

## ePREP Instructions for Group Pharmacist: Uploading a Pharmacy License

Medicaid group pharmacist are required to be licensed pharmacies. However, the pharmacist group application does not indicate where license should be uploaded. The purpose of this document is to demonstrate how to upload a pharmacy license through the Signature form in the ePREP application.

Below are instructions for *newly enrolling* group pharmacist uploading pharmacy licenses in ePREP.

1. Navigate to **Applications** – select the “New Application” icon.

The screenshot displays the ePREP Portal interface. At the top, the 'ePREP PORTAL' logo is visible on the left, and navigation icons for home, notifications, and user profile are on the right. Below the header, a navigation menu includes 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'Applications' menu item is highlighted with a red box. A red arrow points from this menu item to a 'New Application' button, which is also highlighted with a red box. The main content area shows a message box with a person icon and text: '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.' Below the message is a table with columns for Application ID, Status, Name, Type, NPI, Application Complete, Last Update, Owner, and Actions. The table is currently empty. Below the table, there is a section titled 'Applications Shared By Maryland Medicaid Reviewer' with a blurred content area. At the bottom left, a URL is partially visible: 'https://uat-eprep.health.maryland.gov/Provider/MyApplications.aspx?tab=MyApplications'.

## ePREP Instructions for Group Pharmacist: Uploading a Pharmacy License

2. Select **"I'm new to Maryland Medicaid, and I want to create a new application"**. ePREP will ask you to state what kind of provider you are. Select **"I'm a Group or FQHC health care practice"**.

The screenshot shows the ePREP PORTAL home page. At the top, there is a navigation bar with the ePREP PORTAL logo, a search bar, and a user profile icon. Below the navigation bar, a welcome message from a cartoon character asks the user to answer a questionnaire to determine the correct type of application. The questionnaire has several radio button options. The option "I'm new to Maryland Medicaid, and I want to create a new application" is selected and highlighted with a red box. Below this, a sub-question asks "What kind of provider are you?" with three radio button options. The option "I'm a Group or FQHC health care practice" is selected and highlighted with a red box. A red arrow points from this box to the "Continue" button at the bottom right, which is also highlighted with a red box. There is a "Previous" button at the bottom left and an upward arrow icon on the right side.

3. Under the **Business Structure** section, select **"I'm a Health Care Group"**.

The screenshot shows the ePREP PORTAL Business Structure section. At the top, there is a navigation bar with the ePREP PORTAL logo, a search bar, and a user profile icon. Below the navigation bar, there is a breadcrumb trail: My Home > Applications > Accounts > My Tools > Help. The "Applications" tab is selected. Below the breadcrumb trail, there is a progress bar with four steps: Start Application, Business Structure (current step), NPI, and Provider Type. The "Business Structure" step is highlighted with a red circle. Below the progress bar, a cartoon character asks the user to select which business structure best fits their health care Group. The text below says "I need a Maryland Medicaid account to bill for healthcare services and I am applying as:". There are two radio button options. The option "I'm a Health Care Group" is selected and highlighted with a red box. Below this, there are three bullet points: "I'll be using my Type 2 NPI (Organizational)", "I have one or more affiliated health care professionals who render services", and "My Group practice has one or more owners". The option "I'm a Federally Qualified Health Center (FQHC)" is not selected. A red arrow points from the "I'm a Health Care Group" box to the "Continue" button at the bottom right, which is also highlighted with a red box. There is a "Previous" button at the bottom left.

## ePREP Instructions for Group Pharmacist: Uploading a Pharmacy License

- Under the **NPI** section, enter your National Provider Identifier (NPI). Please note this should be the Type 2 organization NPI you obtained for pharmacist (PT PH) group – NOT the NPI used for pharmacy (PT RX) billing. Then, verify the information is correct by selecting 'yes'.

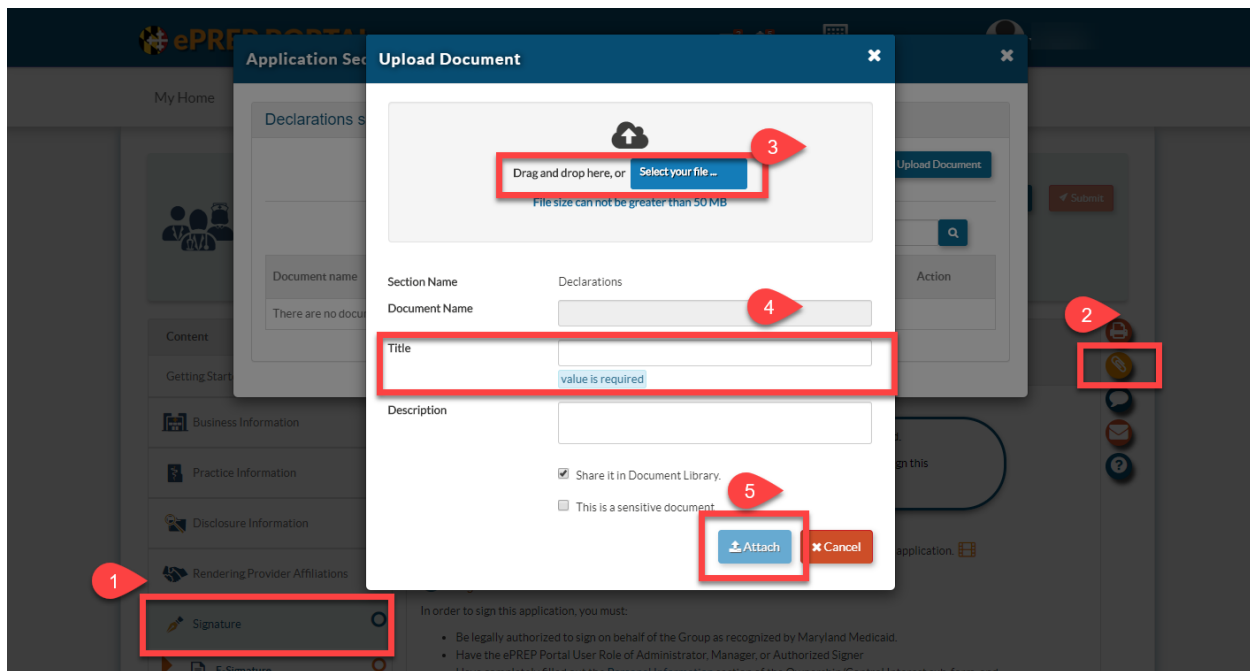
The screenshot shows the ePREP Portal interface. At the top, the header includes the ePREP PORTAL logo, notification icons, a search bar, and a user profile icon. A progress bar below the header indicates the current step is 'NPI', with previous steps 'Start Application' and 'Business Structure' and the next step 'Provider Type' also visible. A message bubble says: "Terrific! Now I have your registry! To take safety precautions, check if your information is correct before moving on." Below this, there is a form for 'National Provider Identifier (NPI)'. A text input field contains a blurred NPI number, followed by a green checkmark icon and a 'Verify >' button. Below the input field, a list of fields is shown: National Provider Identifier (NPI), Type, Legal name, Taxonomy Code(s), and NPPES address (registered). A question asks 'Is this information correct?' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with a red box. A red arrow points from the 'Yes' button to the 'Continue >' button at the bottom right of the form. A 'Previous <' button is at the bottom left.

- Select your provider type (pharmacist).

The screenshot shows the ePREP Portal interface. The progress bar now indicates the current step is 'Provider Type', with 'Start Application', 'Business Structure', and 'NPI' as previous steps. A message bubble says: "Now that your NPI has been verified, select your Group's Provider Type from the drop-down list, and press Continue to move on." Below this, there is a form for 'Provider Type'. A dropdown menu is open, showing 'Pharmacist Prescriber' as the selected option, followed by a green checkmark icon. Below the dropdown, the text 'When you are ready, select Continue.' is visible. A red box highlights the dropdown menu, and another red box highlights the 'Continue >' button at the bottom right. A red arrow points from the dropdown menu to the 'Continue >' button. A 'Previous <' button is at the bottom left. At the bottom of the page, there is a footer with the text: 'ePREP Portal Version: 4.10.6.23 Build: #751 © Copyright 2020 Digital Harbor Inc. All rights reserved.' and an orange circular icon with a white arrow pointing up.

## ePREP Instructions for Group Pharmacist: Uploading a Pharmacy License

- Click into the **Signature** form. Select the orange paperclip on the right side of the screen. An Upload Document window will appear. Select your file and add a title. Then, select '**Attach**'.



- Return to the **Getting Started** form and proceed with the application. If you have any questions as you are completing the application, please contact the ePREP Call Center: 1-844-4MD-PROV (1-844-463-7768). Please direct questions regarding your participation in Maryland Medicaid as a pharmacist to [MDH.pharmacistenrollment@maryland.gov](mailto:MDH.pharmacistenrollment@maryland.gov).