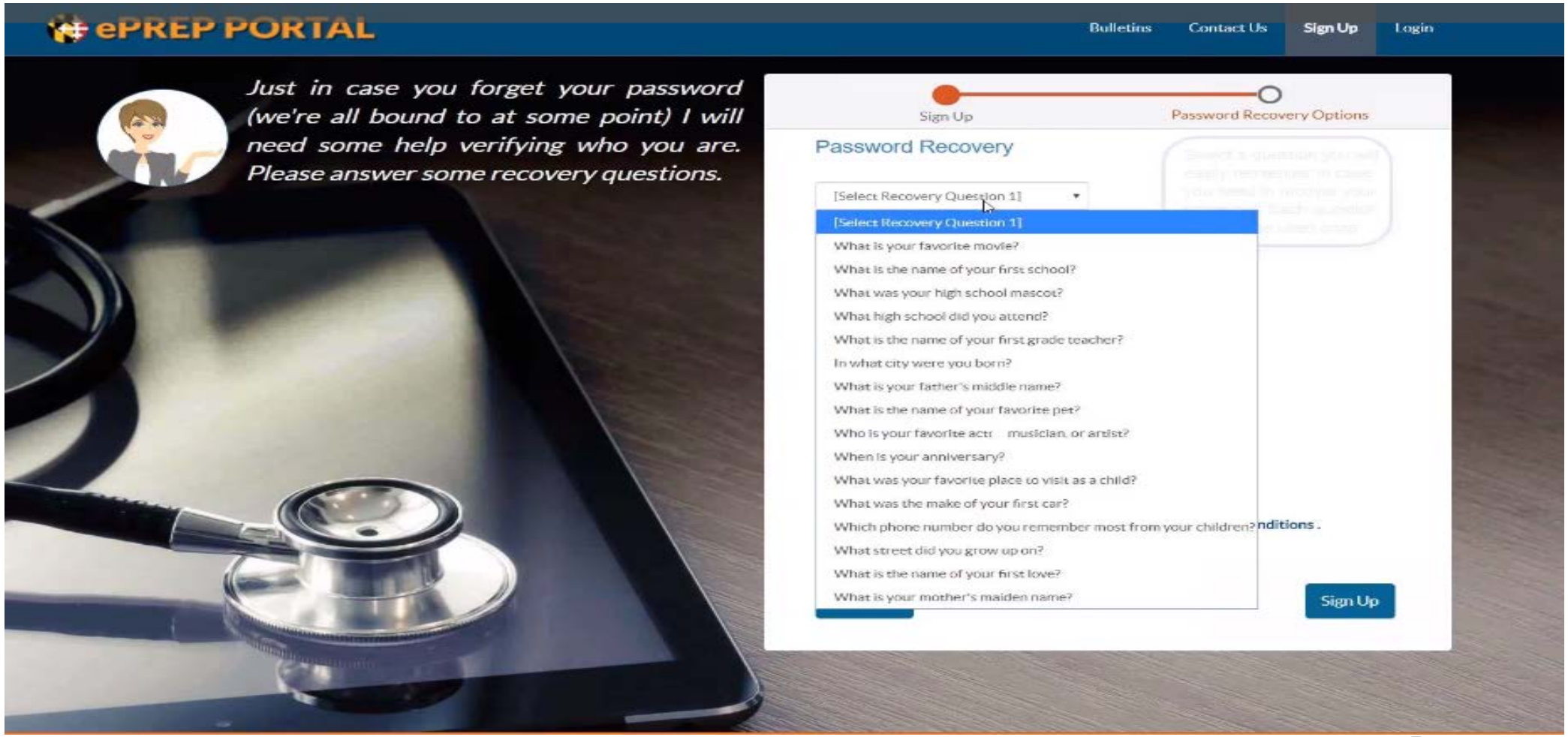
MARYLAND Department of Health

# First things first: Let's start by Signing Up



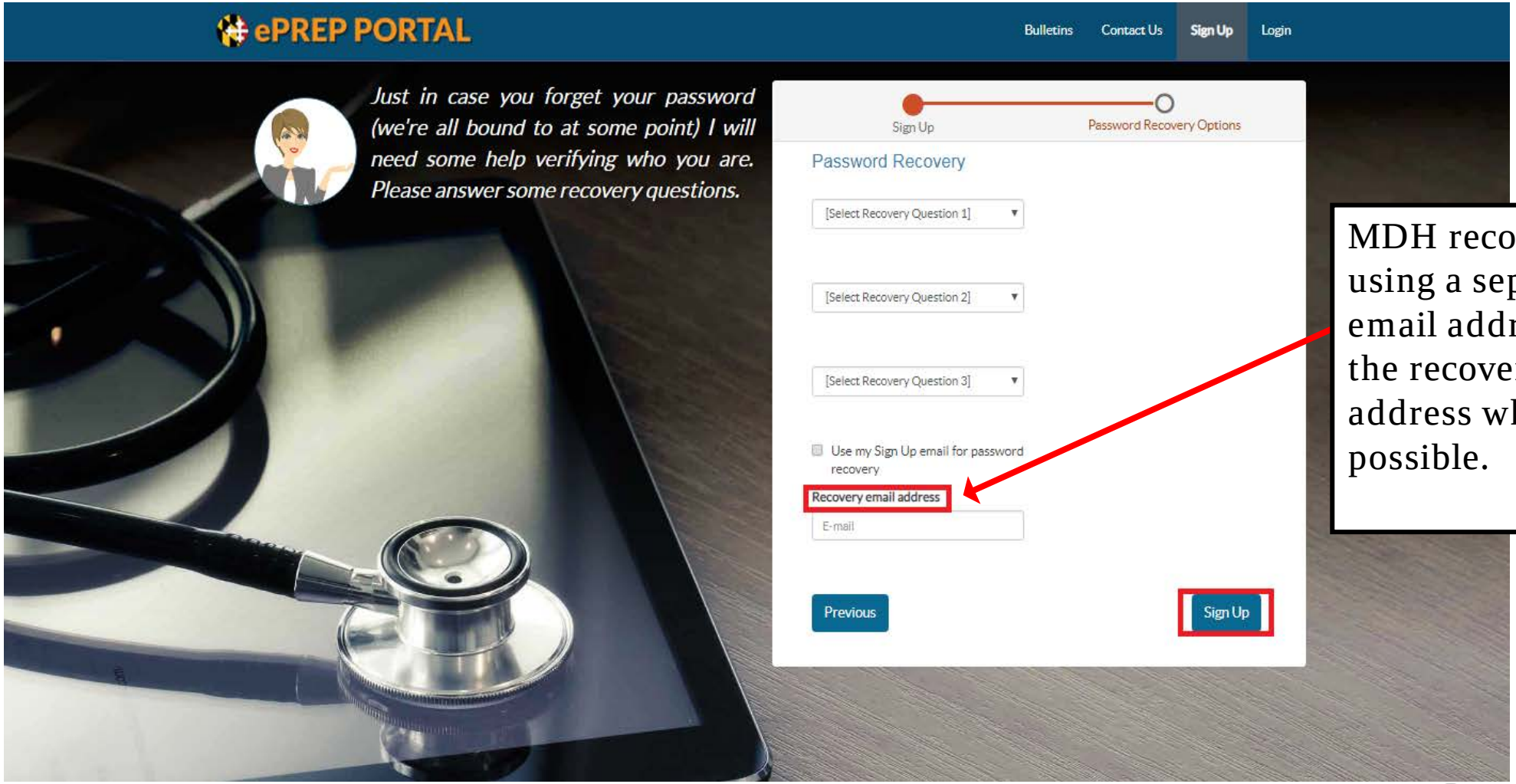

MARYLAND Department of Health

# Password Recovery




MARYLAND Department of Health

# Password Recovery Cont.

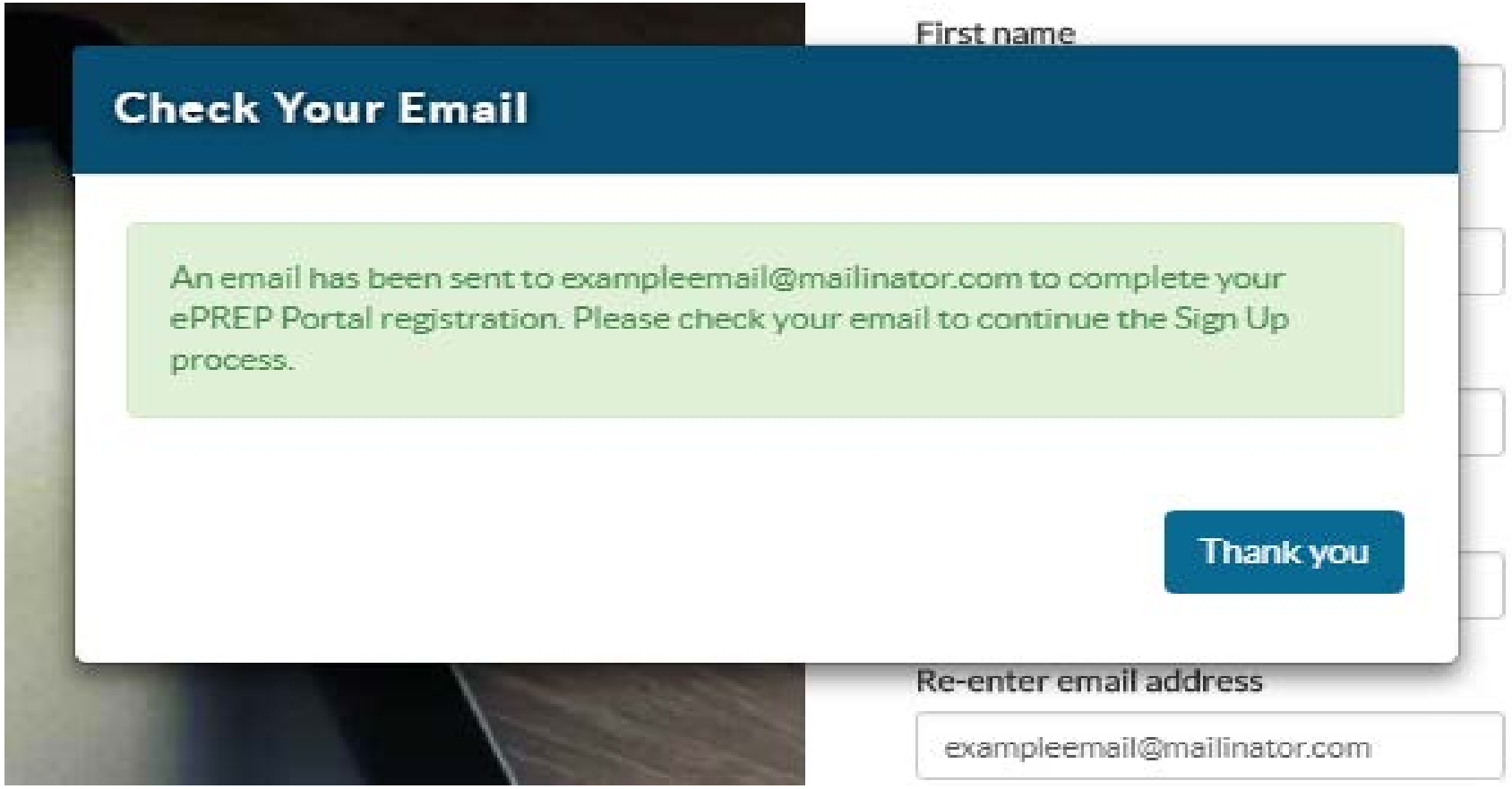



MDH recommends using a separate email address for the recovery email address when possible.

MARYLAND Department of Health

# Email Confirmation

**Once the questions are answered, click "Sign Up." ePREP then asks you to check your email to complete your registration.**




MARYLAND Department of Health

# Email Activation

ePREP Portal - Activation

Thu Nov 15 2018 09:57:59 GMT-0500 (Eastern Standard Time)

ePREP-MDH@dharbor.com [ ePREP-MDH@dharbor.com ]

**Dear Ben,**

Welcome to the Maryland Department of Health ePREP Portal!
To complete your registration process select the hyperlink below within 30 days of the receipt of this activation email.

ePREP Portal Activation

Sincerely,

ePREP Portal Administration

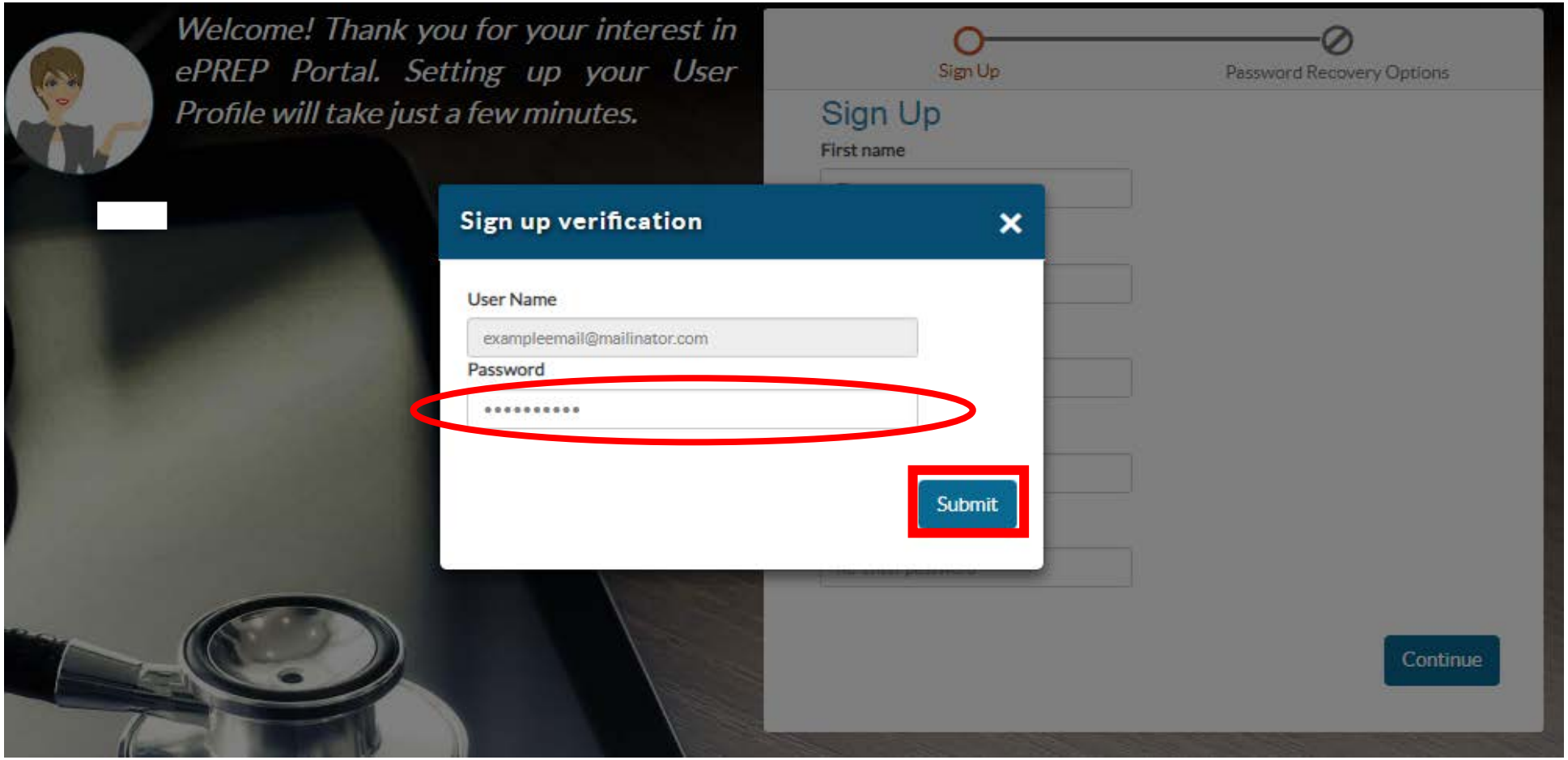
To review Maryland Department of Health's Internet Policies and Proceedures select, MDH Policy/Procedure

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.

MARYLAND
Department of Health

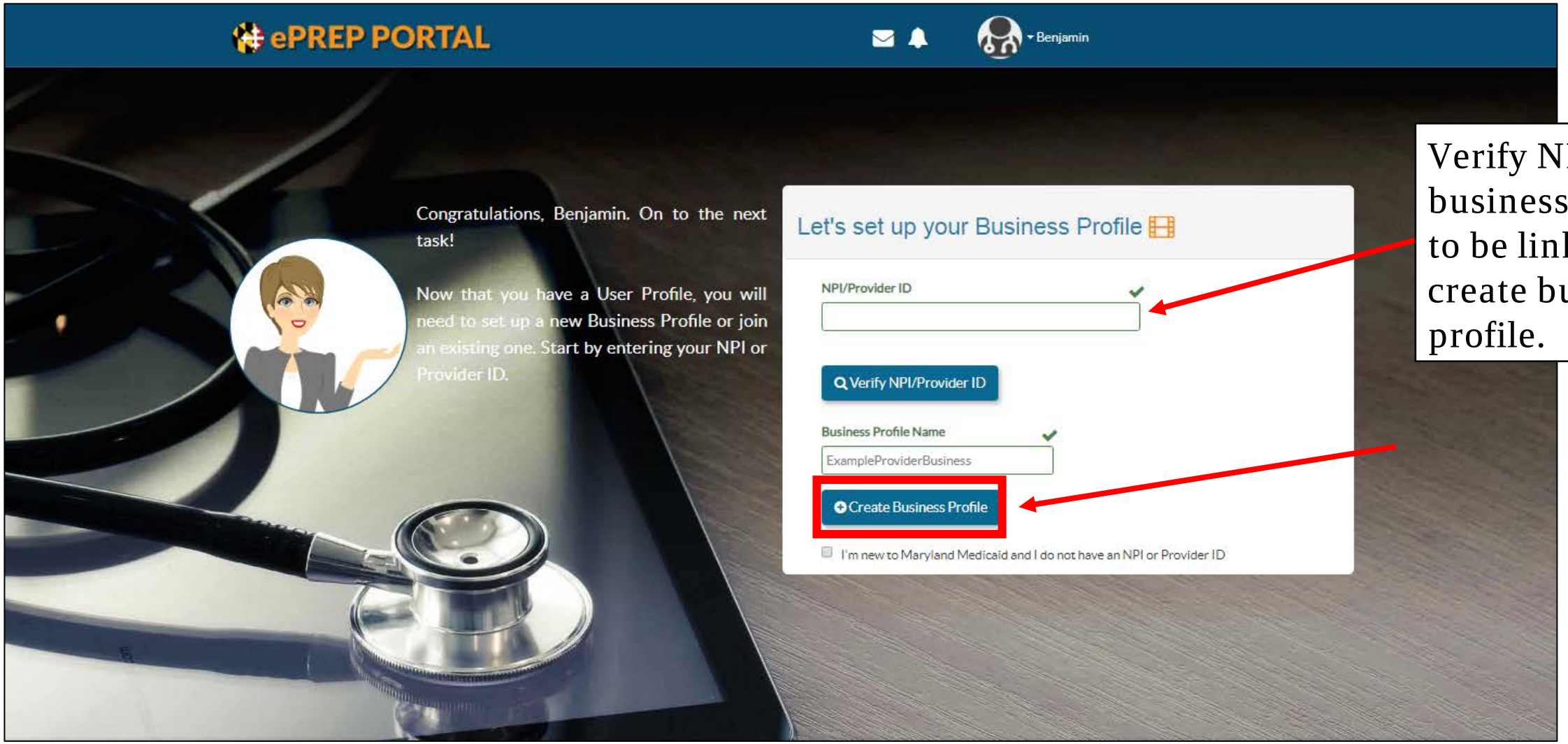
# Email Activation

**Once you select the link, ePREP will open in a new tab and a pop-up will appear labeled "Sign up verification." Enter your password and click Submit.**




MARYLAND Department of Health

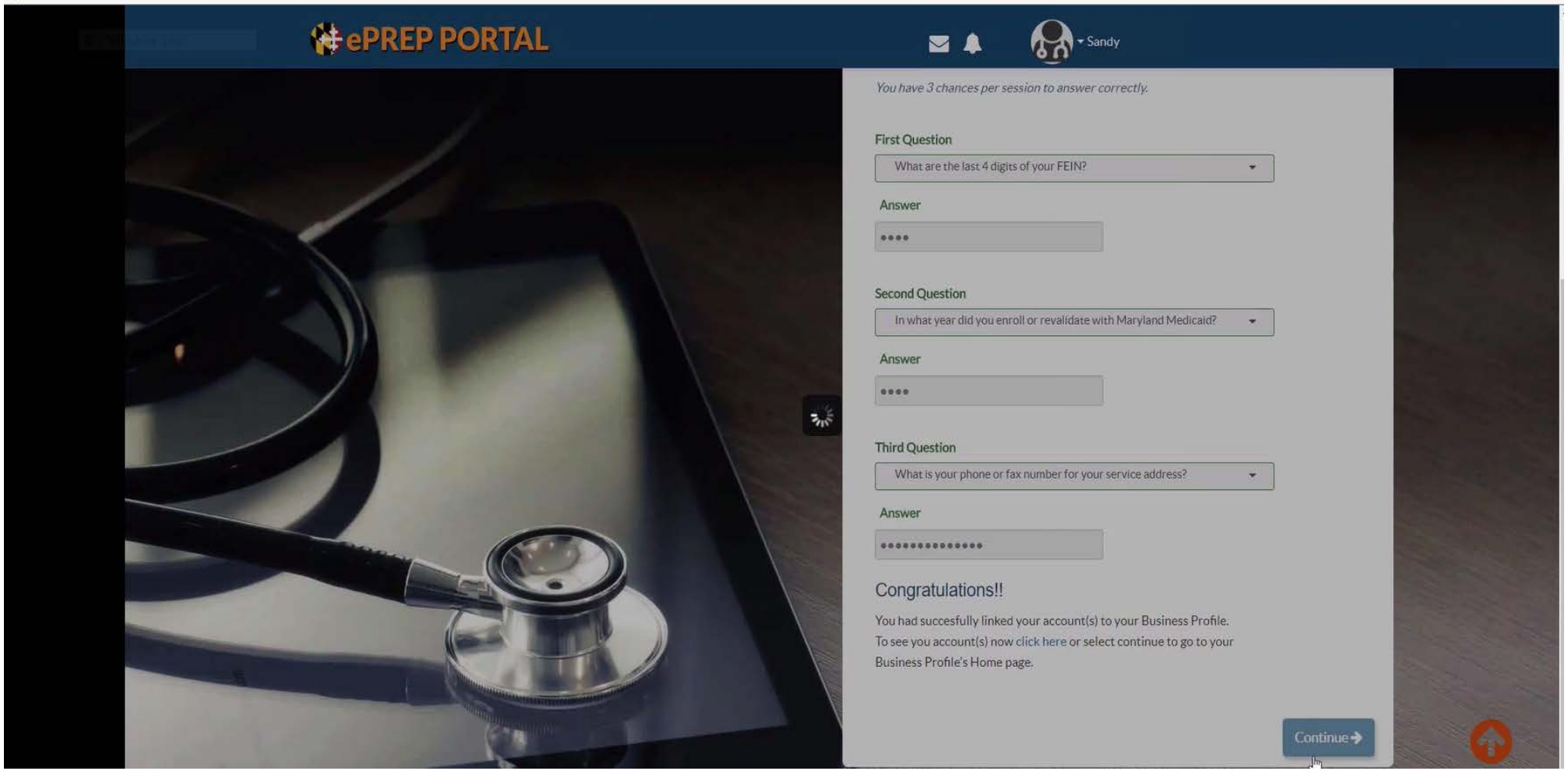
# Verify NPI to Link Account to Business Profile




Verify NPI for business profile to be linked, and create business profile.

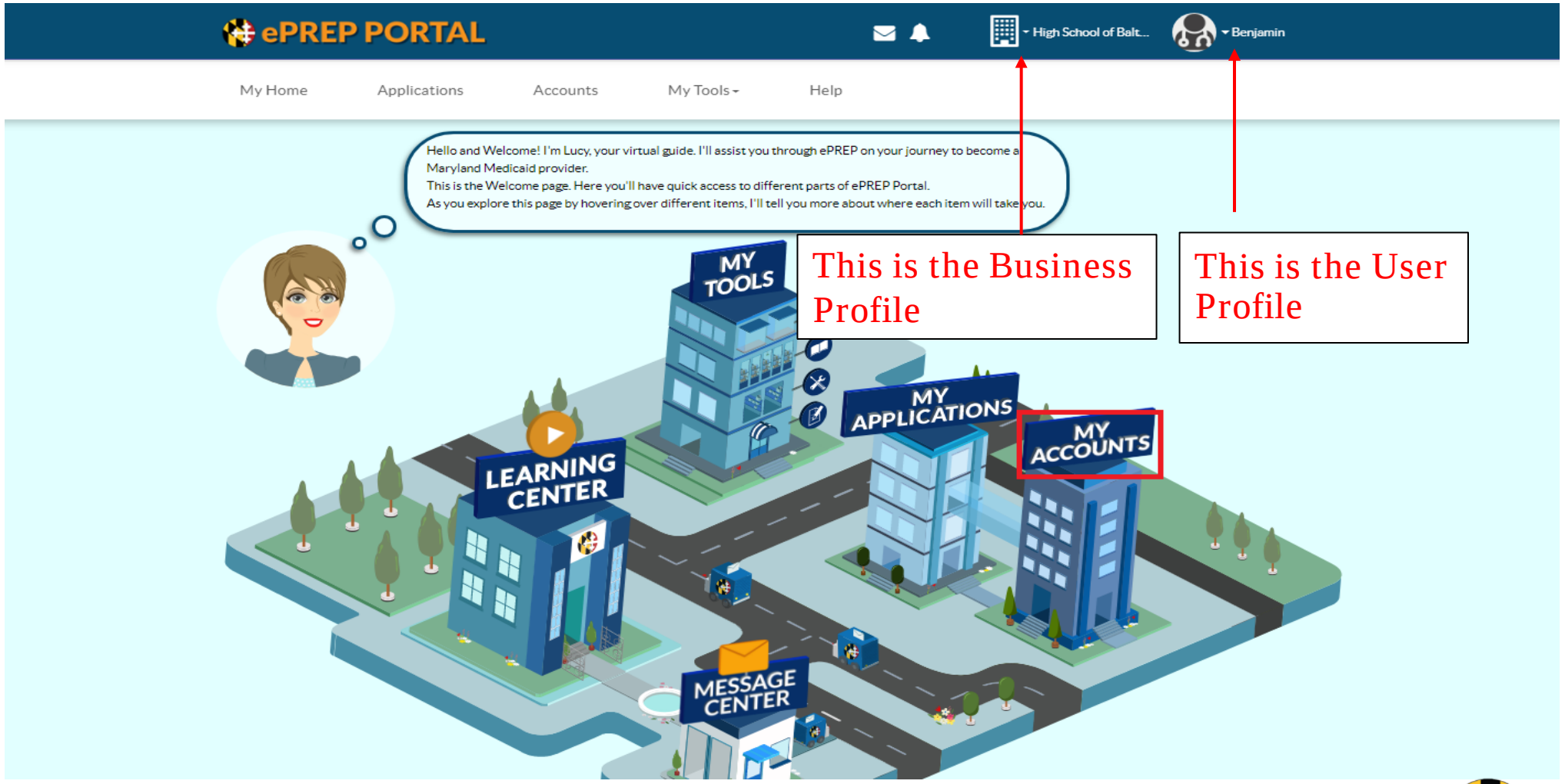
MARYLAND Department of Health

# Links to BP cont.



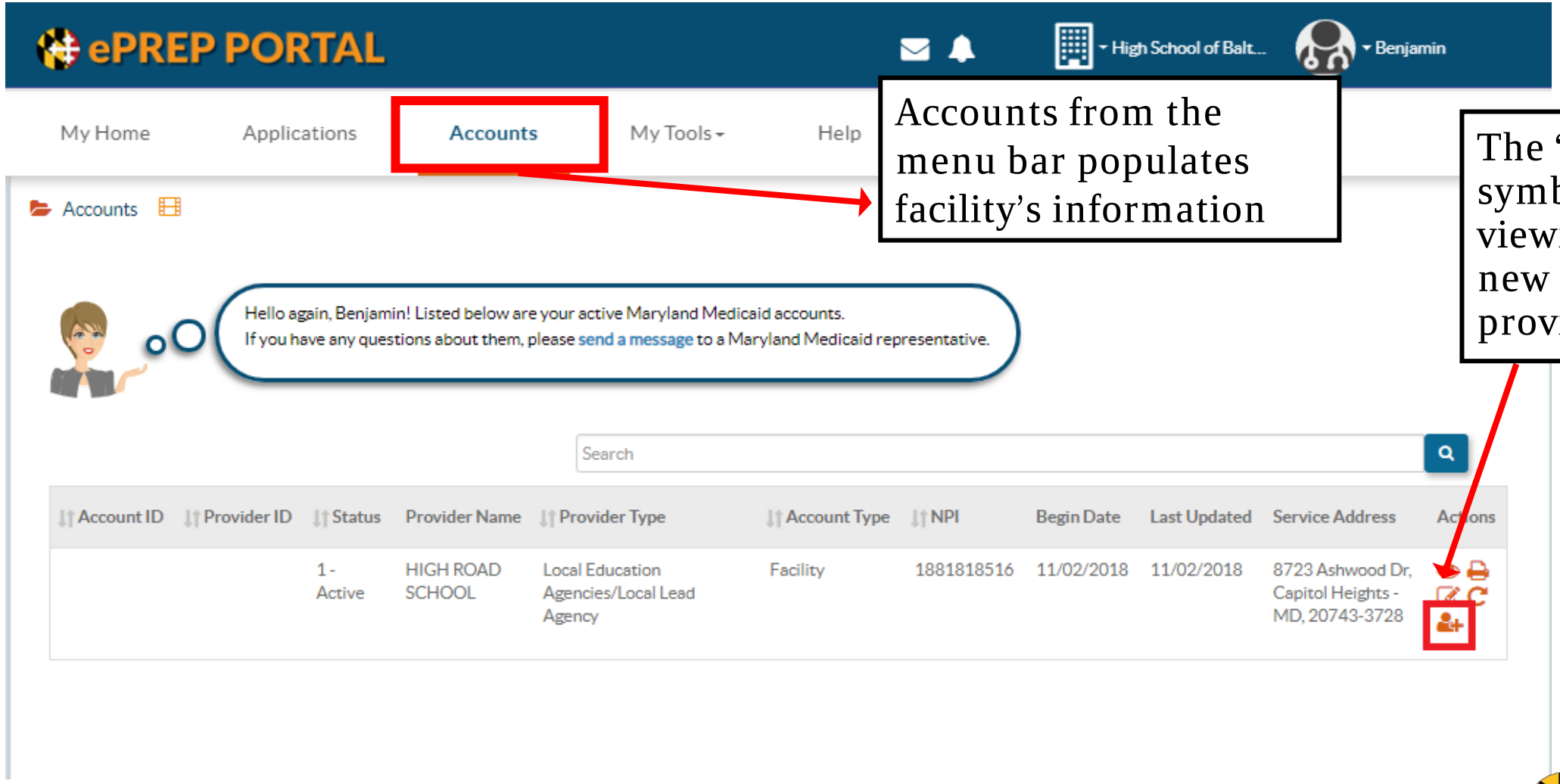

MARYLAND Department of Health

# Welcome Screen




MARYLAND Department of Health

# Accessing Accounts




Accounts from the menu bar populates facility's information

The "Add Affiliation" symbol will enable viewing and adding new rendering providers

MARYLAND Department of Health

# Eligible Rendering Provider Types

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

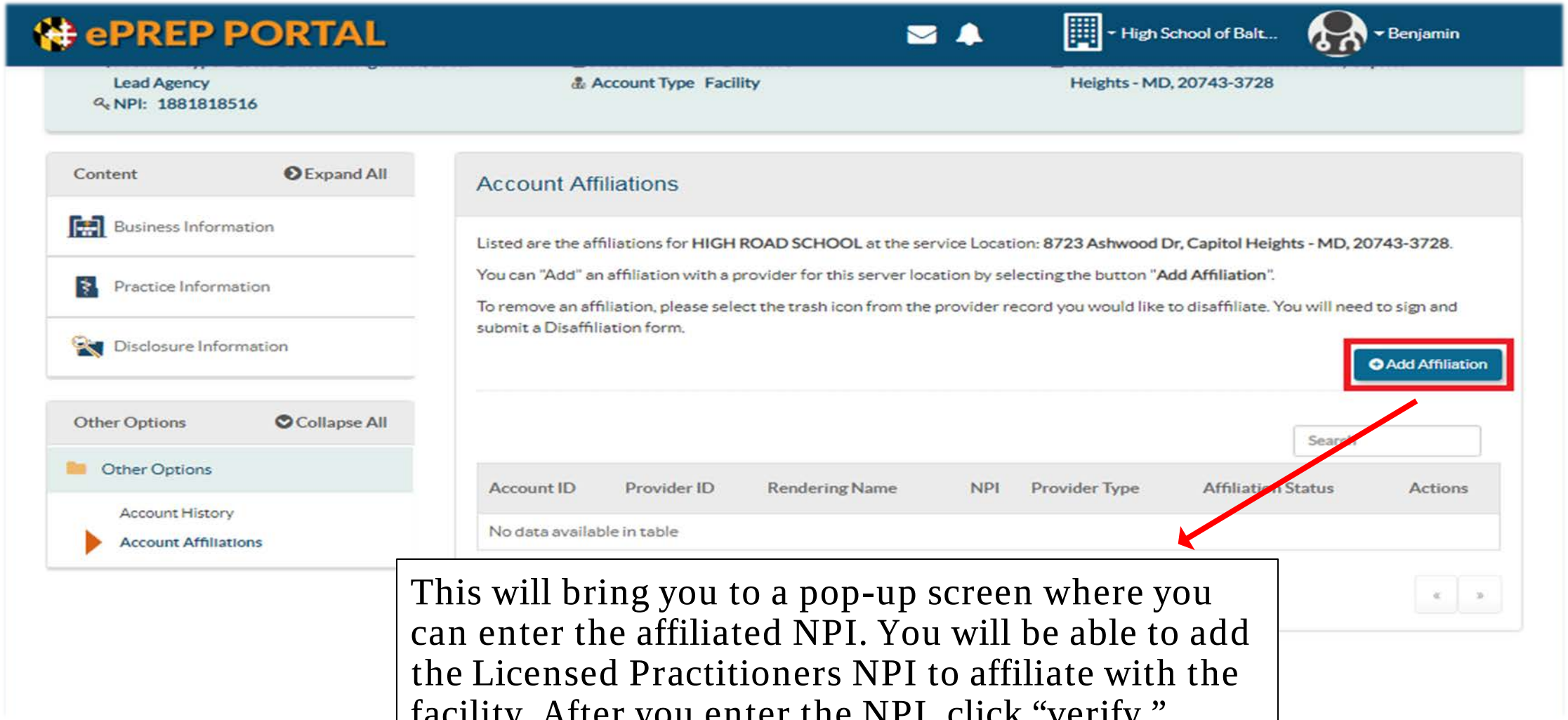
MARYLAND Department of Health

# Ineligible Rendering Provider Types

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

MARYLAND
Department of Health

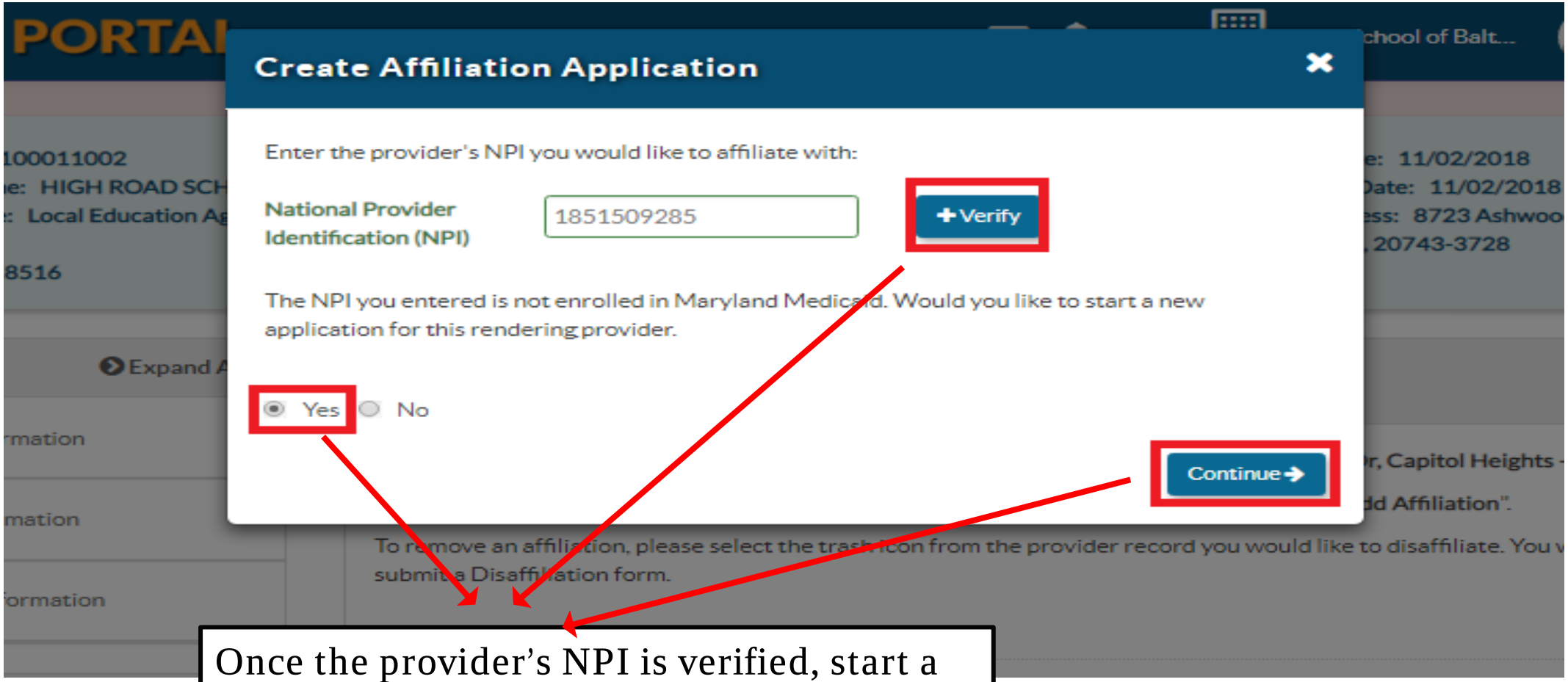
# Affiliating Rendering Providers




This will bring you to a pop-up screen where you can enter the affiliated NPI. You will be able to add the Licensed Practitioners NPI to affiliate with the facility. After you enter the NPI, click “verify.”

MARYLAND Department of Health

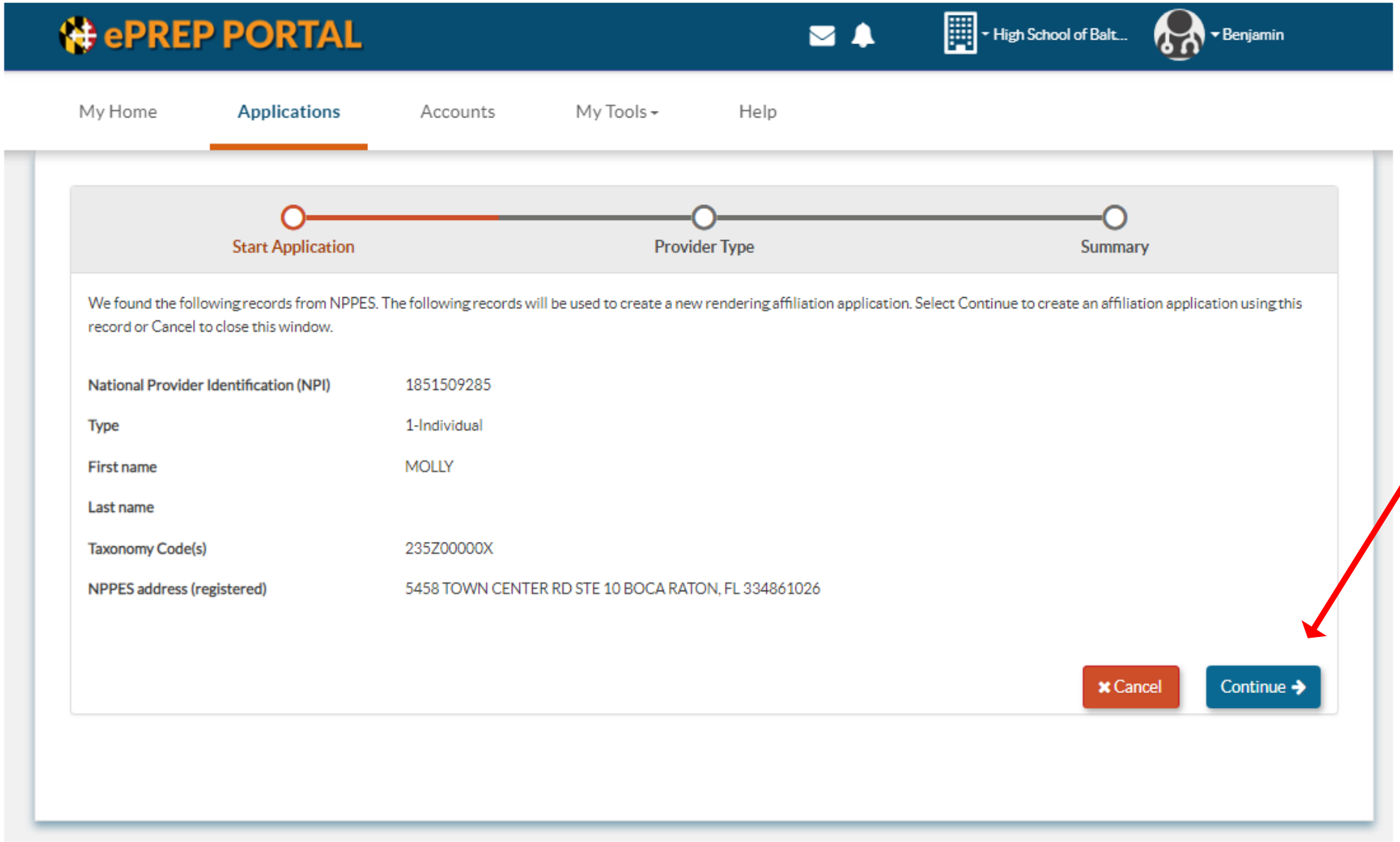
# Affiliating Rendering Providers




Once the provider's NPI is verified, start a new application for the rendering provider by checking "Yes" then Continue.

MARYLAND Department of Health

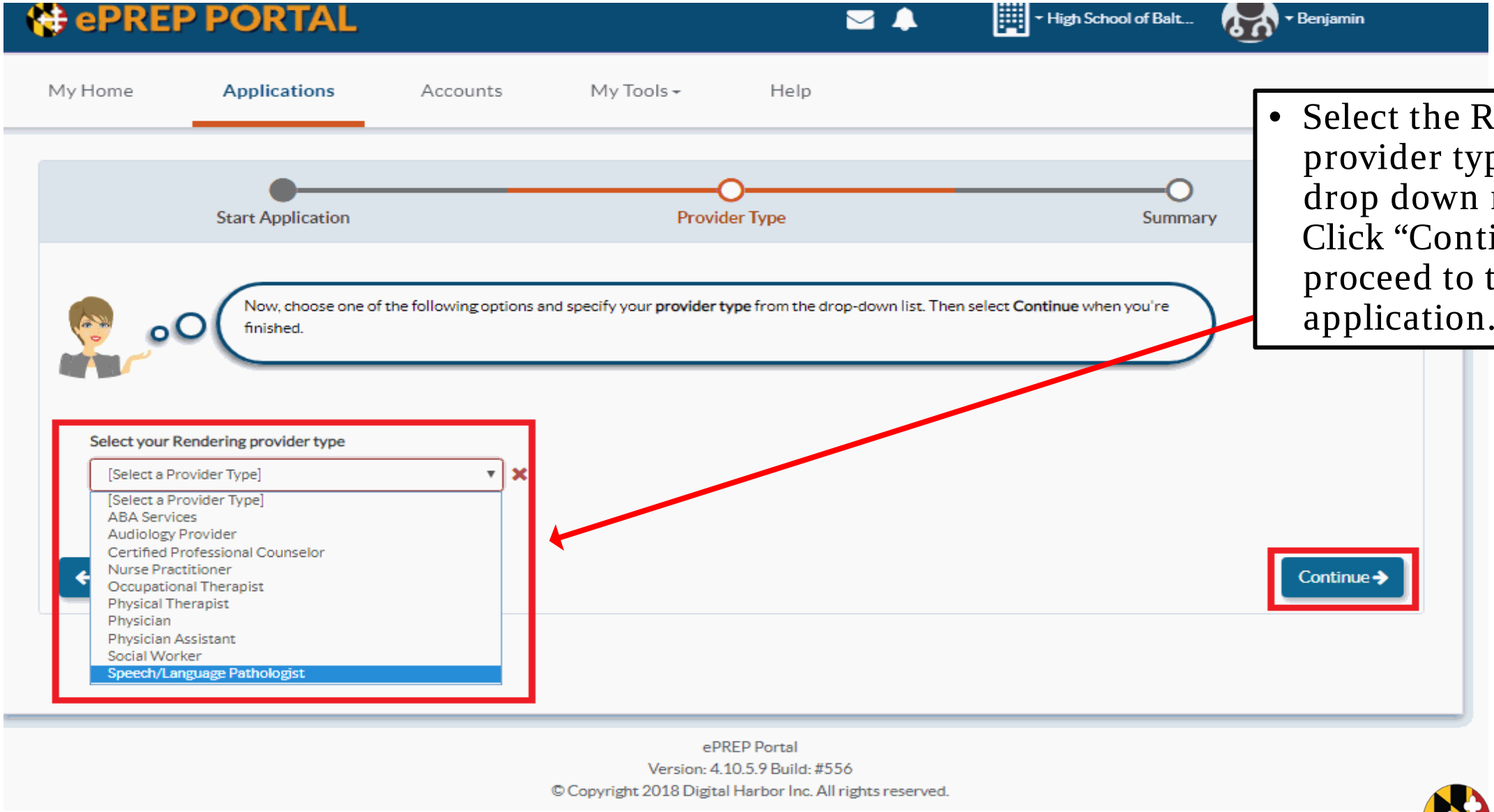
# Verifying Providers Information




- 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.

MARYLAND Department of Health

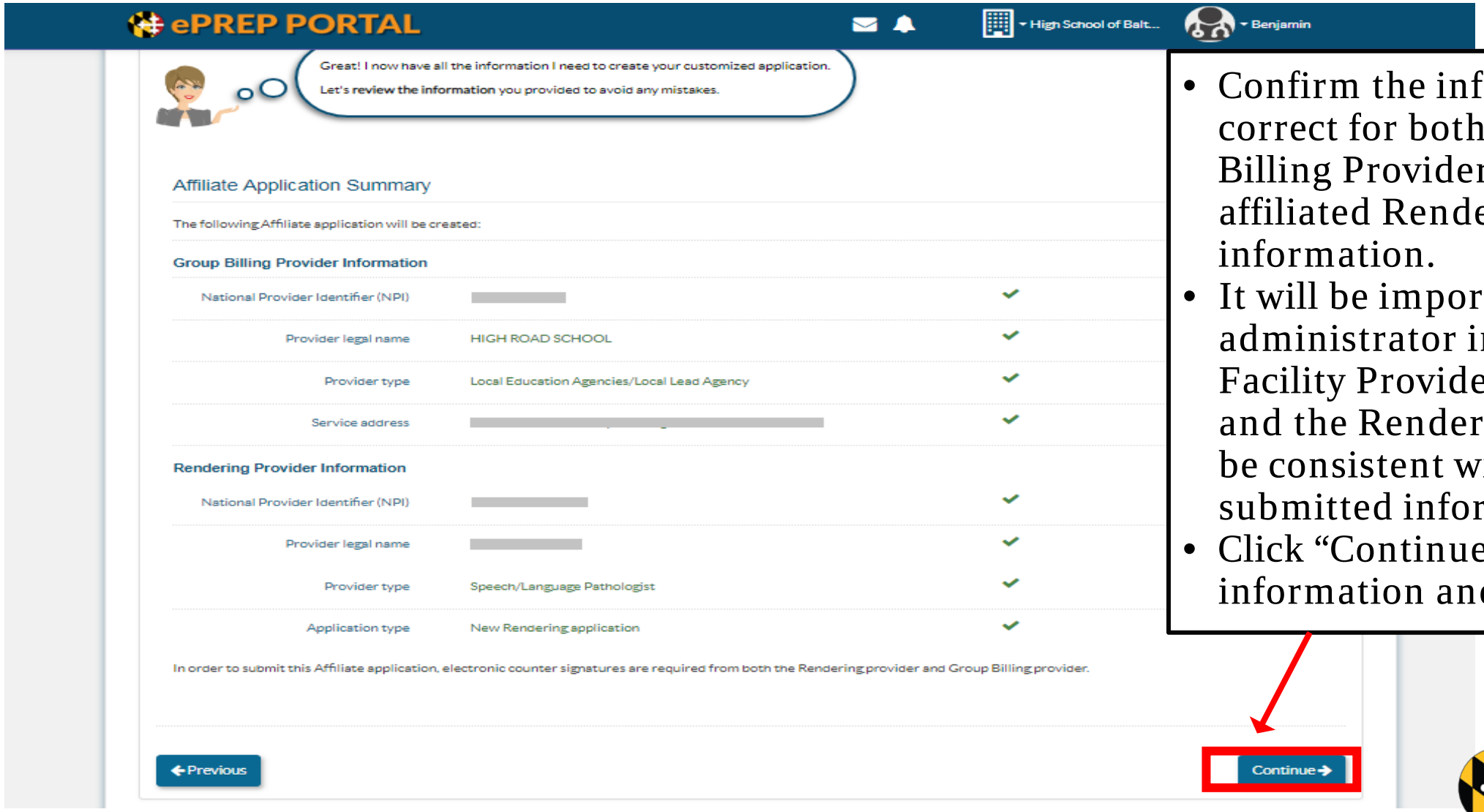
# Provider Type




- Select the Rendering provider type from the drop down menu and Click “Continue” to proceed to the application.

MARYLAND Department of Health

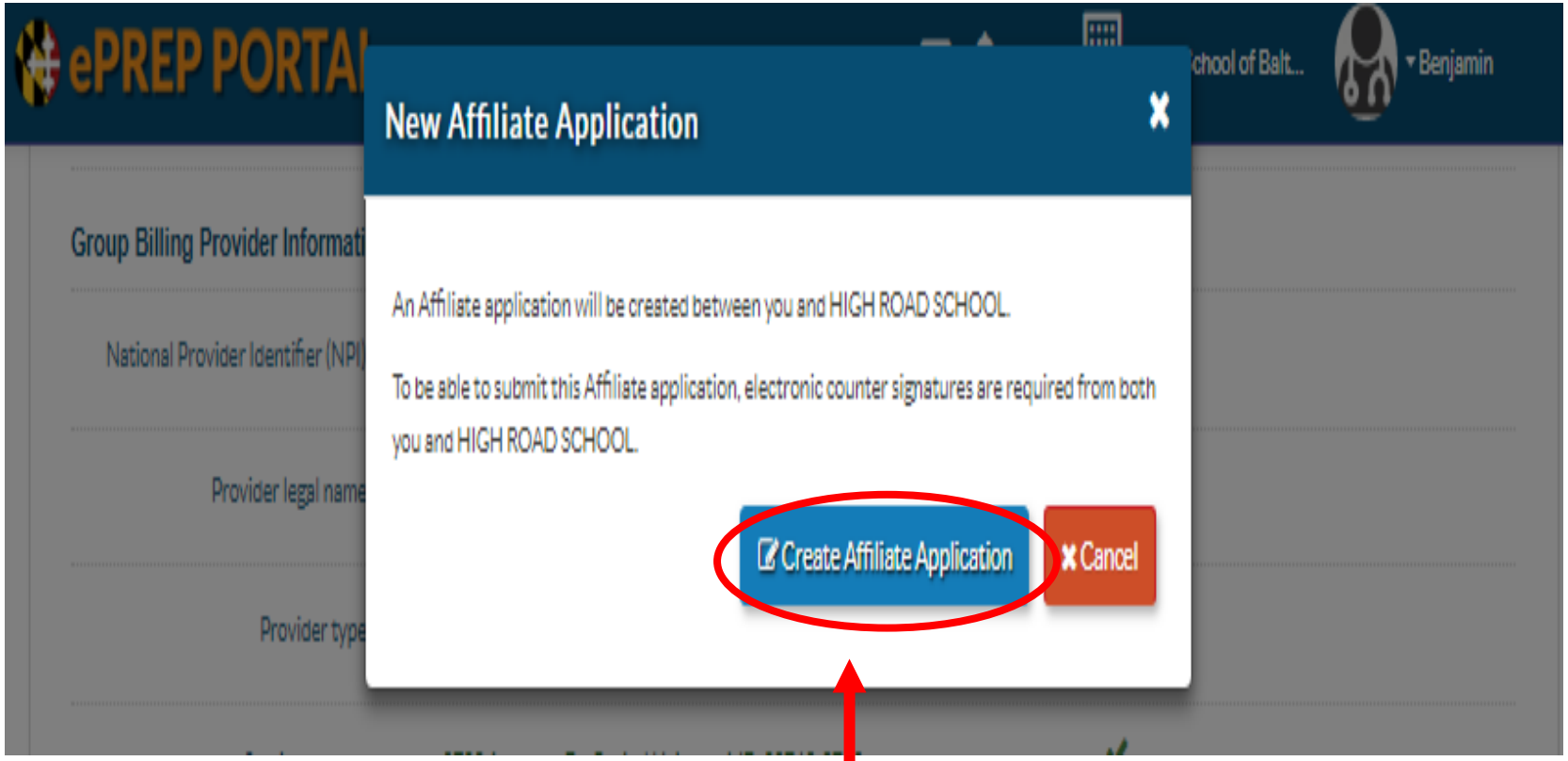
# Verifying Group and Rendering Provider Information




- 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.

MARYLAND Department of Health

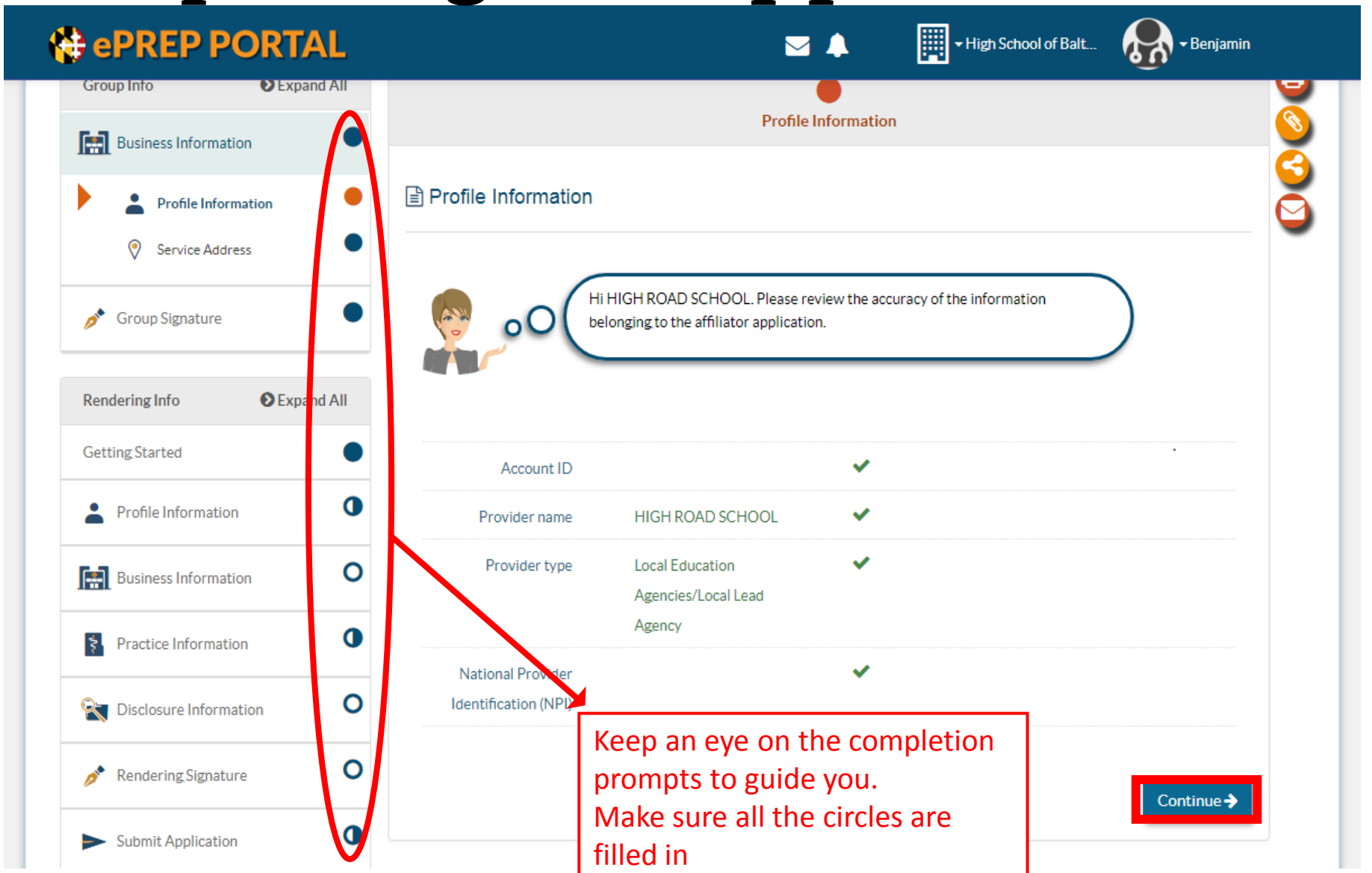
# Creating New Affiliation Application




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

MARYLAND Department of Health

# Completing the Application

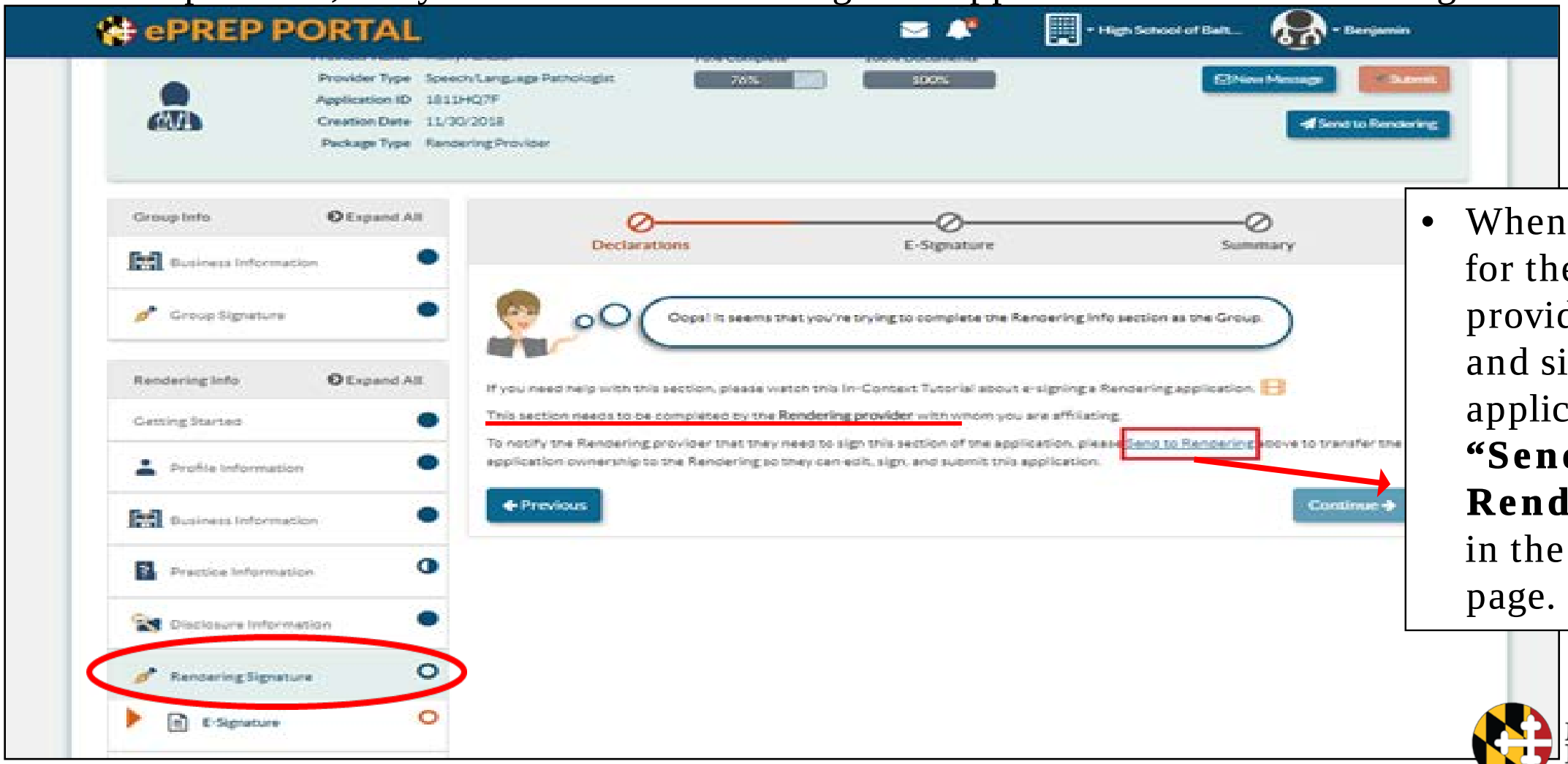



- Filled circles indicate the section is completed.
- Half circles mean the section is not completed.
- Empty circles indicate sections not started.

MARYLAND Department of Health

# 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.

MARYLAND Department of Health

# Rendering Provider Sign up

**After the Facility Administrator sends the invitation to the Rendering Provider. The Rendering Provider will receive an email, with the subject below.**

ePREP Portal - Important Message From Maryland Department of Health

ePREP Portal Notifcation [ noreplymd@dharbor.com ]

Thu Nov 29 2018 11:57:10 GMT-0500 (Eastern Standard Time)

Dear ,

High Road School, requests that you become affiliated with their organization. You must first become a member of the ePREP Portal. To self-register and create a Business Profile, select the hyperlink below. This message request will be good for 30 days.

Self-registration

Sincerely,
High Road School

To review Maryland Department of Health's Internet Policies and Proceedures select, MDH Policy/Procedure

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.

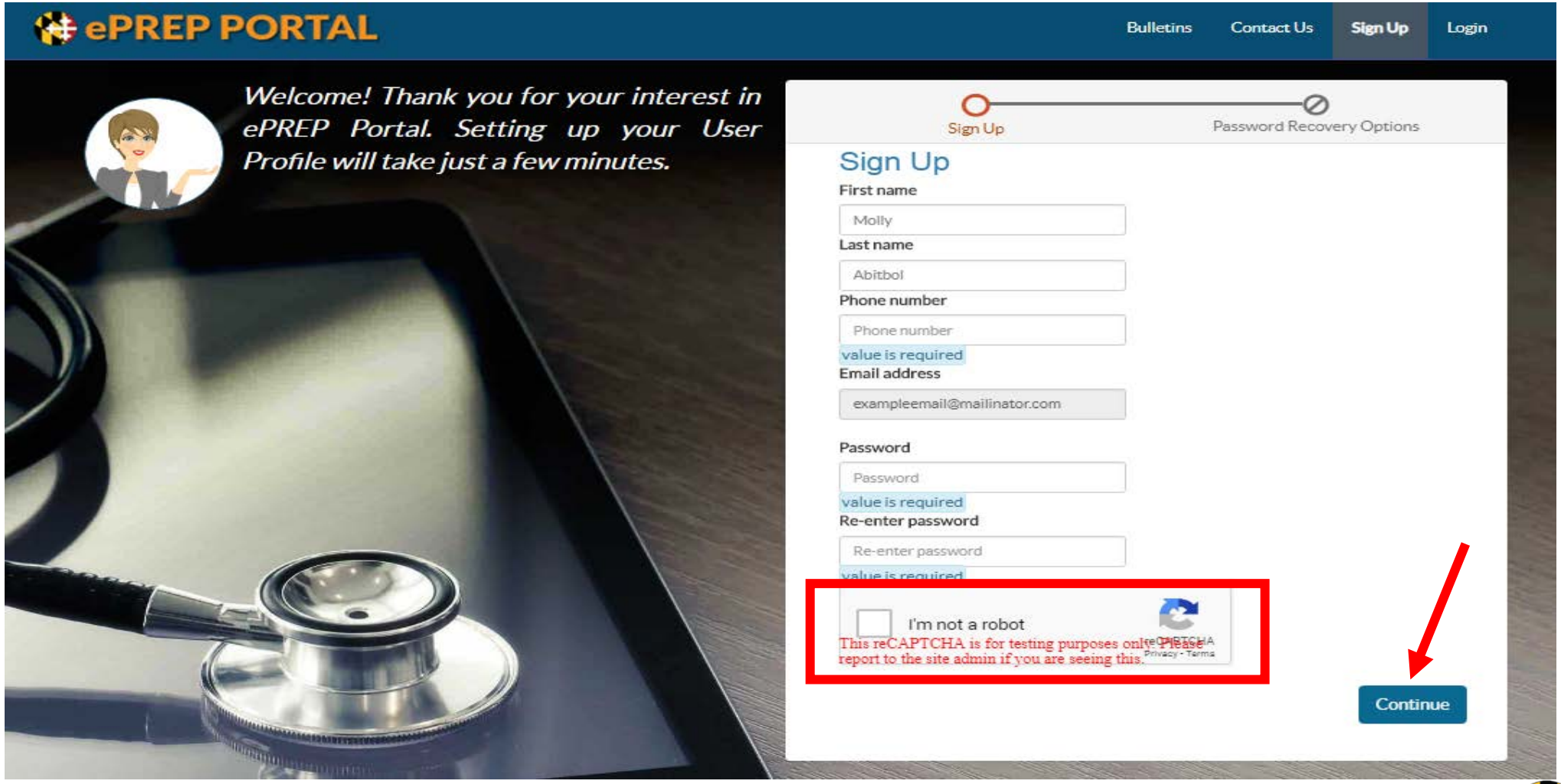
CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

- In the body of the text, select the "Self-registration" link to start the sign up process for the rendering provider

MARYLAND Department of Health

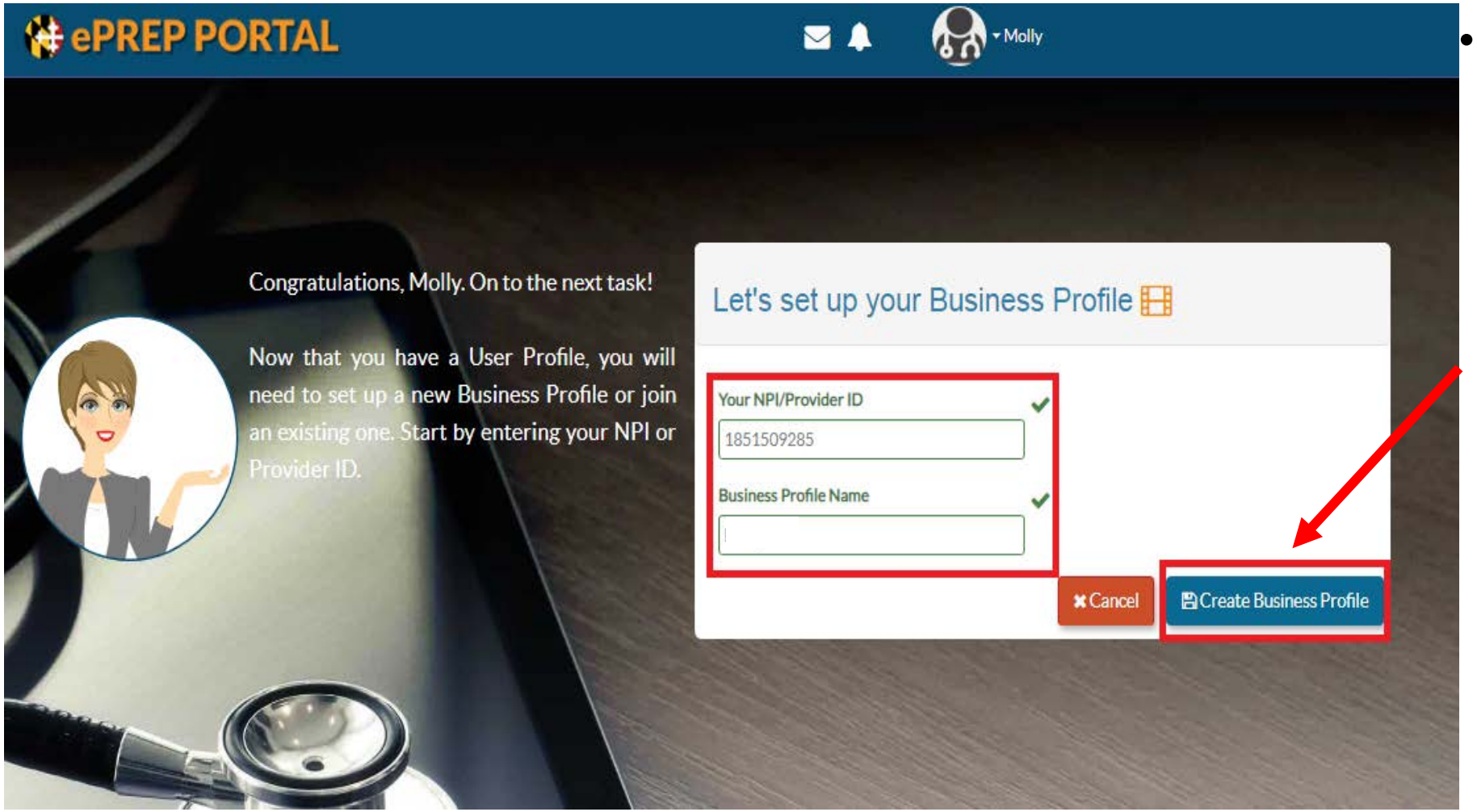
# Rendering Provider Sign up Cont.

ePREP prompts the rendering to set up user profile. Once entered, select “Continue” and follow the sign up prompts as explained on previous sign up slides but with the provider’s information.




MARYLAND Department of Health

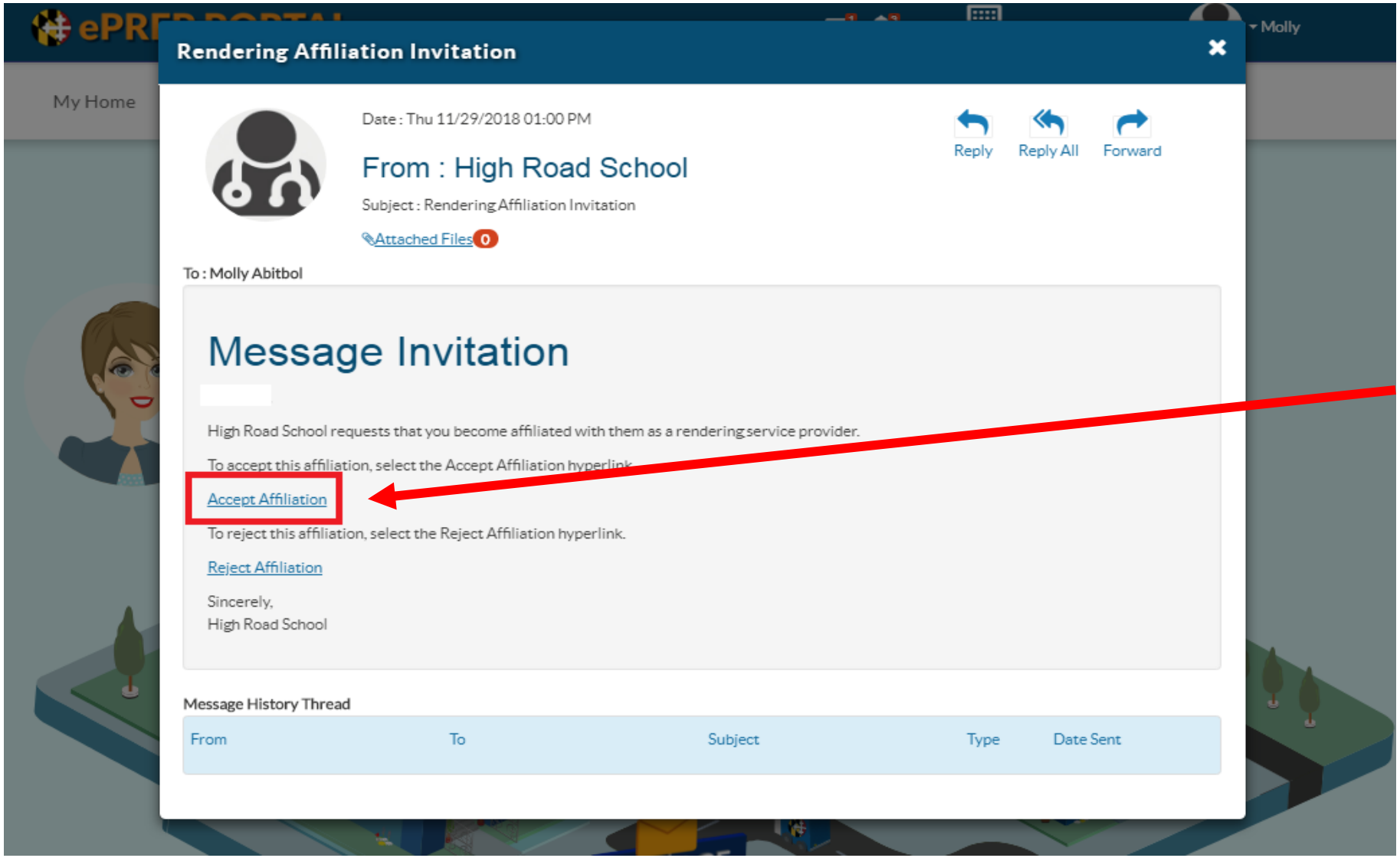
# Rendering Provider Business Profile




- You will now continue with the instructions for Creating a Business Profile For a provider. Enter provider's NPI number in the "Your NPI/Provider ID" box. Then, enter the "Business Profile Name." Select "Create Business Profile" when complete.

MARYLAND Department of Health

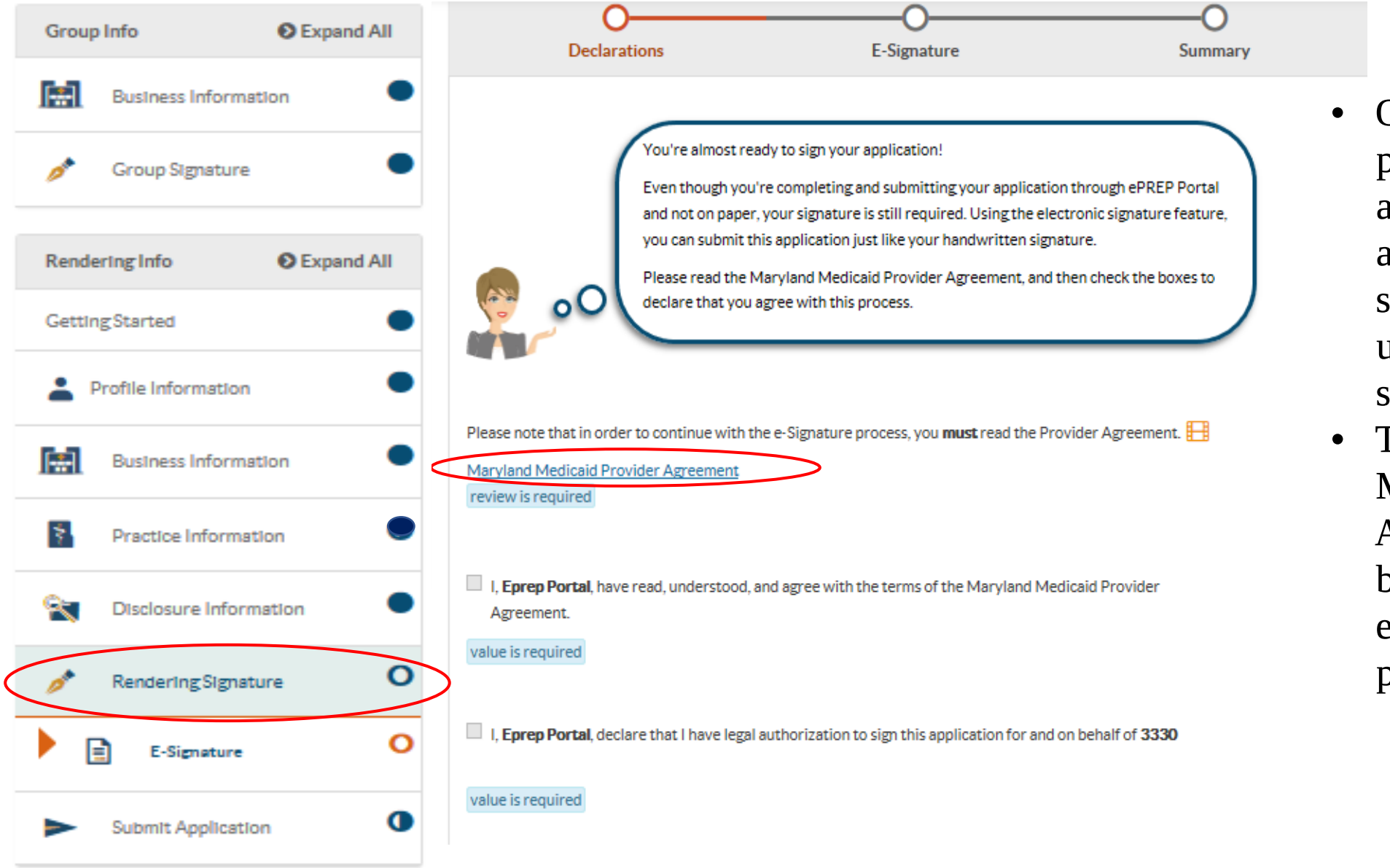
# Rendering Affiliation Invitation




- 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.

MARYLAND Department of Health

# 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.

MARYLAND Department of Health

# Electronic Signature Cont.

To continue with the e-Signature process, I need to verify your personal information.

After agreeing to the declaration, make sure your Social Security Number and Date of Birth **are identical** to what you entered in the **Personal Information** section of the **Ownership/Control Interest** sub-form.

Please treat this section the same way as if you were using your PIN at an ATM.

If you need help with this section, please watch this In-Context Tutorial about e-signing a Facility application.

☐ I, **Eprep Portal** agree that my electronic signature is attributable as defined in Commercial Law Article § 21-208.

value is required

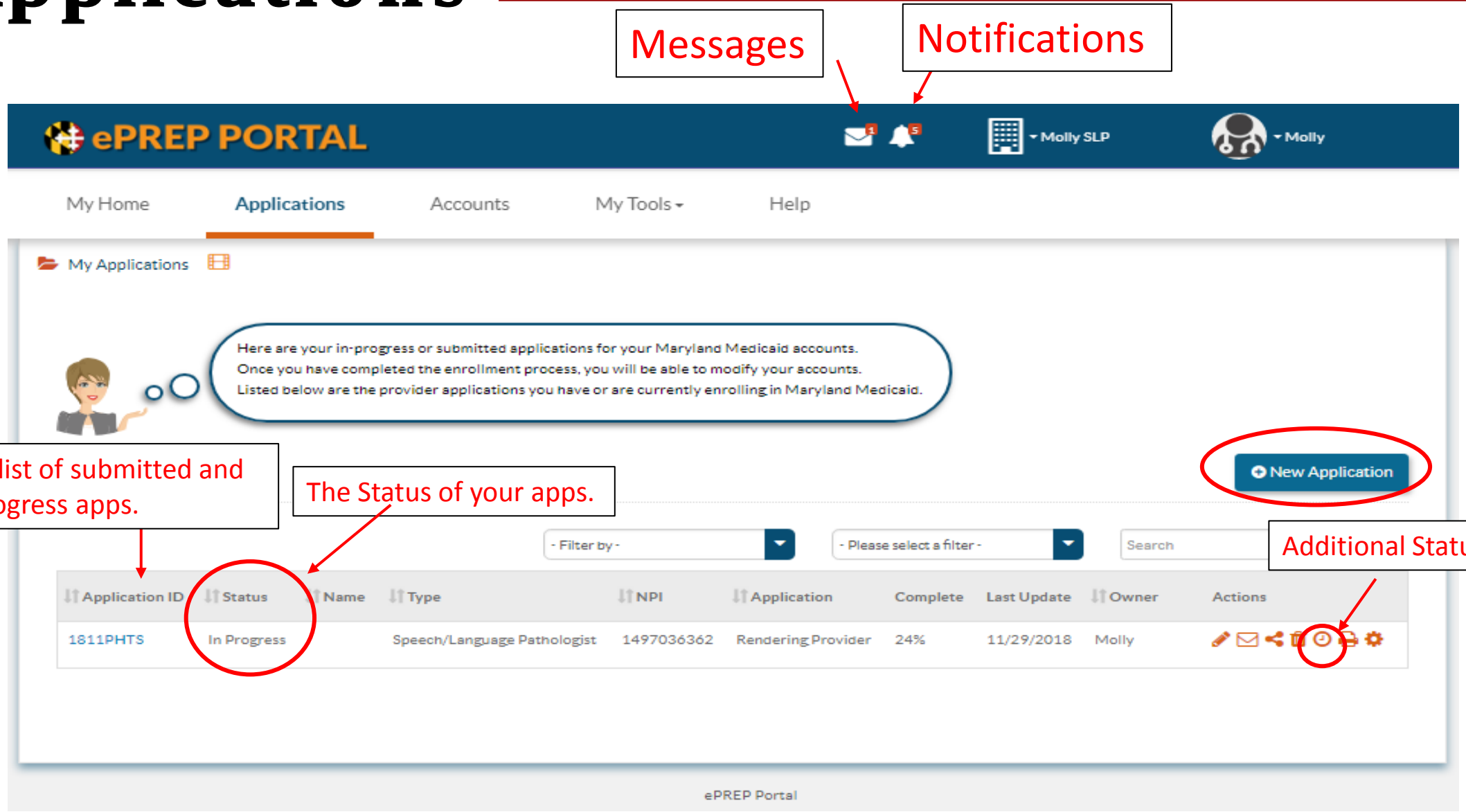
| | |
|---|---|
| **SSN (last 4 digits)** | ###-##-____ |
| **Year of birth** | ##/##/____ |
| **Email address** | training@mailinator.com |
| **Password** | |

← Previous

Continue →

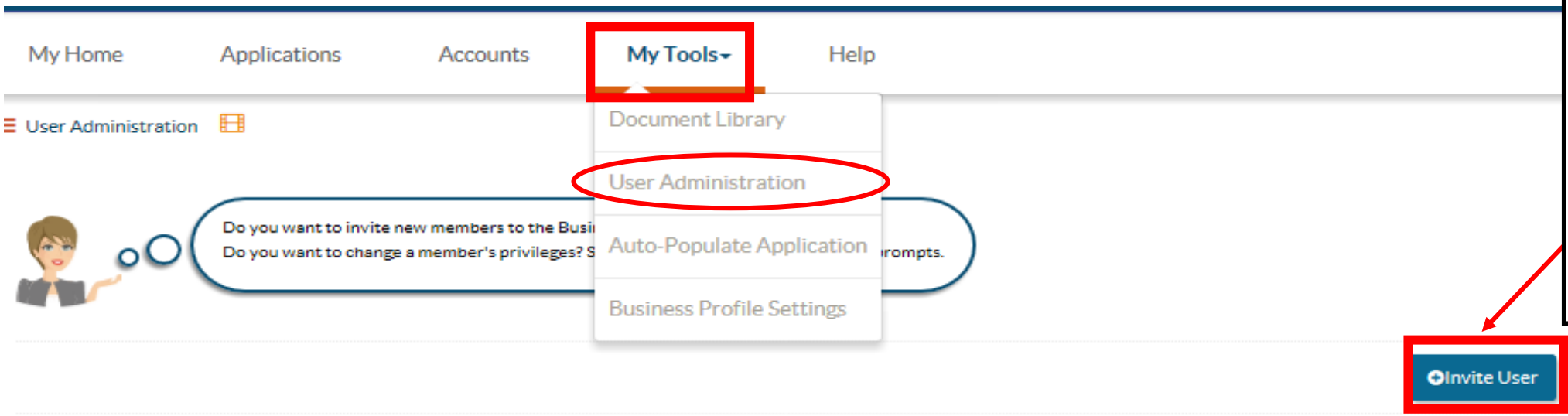
MARYLAND Department of Health

# Applications




MARYLAND Department of Health

# User Administration and Privileges




In User Administration, click on "Invite User" to delegate privileges to a Facility administrator

| Name | Privilege Type | Status | Actions |
|---|---|---|---|
| Ben | Administrator | Active | |
| Benjamin | Administrator | Active | |
| Charles | Administrator | Active | |
| Brenda | Administrator | Active | |
| harper in1@gmail.com | Administrator | Pending | |

MARYLAND Department of Health

# 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 7AM- 7PM
***Closed on State holidays***

MARYLAND
Department of Health