ePREP For Ordering/Referring/Prescribing (ORP) Provider

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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
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 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.
ePREP Terminology

- **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.
Provider Accounts

- IMPORTANT REMINDER

- Each provider should have a separate email address, User Profile, and Business Profile.

- A provider should enroll as an ORP provider if they are a student in an Organized Health Care Education/Training Program, or if they intend to enroll in Maryland Medicaid for the sole purpose of ordering, referring, or prescribing items or services for Maryland Medicaid participants.

- ORP providers are not eligible for reimbursement by Maryland Medicaid.
ePREP Application Types

Application Types

• **New Application:** Application to enroll an individual provider new to Maryland Medicaid.

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

• **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.
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. Maryland Department of Health will 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 Code.

• 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).
Email Verification

Subject: ePREP Verification Code
To: joe
From: ePREP-MDH@dharbor.com
Received: Wed Feb 12 2020 11:01:13 GMT-0500 (Eastern Standard Time)
Sending IP: 103.47.204.66
Parts: html
Attachments: [Subscribe to receive Attachments]

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.
Verification Code

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

Maryland
DEPARTMENT OF HEALTH
NPI Verification and Business Profile set up

New ORP providers will proceed to view their user profiles, while existing ORP providers with Medicaid numbers, will have to complete the three question verification process to access their user and business profiles.

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.
Home Page

This is your Business Profile

• This is your User Profile
New ORP Providers Applications

From the “Applications” tab, select the “New Applications” option to start the application process.
1) Select “I’m new to Maryland Medicaid, and I want to create a new application.”

2) Next, select the first option, “I’m an individual health care practitioner.”

3) Lastly, click “Continue.”
New ORP Providers Applications Cont.

4) Select the third option, “I’m an Ordering/Referring/Prescribing (ORP) provider”

5) Click on “Continue” to proceed.
6) On this screen, ePREP will ask you to enter your Type 1 NPI
7) Select “verify” after entering the NPI. ePREP will pull back information associated with that NPI from NPPES.
8) confirm the information is correct.
9) Then, select “Continue” to proceed.
10) On this page, select “Prescribing Provider” from the Provider Type dropdown.

11) Click “Continue” to get started on your personalized application.
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.
Required documentations like Identification cards and valid school documentations information can be entered to the applications in the “Individual licenses & Certifications” section by clicking on the “Add” option and filling out the license information.
Once the document information is manually entered, then you can attach the documents by clicking on the paper clip provided, and selecting the file to be attached to the application.
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

Your list of applications

The Status of your apps.

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***