ePREP for Nursing Facilities

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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
There are resources you can use to learn all about ePREP and how to use it. Maryland Medicaid has created a website with documents, checklists and webinars that will help you with ePREP.

health.maryland.gov/eplp
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.
ePREP Application Types

• Application Types
  • **Inpatient New Facility**: Application to enroll an inpatient new facility to Maryland Medicaid.
  • **Supplemental**: A change in a provider’s account information or required documenting, such as 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.
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 am 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. Maryland report to the site admin if you are seeing this.

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 Email.
• You may have to check your Spam, Junk, Trash or Clutter folder to find the six digit verification code.
Sign up verification

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.
Sign Up Complete

You did it!

Success

Select Login to continue

Login

Maryland

DEPARTMENT OF HEALTH
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.
Creating Business Profile (NPI verification)

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 DBN?
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...
This is your Business Profile
Clicking on the Icon opens the affiliation page, where existing affiliates can be viewed, and new affiliations can be added.
Add Affiliation Cont.

• Clicking the Add Affiliation Icon starts the affiliation process by generating a text box for the NPI to be added can be verified.

• Once the application is generated, the rendering provider will have to sign the application from their accounts to complete the process.
Nursing Facilities
Addenda For Providers

• Nursing Facility provider types will need an Addendum.
• If providers cannot find their Provider Type specific Addendum, or are not sure if they need to complete one, ePREP directs them to the State’s website.

  health.maryland.gov/providerinfo

• The provider will need to navigate to the Enrollment page. This is where the provider can then find their Provider Type (PT) and click on the “X” to retrieve that PT’s Addendum.
Facility Inpatient Providers

Facilities *Who Can* Create New Applications

- **Acute Hospital** = PT 01
- **Acute Rehabilitation Hospital** = PT 03
- **Chronic Rehabilitation Hospital** = PT 04
- **Chronic Hospital** = PT 05
- **Special Other Acute Hospital** = PT 06
- **Special Other Chronic Hospital** = PT 07
- **MD Residential SUD Adult** = PT 54
- **Intermediate Care Facility (ICF) Addiction** = PT 55*
- **Nursing Facilities** = PT 57
- **Hospice Providers** = PT 71*
- **Residential Treatment Center (RTC)** = PT 88

(* Indicate No Addendum Needed)
Hello, Charles!

Please answer this simple questionnaire to help me to determine the correct type of application for you. If you need help with any of these options, you can watch the Questionnaire In-context tutorial.

Let’s get started!

- I’m enrolled in Maryland Medicaid, and I want to create an application
- I’m enrolled in Maryland Medicaid, and I want to affiliate with another provider
- I’m new to Maryland Medicaid, and I want to create a new application

What kind of provider are you?
- I’m an Individual health care practitioner
- I’m a Group or FQHC health care practice
- I’m a Facility, Clinic, Health Care Organization or Waiver Provider

Once you have made your choice, select Continue.
Applications For New Inpatient Providers

Inpatient providers bill separately for the health care services rendered using a UB-04 claim form, so they need to create a new application that will indicate their provider type in the facility.
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.
From the practice information section, the institutional information section shows the bed data. Clicking the drop down on “Type of Facility” displaces the different facility types for inpatient facilities. Entering the number of beds below and clicking on “Continue” saves the data, and moves to the next section.
The addendum is a requirement to complete the application. It can be obtained directly from the Maryland web page by clicking on the link “Addenda/Supporting Documents” in blue, as indicated. Once the addendum is saved and completed, Clicking on “Add” enables us to add the completed document to the application.
Where To Find Addenda on MDH Website
Completing Addenda

Addendum Cover Page for Maryland Medical Assistance Program Application
FACILITY/ORGANIZATION

PT 57 NURSING FACILITY

If you have questions, please contact the Provider Enrollment Helpline at 1-844-4MD-PROV (1-844-463-7768)
Monday – Friday from 7am – 7pm.

Please upload this form to the “Additional Information” section under “Practice Information” within the ePREP (eprep.health.maryland.gov) “Applications” tab, along with any additional applicable supporting documents requested below.

Section I:
Please upload the following (attach) document to ePREP:

1. Completed Nursing Facility Title XIX Provider Agreement (attached)
Uploaded file will be indicated by number next to the paper clip

Okay, your provider type Nursing Facility requires specific addenda and supporting documents to be included in this application for enrollment approval. Please add them by selecting the hyperlink.

Select Addenda/Supporting Documents to obtain the required addenda and supporting documents for the Nursing Facility provider type. Once you have completed your required attachments select the Add button to attach them to this application.
Disclosure of Ownership

• MOCA = Managing employees, Owners and Controlling interest Agents.
  • These will always be updated in the Disclosure Information section of an ePREP application.
  • MOCA information can be updated without a need to complete a CHOW application
Disclosure of Ownership Cont.

- Add new MOCAs to Disclosure Information form and this determines who can sign the application.
You're almost ready to sign your application!

Even though you're completing and submitting your application through ePREP Portal and not on paper, your signature is still required. Using the electronic signature feature, you can submit this application just like your handwritten signature.

Please read the Maryland Medicaid Provider Agreement, and then check the boxes to declare that you agree with this process.

Please note that in order to continue with the e-Signature process, you **must** read the Provider Agreement.

**Maryland Medicaid Provider Agreement**

Review is required.

- I, [Your Name], have read, understood, and agree with the terms of the Maryland Medicaid Provider Agreement.

- I, [Your Name], declare that I have legal authorization to sign this application for and on behalf of [Your Organization].
Applications

Your list of submitted and in progress apps.

The Status of your apps.

Notifications

Messages

Additional Status Information.
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***