ePREP for Outpatient Providers

Brenda Logan (AHS)
Charles Choh (AHS)

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

Overview

This Webinar will cover the following:

- Helpful Resources
- User Profiles
- Business Profiles
- Application Types
- How to add an addendum
- Where to find an addendum
- Disclosures
- Changes of Ownership
- Signing an Application
- Checking the Status of an Application

MARYLAND
Department of Health

Helpful Resources

- 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

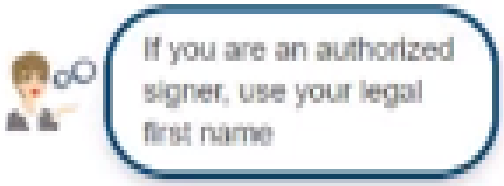
health.maryland.gov/providerinfo

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

ePREP Application Types

Application Types

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

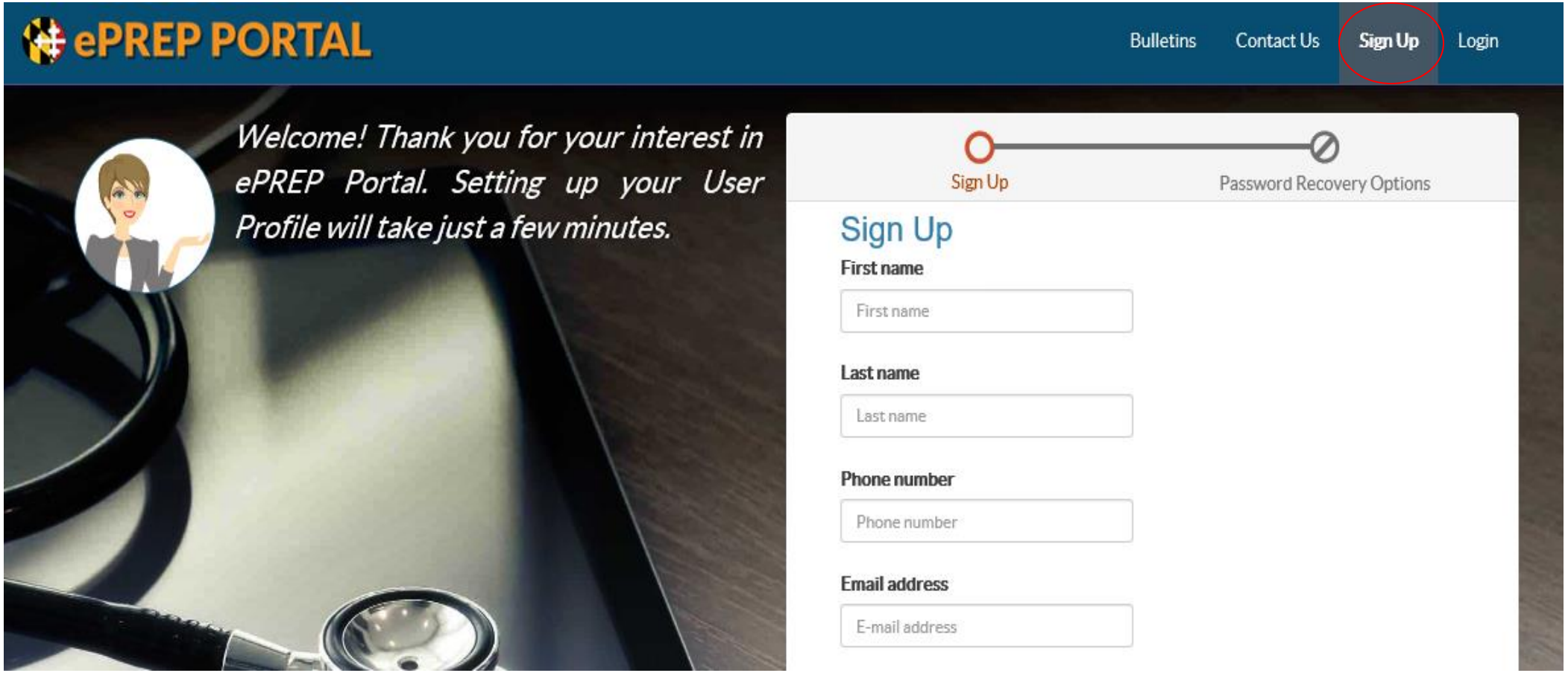
ePREP Application Types Cont.

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.

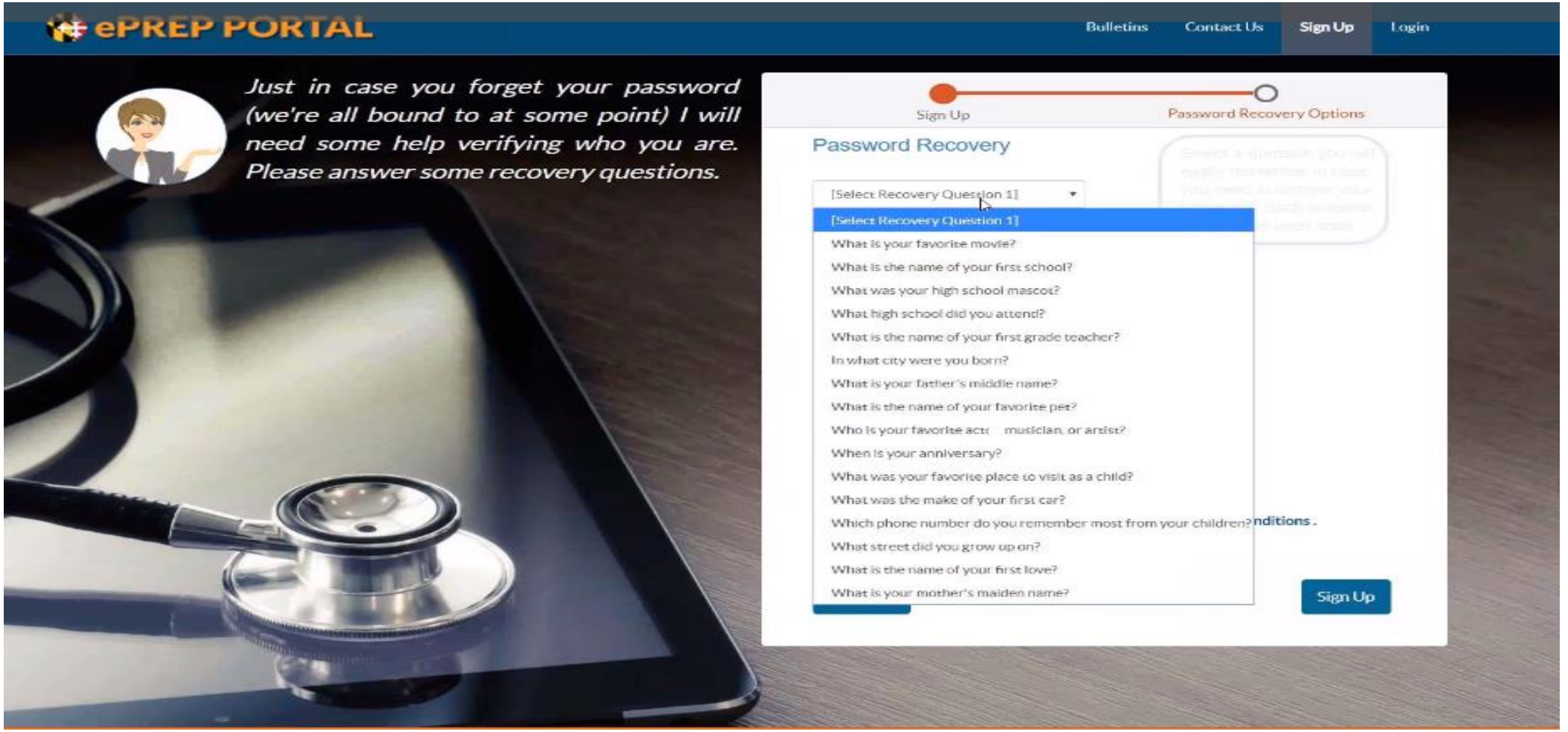
MARYLAND Department of Health

First things first: Let's start by Signing Up



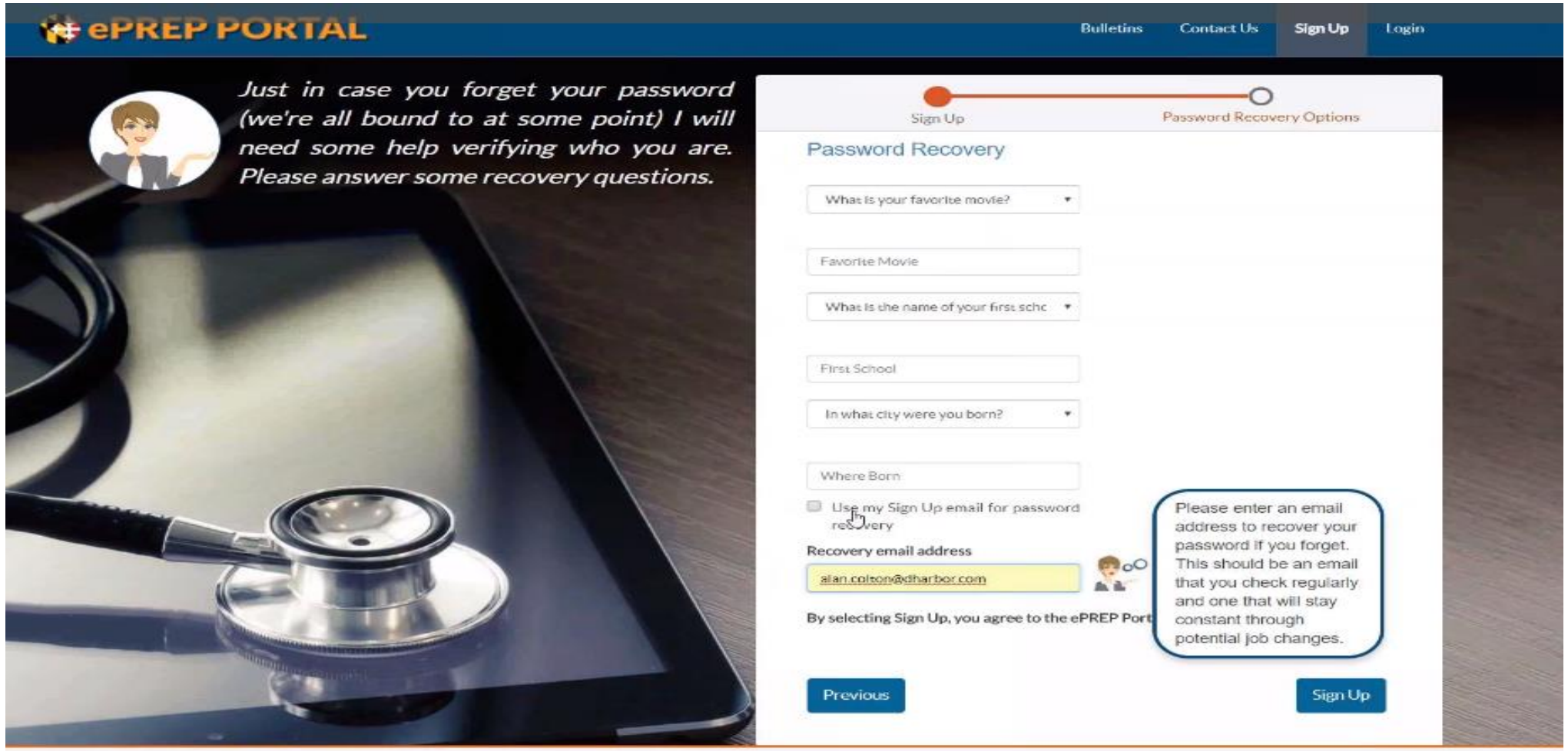
MARYLAND Department of Health

Password Recovery



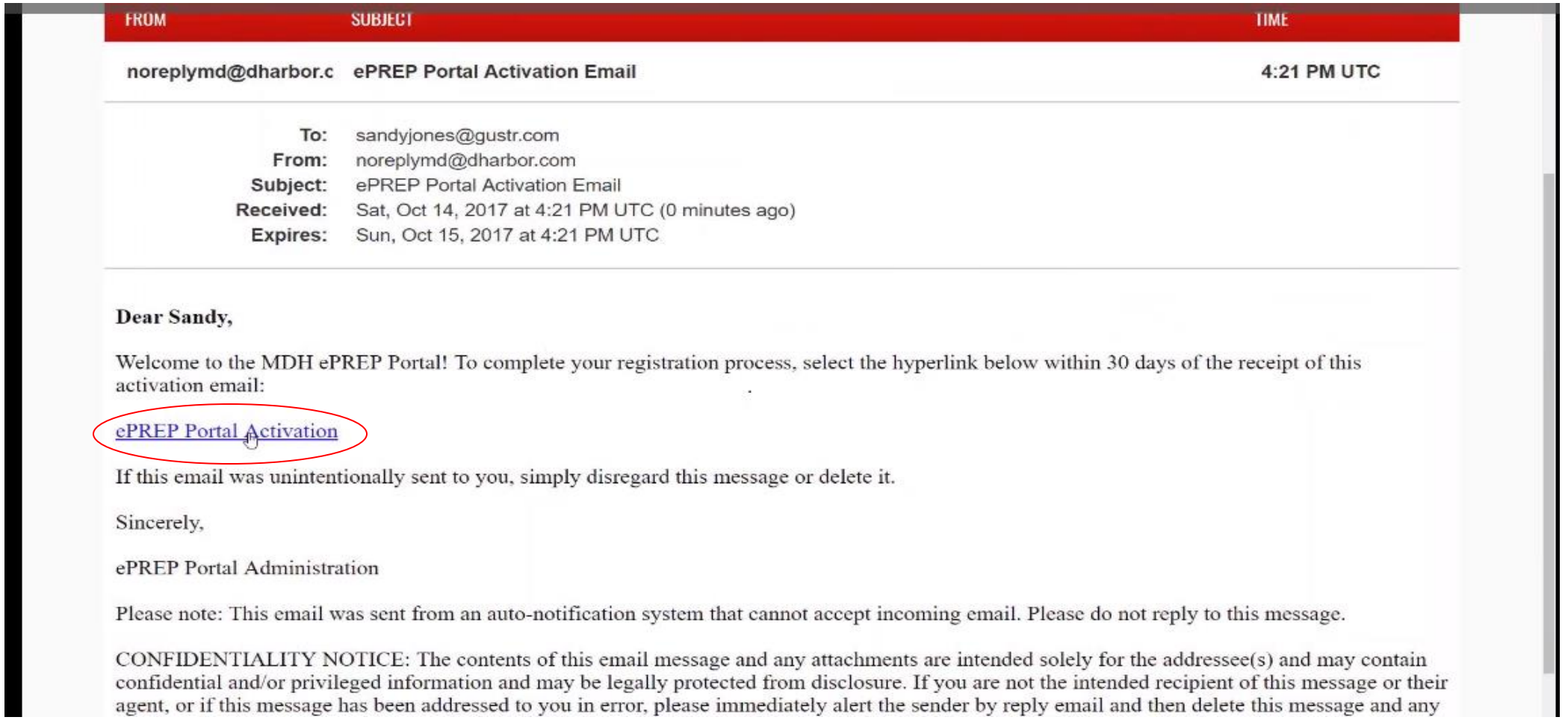
MARYLAND Department of Health

Password Recovery Cont.



MARYLAND Department of Health

Email Activation



FROM	SUBJECT	TIME
noreplymd@dharbor.c	ePREP Portal Activation Email	4:21 PM UTC

To: sandyjones@gustr.com
From: noreplymd@dharbor.com
Subject: ePREP Portal Activation Email
Received: Sat, Oct 14, 2017 at 4:21 PM UTC (0 minutes ago)
Expires: Sun, Oct 15, 2017 at 4:21 PM UTC

Dear Sandy,

Welcome to the MDH ePREP Portal! To complete your registration process, select the hyperlink below within 30 days of the receipt of this activation email:

ePREP Portal Activation

If this email was unintentionally sent to you, simply disregard this message or delete it.

Sincerely,

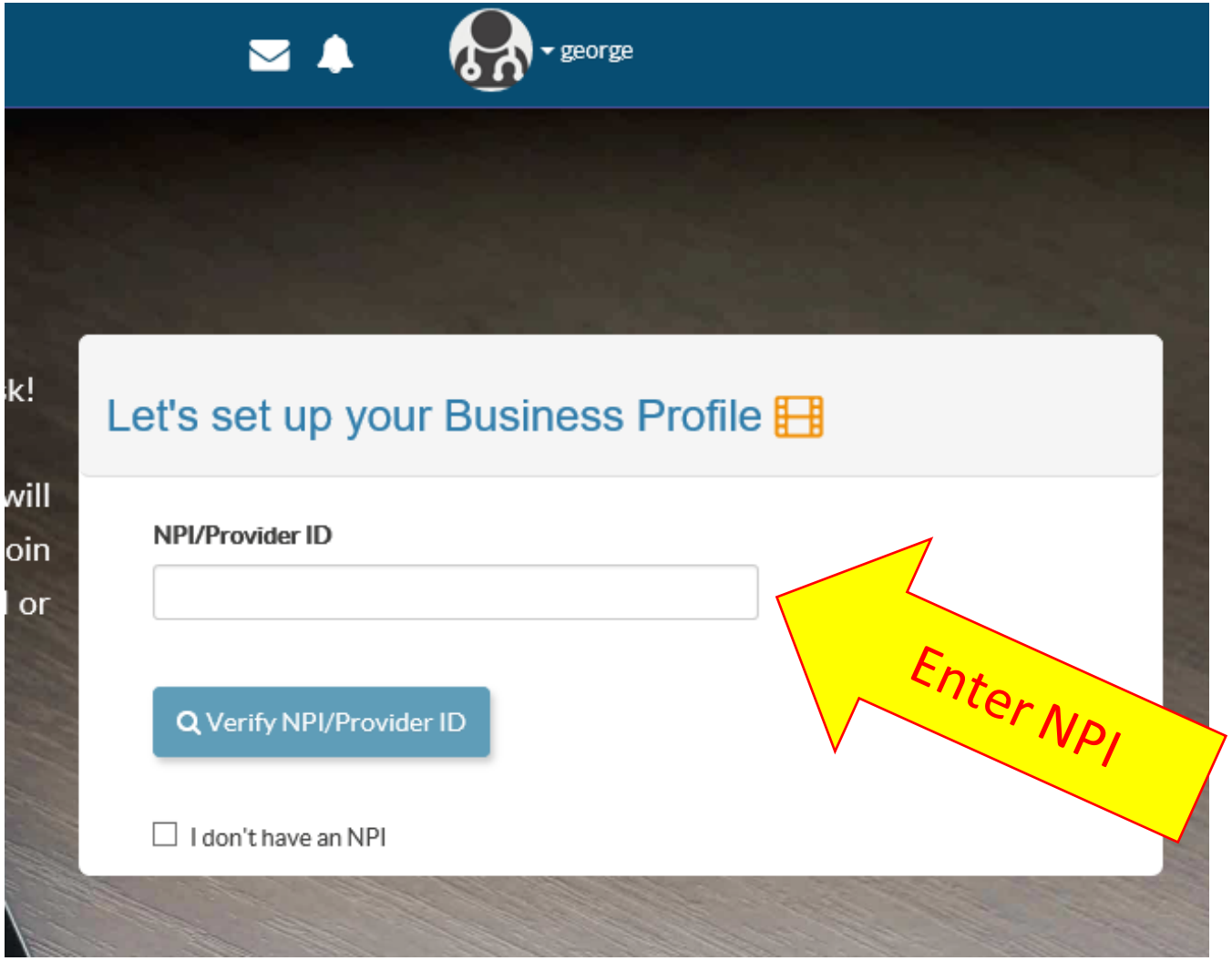
ePREP Portal Administration

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

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

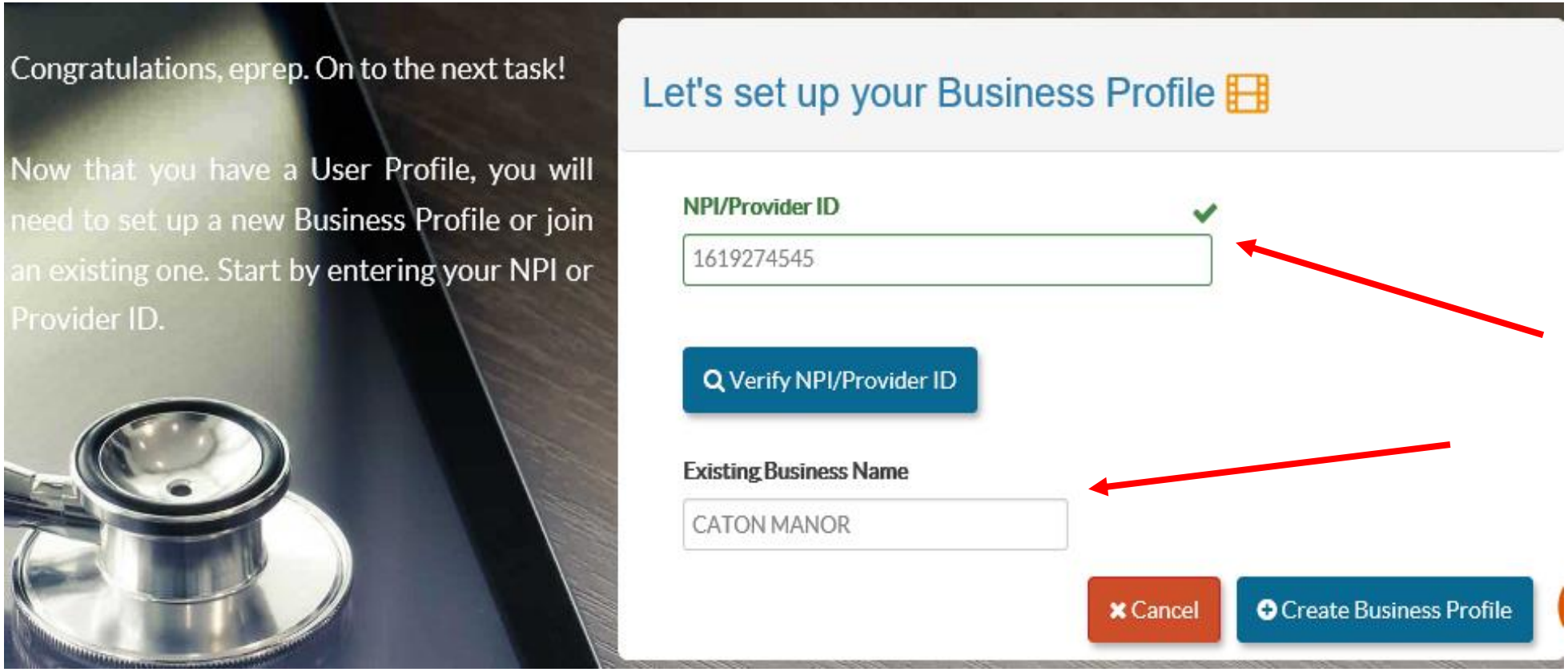
MARYLAND Department of Health

You will start by setting up your Business Profile and entering a corresponding NPI



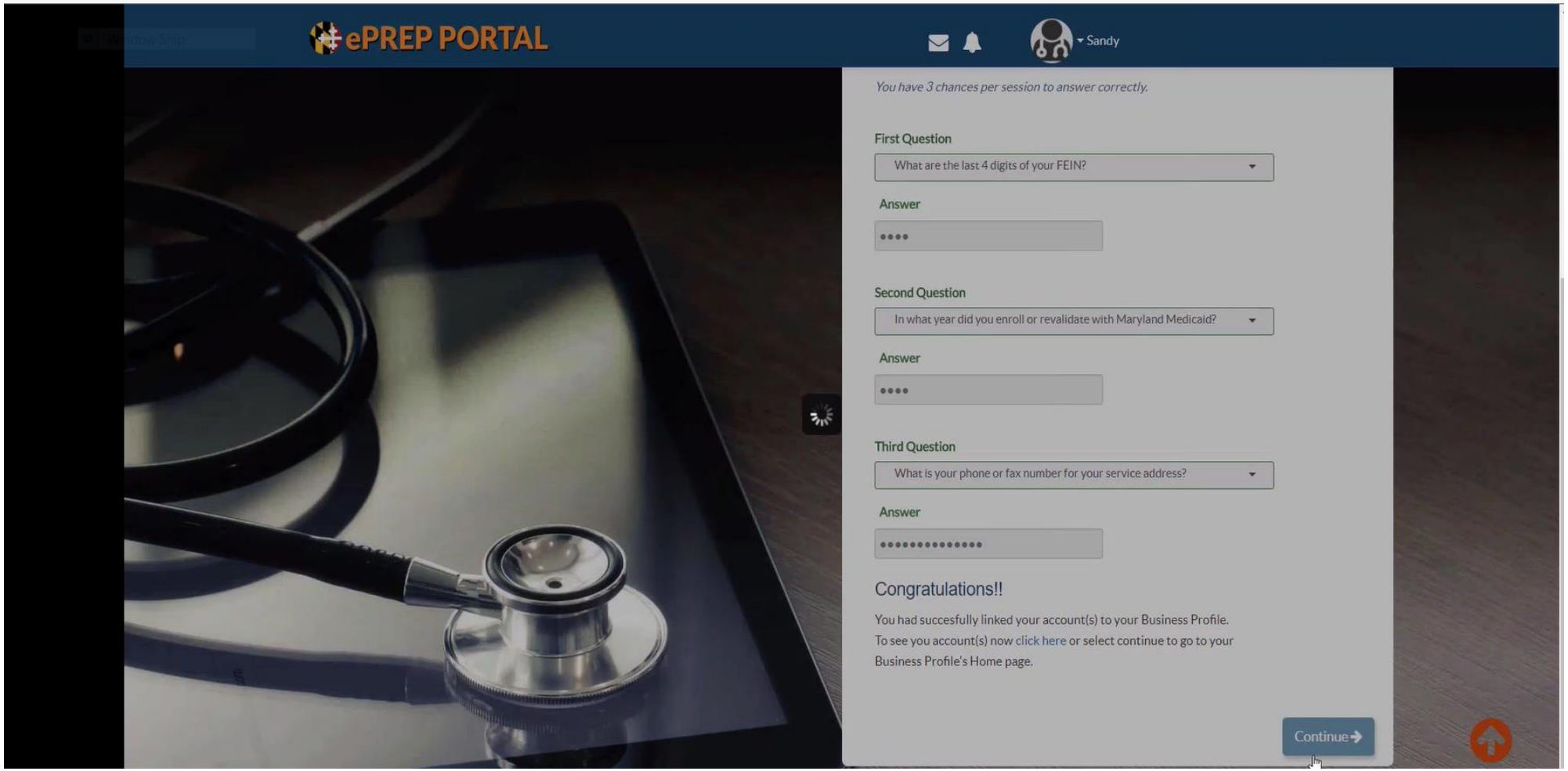
MARYLAND Department of Health

Verify NPI to Link Account to Business Profile



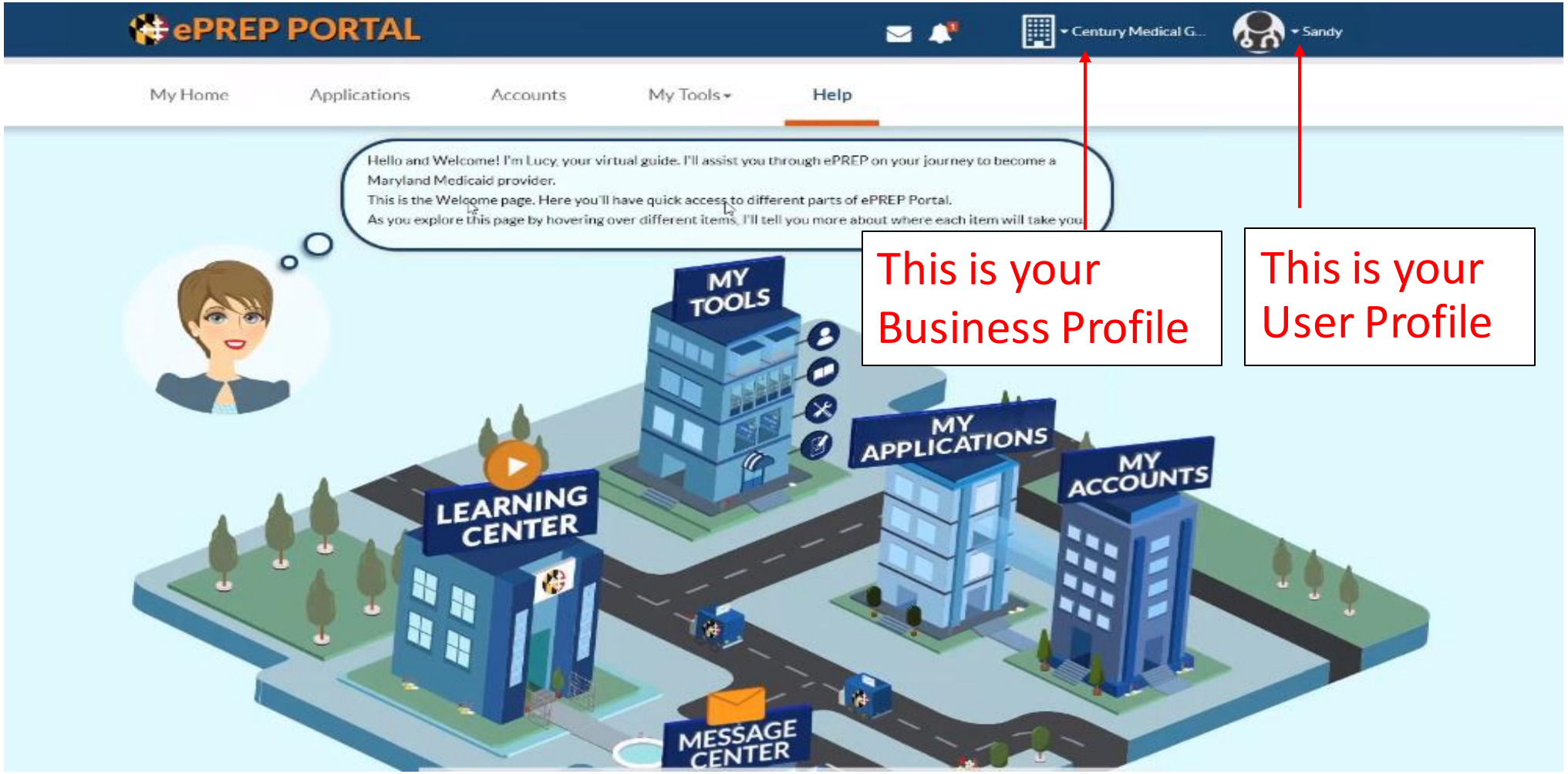
MARYLAND Department of Health

Links to BP cont.



MARYLAND Department of Health

Welcome Screen



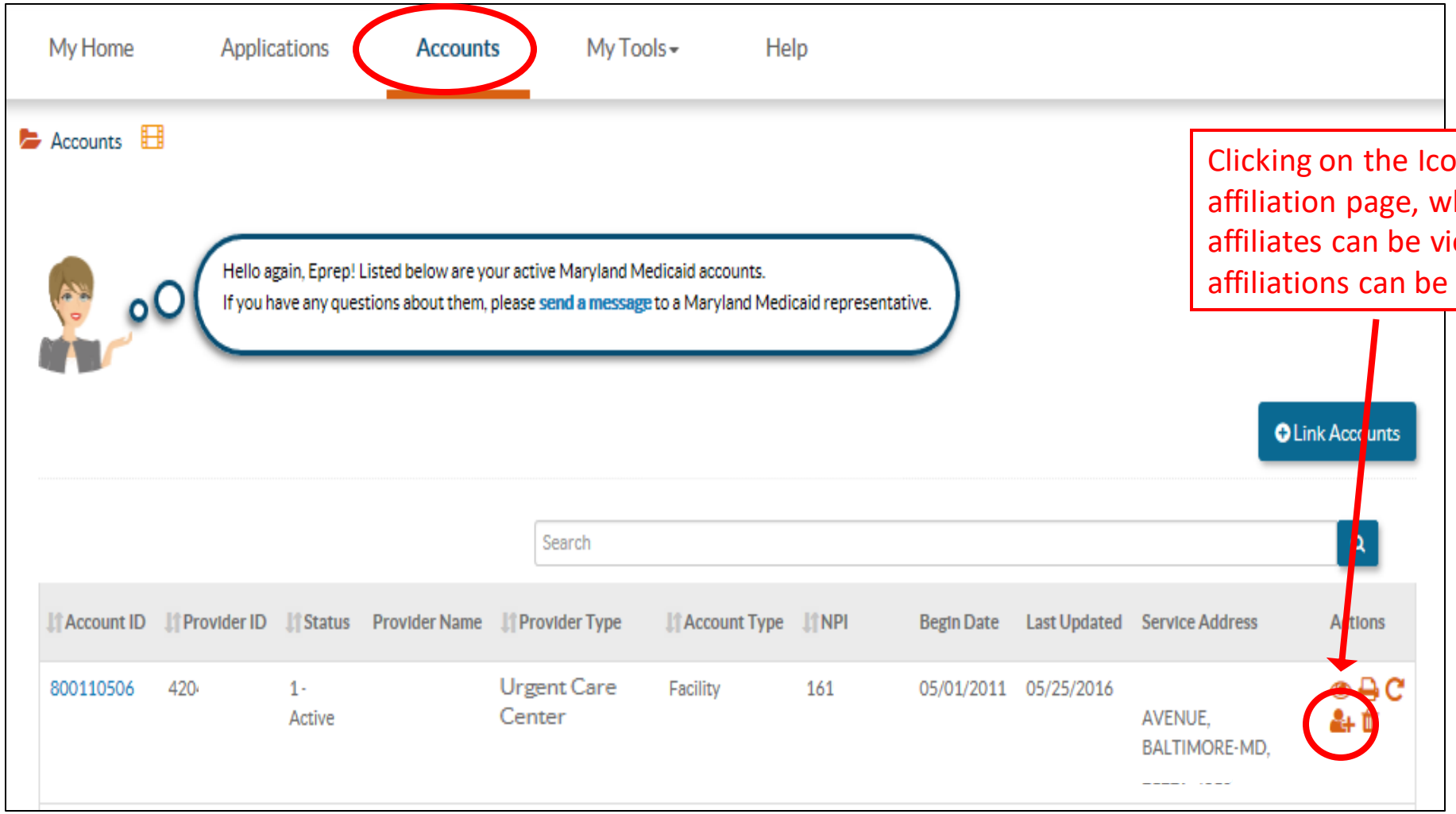
MARYLAND Department of Health

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

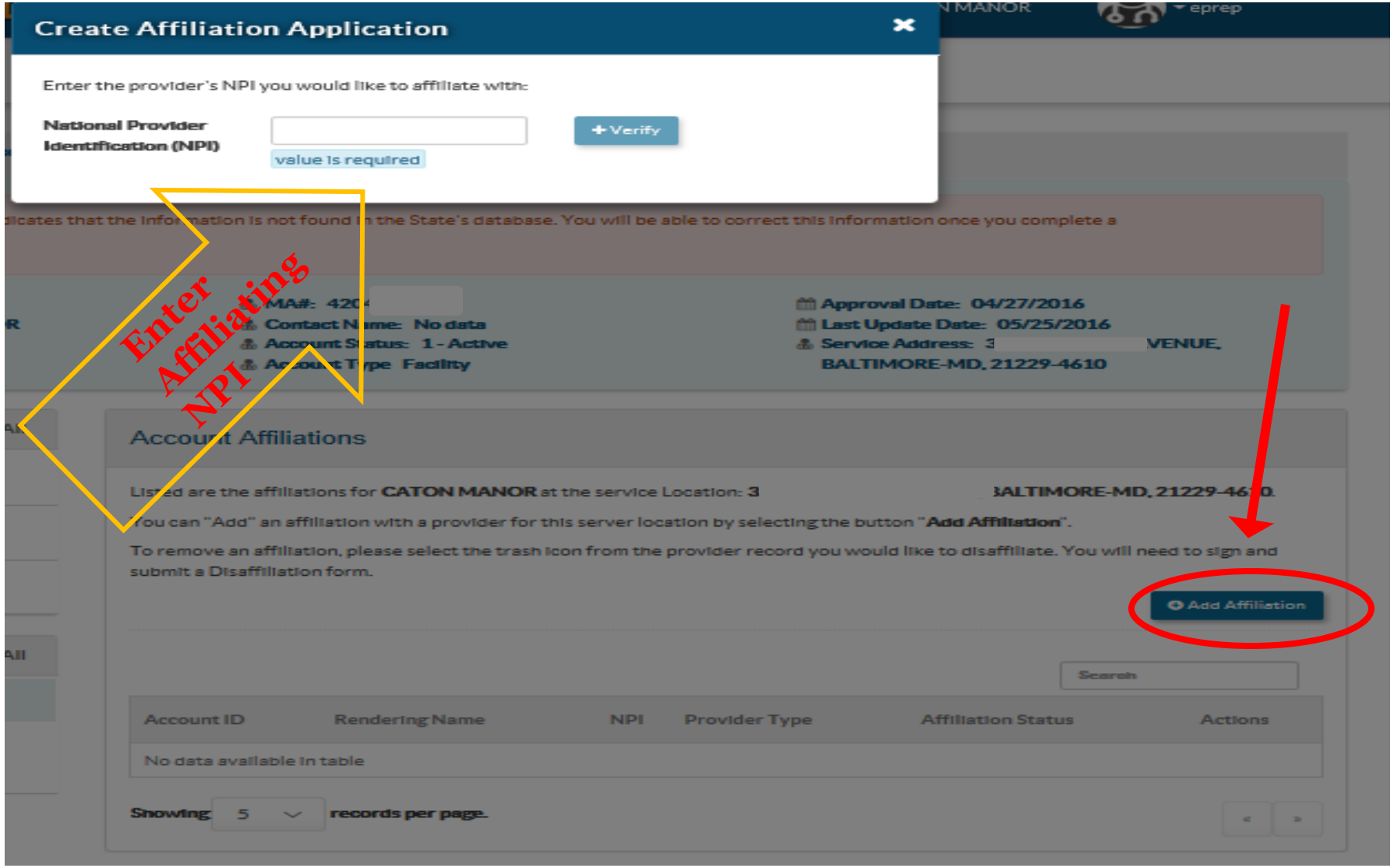
Add Affiliation



Clicking on the Icon opens the affiliation page, where existing affiliates can be viewed, and new affiliations can be added.

MARYLAND Department of Health

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.

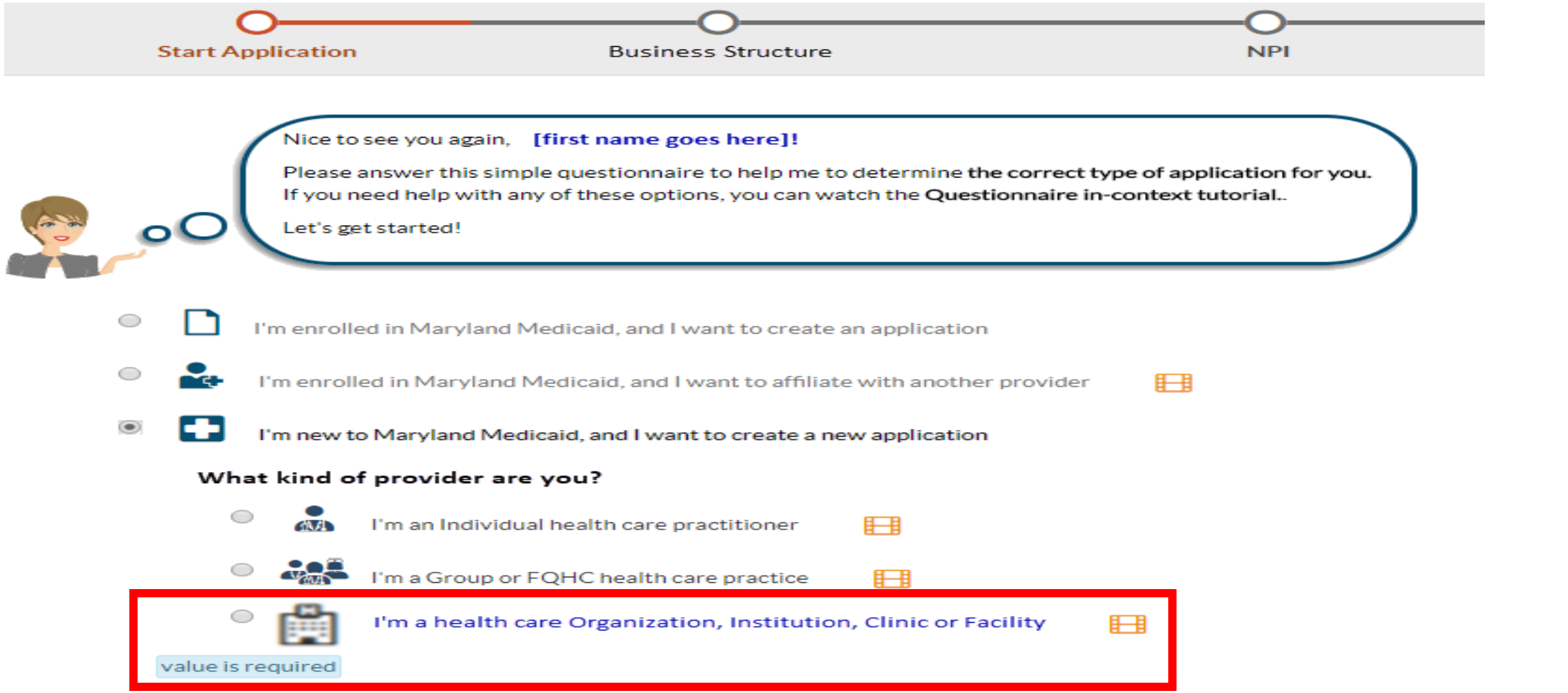
MARYLAND Department of Health

Facilities

Outpatient

MARYLAND
Department of Health

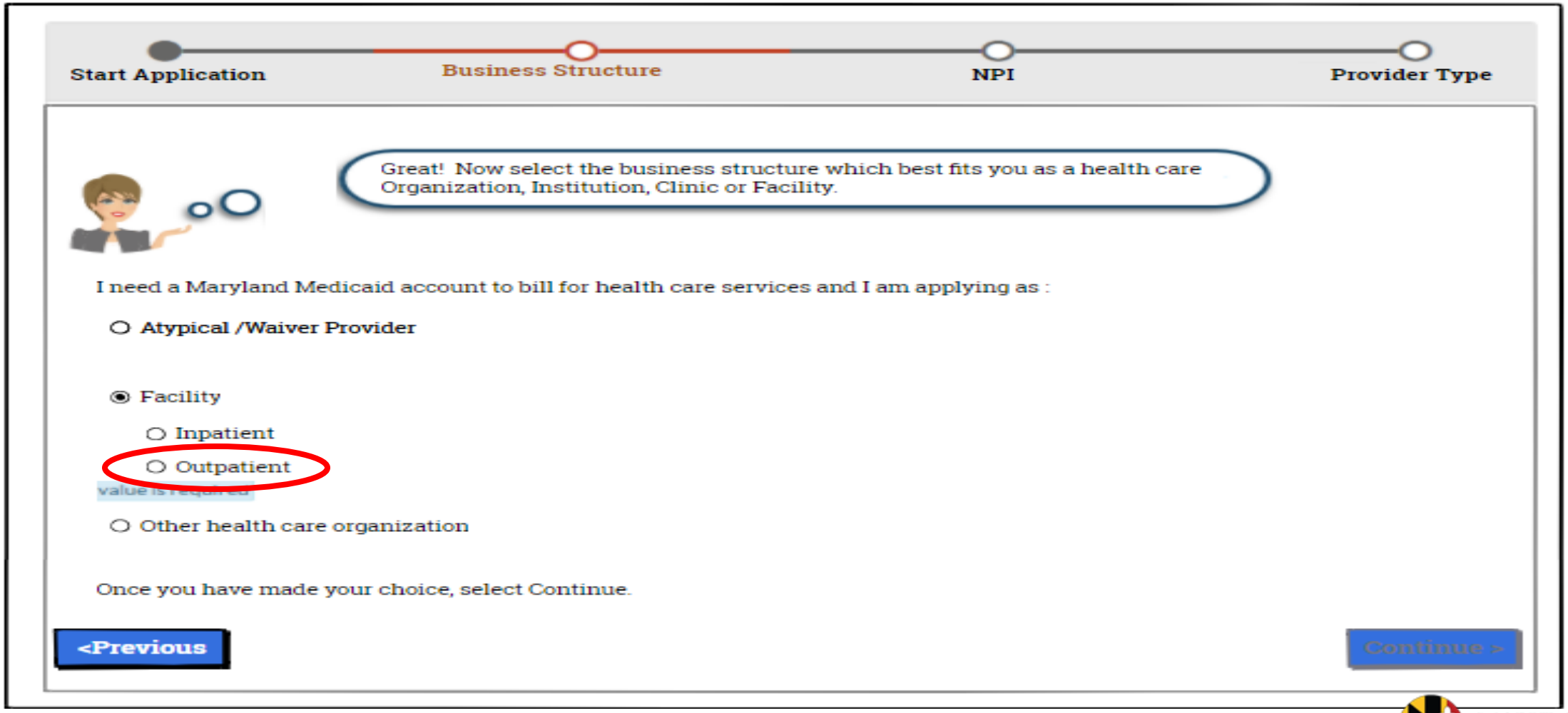
New Application Option



MARYLAND Department of Health

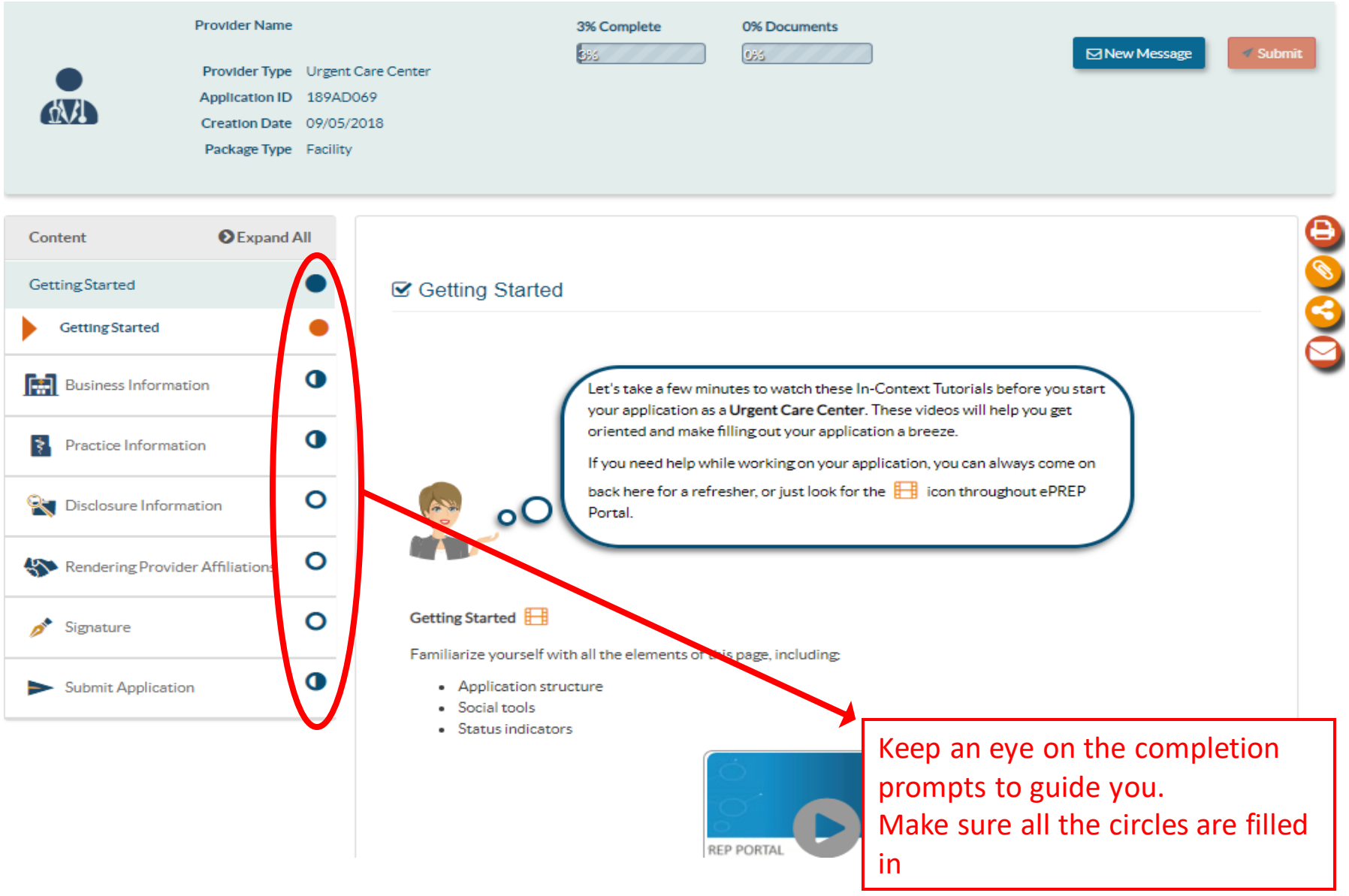
Applications For New Outpatient Providers

Outpatient facilities must select the correct application and provider type to ensure that Medicaid can reimburse for their services.



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

Provider Addendum

- About half of outpatient facility provider types must attach an Addendum to their application.

- Each Addendum is available on the Maryland Medicaid website. ePREP will direct providers to the link below to find the correct Addendum for each provider type.

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.

MARYLAND Department of Health

Outpatient PTs that do NOT require Addendum

Facilities that *Do Not Require* an Addendum

- Vision Care Providers, Organization = PT 12
- Abortion Clinic = PT 30
- Freestanding Birth Center = PT 31
- Family Planning Clinic = PT 33
- Rural Health Clinic = PT 37
- Pediatric Nursing / Home Health Aide Services Agency = PT 53
- Rare and Expensive Case Management = PT 87

MARYLAND Department of Health

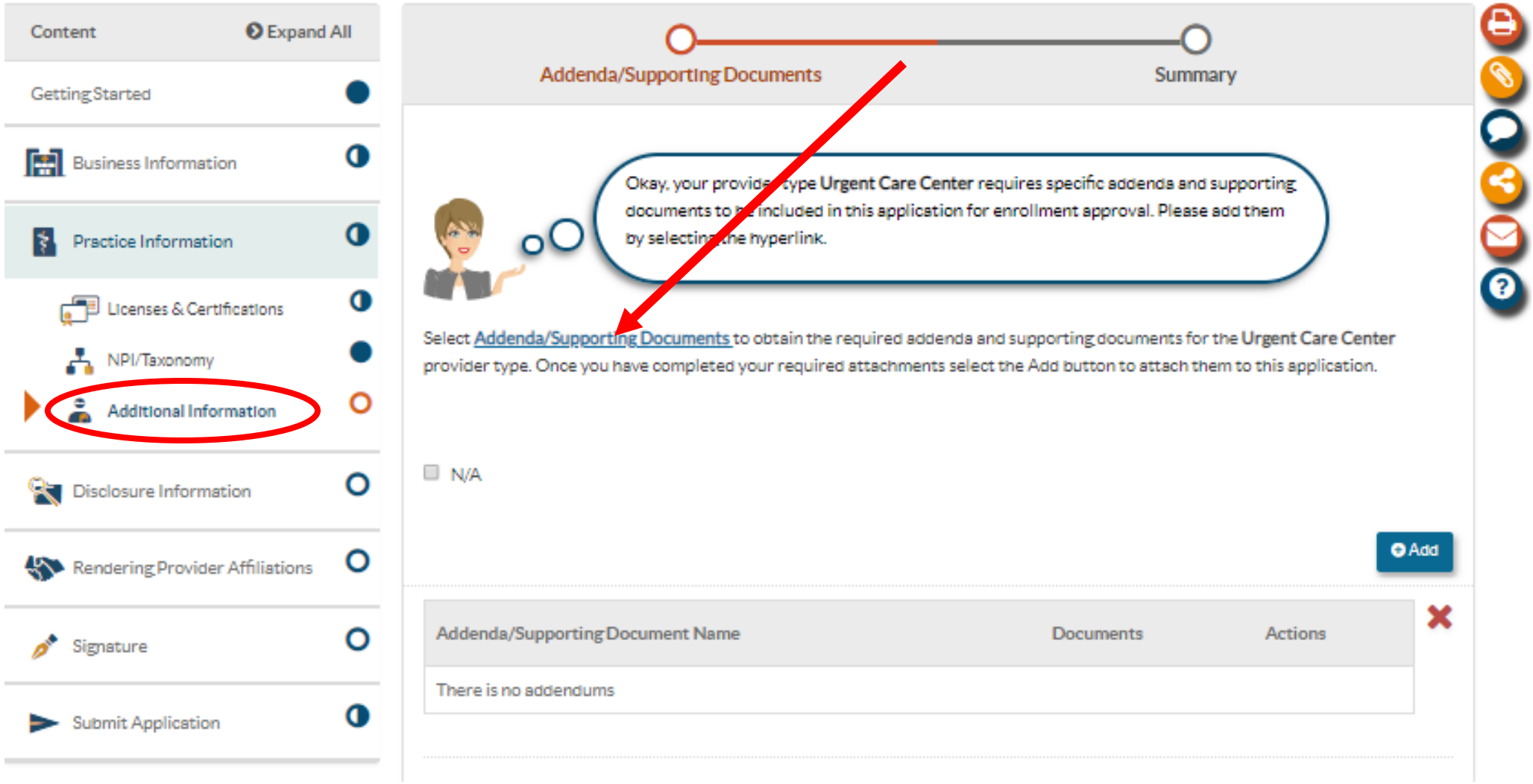
Outpatient PTs that require Addendum

Facilities that *Require* an Addendum

- Urgent Care Centers = PT 08
- Drug Clinic = PT 32
- Local Health Department (LHD) = PT 35
- Freestanding Oncology Center = PT 36
- General Clinic = PT 38
- Ambulatory Surgery Centers = PT 39
- Medical Day Care, Adults = PT 42
- Substance Use Disorder (SUD) = PT 50
- 1915i Intensive Behavioral Health Services for Children, Youth & Families (Organization) = PT 89
- Local Education Agency / Local Lead Agency = PT 91
- Mental Health Care Management Provider = PT CM
- HIV Case Management = PT VC
- Supported Employment (PT SE)
- Mobile Treatment Program (PT MT)
- Partial Hospitalization Program (PT MH)
- Psychiatric Rehab Services Facility (PT PR)
- Mental Health Clinic (PT MC)

MARYLAND Department of Health

Provider Addendum Cont.



MARYLAND Department of Health

Where To Find Addenda on MDH Website

T

PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
THERAPY GROUP PROVIDER - EPSDT (PT. OT. SPEECH)	28		ePREP	

U

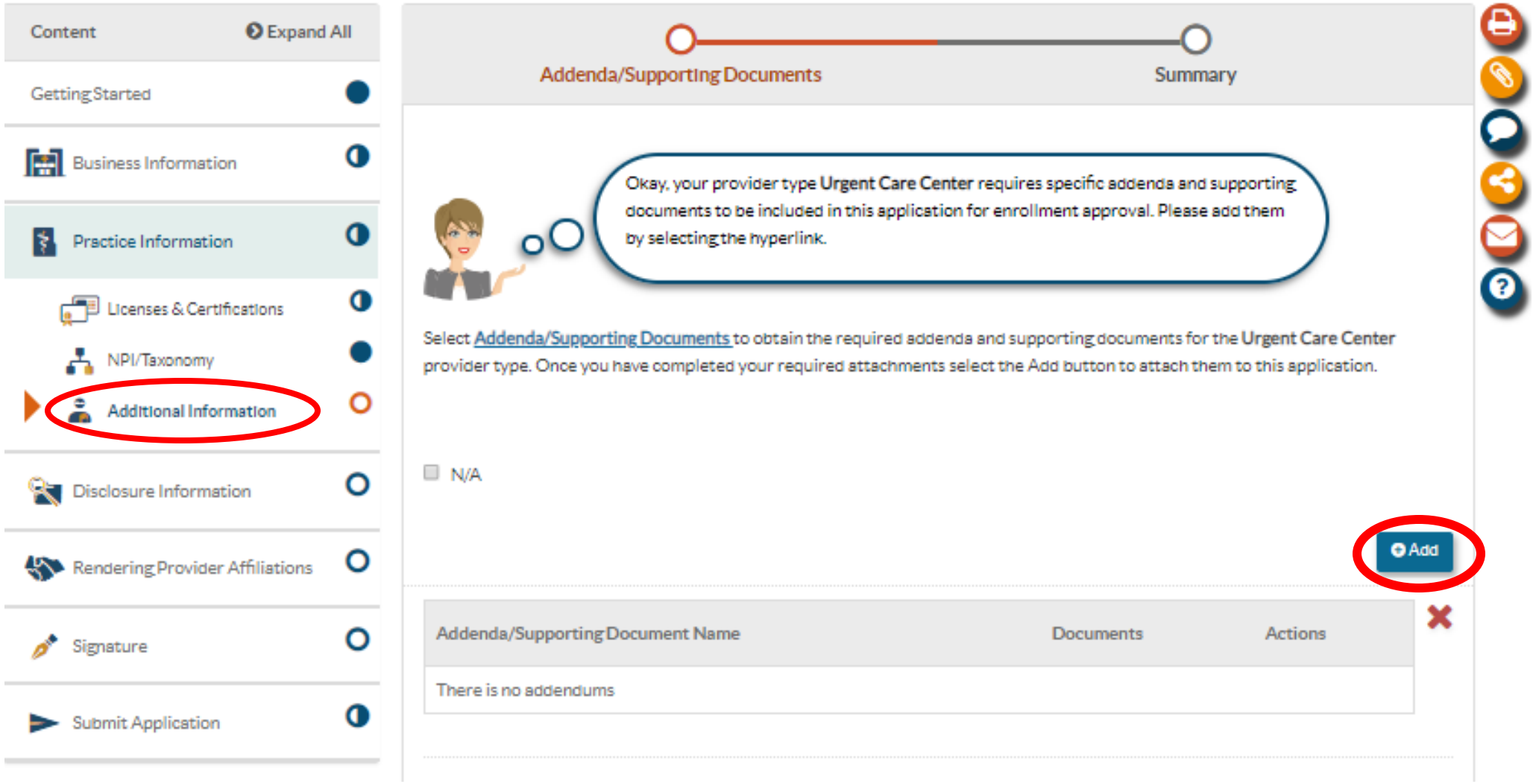
PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
URGENT CARE CENTER	8			X

V

PROVIDER TYPE DESCRIPTION	PT CODE	INDIVIDUAL	GROUP	FACILITY
VISION CARE PROVIDER	12	ePREP	ePREP	X

MARYLAND Department of Health

Next attach your Addendum



MARYLAND Department of Health

Uploaded file will be indicated by number next to the paper clip

Okay, your provider type **Urgent Care Center** 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 **Urgent Care Center** provider type. Once you have completed your required attachments select the Add button to attach them to this application.

Add

Addenda/Supporting Document Name	Documents	Actions
Addendum	1	
	Attached:Frank	

Previous

Continue

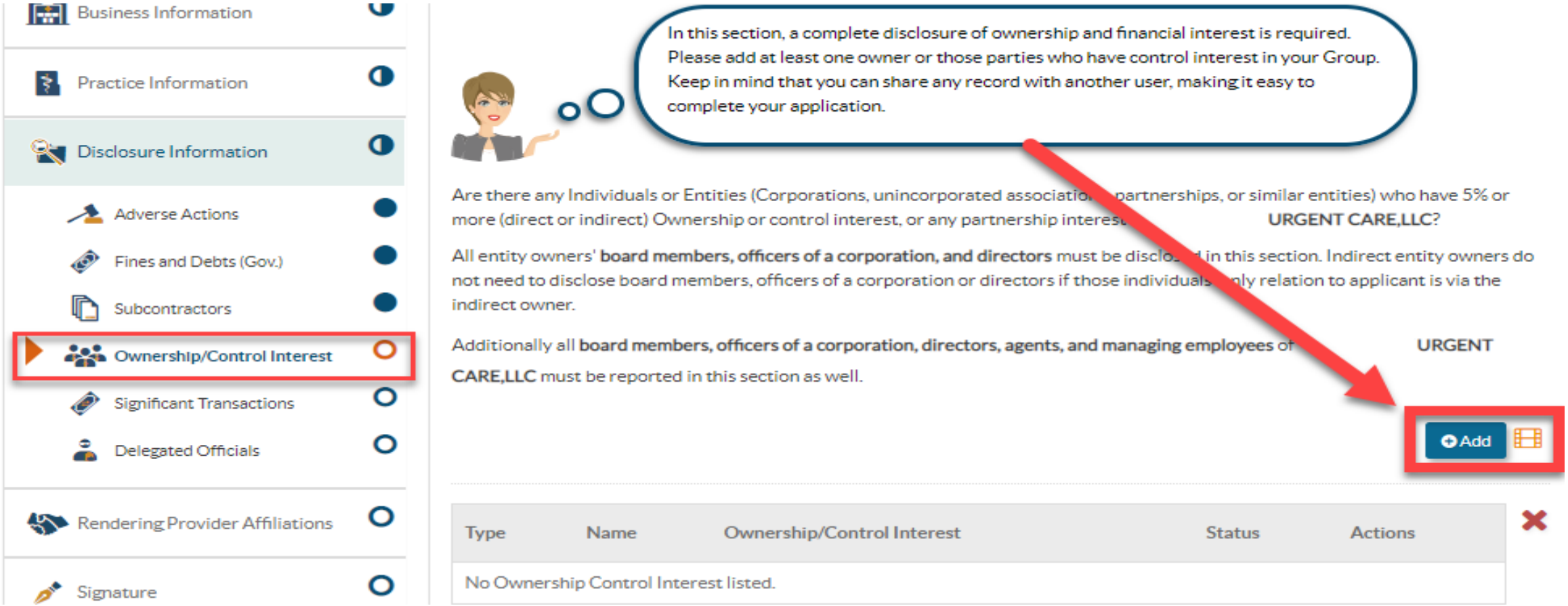
MARYLAND Department of Health

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.

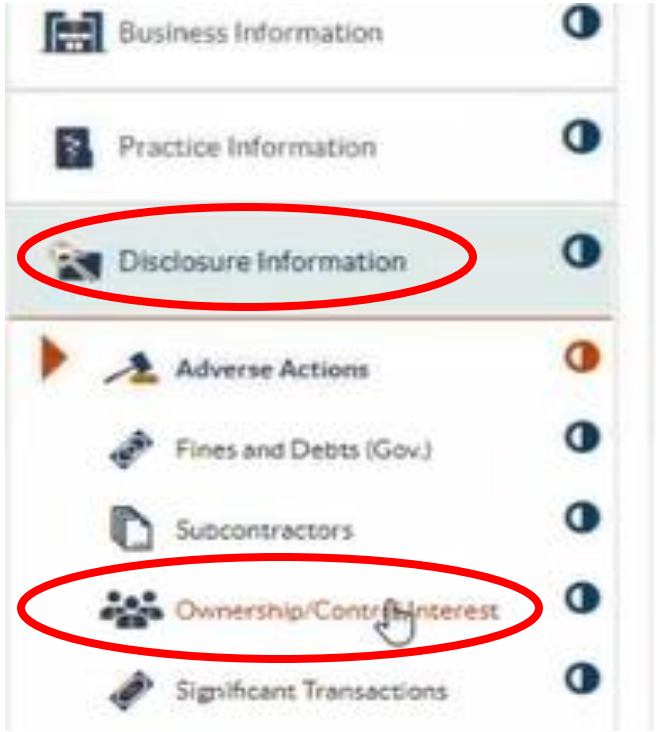
- Add new MOCAs to Disclosure Information form and this determines who can sign the application.

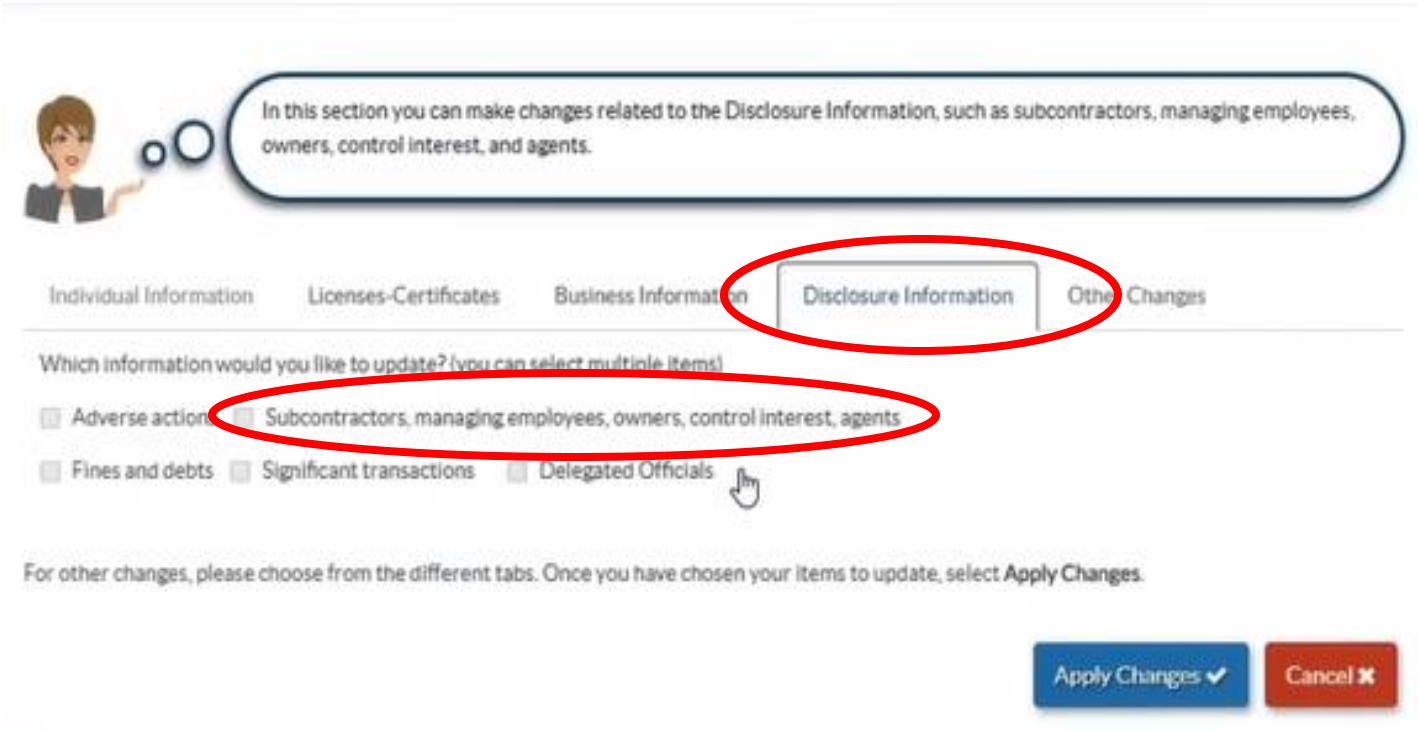


MARYLAND Department of Health

Disclosure of Ownership Cont.

- **MOCA can be updated with a Supplemental application by making changes to your account under the Disclosure Information section.**





MARYLAND Department of Health

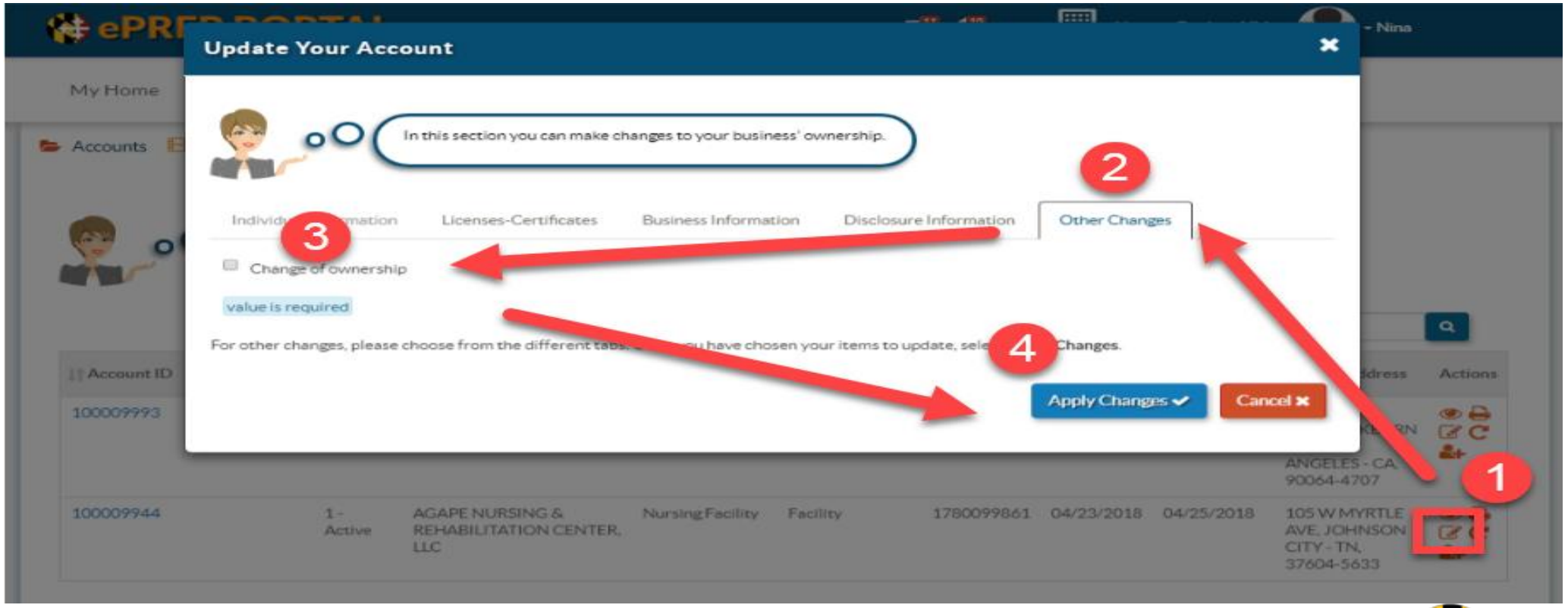
Change of Ownership

CHOW = Change of Ownership.

- Only done if the Tax ID changes.
- The MOCA information will also need to be updated with any CHOW.

Change of Ownership Cont.

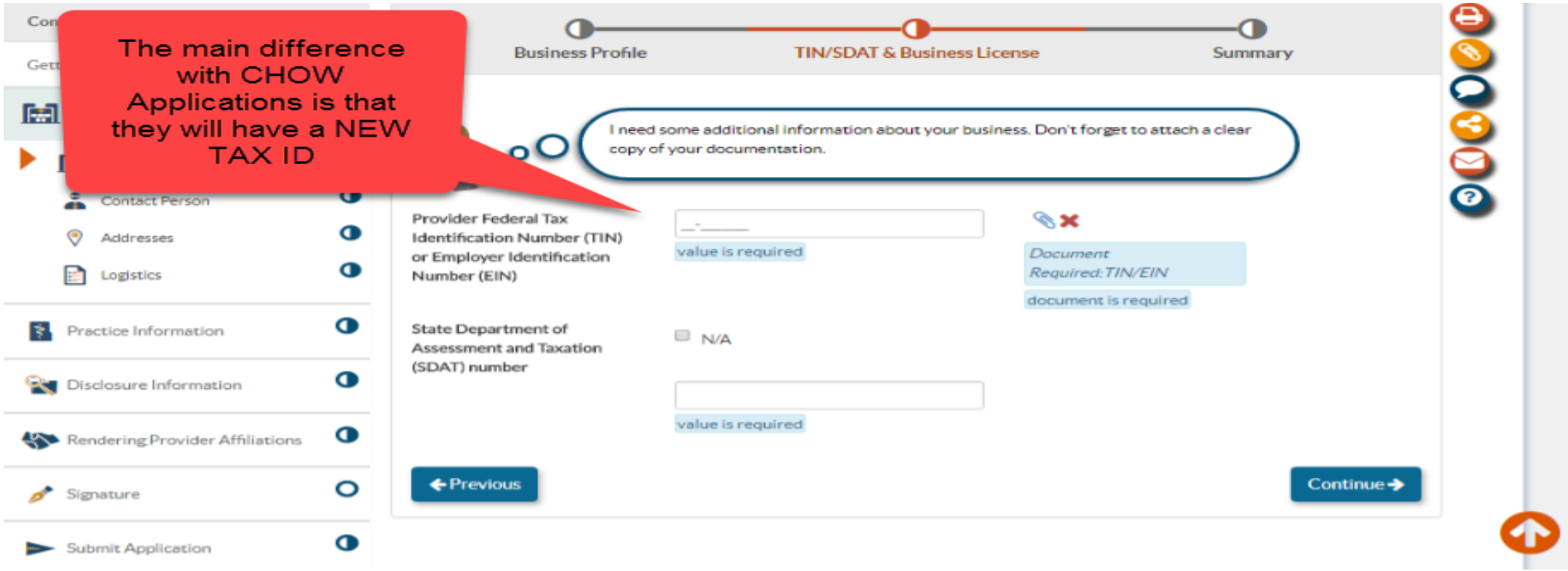
- **Here is what to select when completing a CHOW:**
  - From Accounts screen, choose “Update” account. Under “Other Changes”, provider should select “Change of Ownership”.



MARYLAND Department of Health

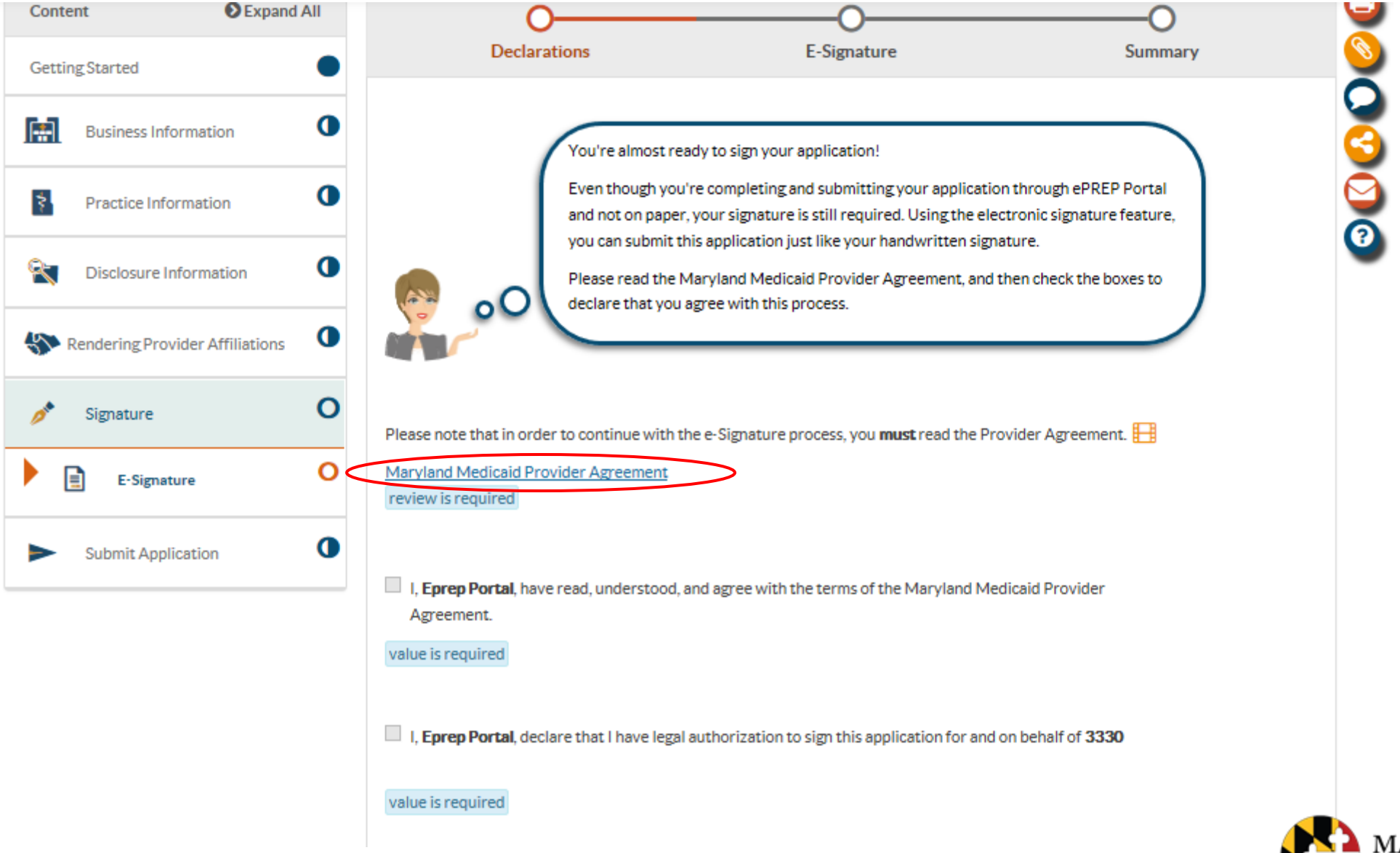
Change of Ownership Cont.

- **For Maryland Medicaid CHOWs, the provider should:**
  - Add new Tax Identification Number (TIN) or Employment Identification Number (EIN) to Business Information form.



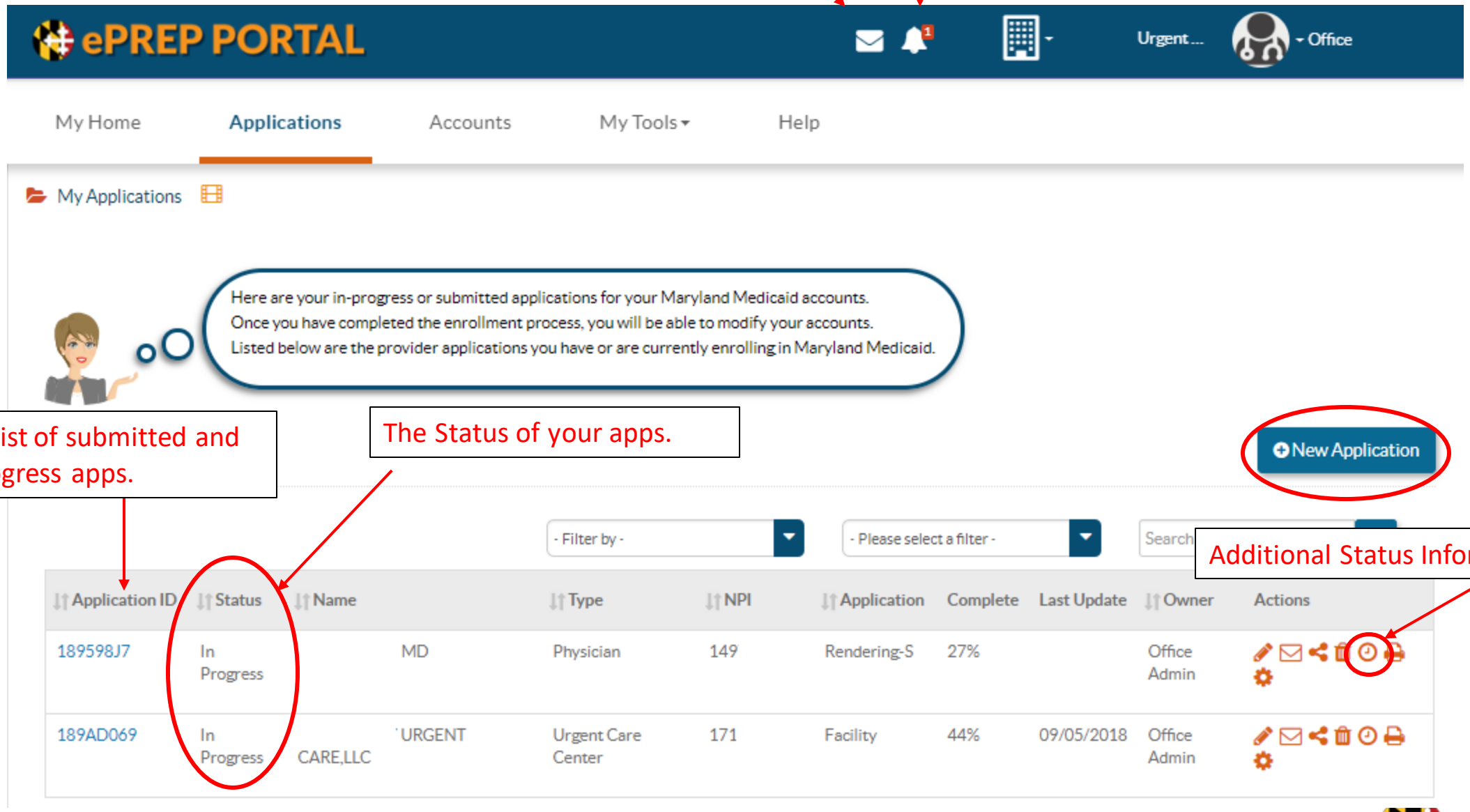
MARYLAND Department of Health

Electronic Signature



MARYLAND Department of Health

Applications



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