

Instructions for Updating a Service Address (Supplemental Application)

The following instructions are for providers who are currently enrolled with Maryland Medicaid and want to change their service address, or the location where they render services to participants. Previously, Maryland Medicaid treated service address changes as new enrollments and a provider was required to submit a new application in order to change their service address. Now, Maryland Medicaid is allowing a provider to update their service address by way of a supplemental application in the ePREP system.

Please follow the steps below to create a supplemental application and update your service location:

1. Log into ePREP and select your business profile.
2. Select the Applications tab. Select the New Application button.

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.

[New Application](#)

Total Apps 2 | In Progress 0 | Return to Provider 0 | Resubmitted 0 | Approved 0 | Denied 0

Applications Dashboard

- Filter by - | - Please select a filter - | Search

Application ID	Status	Name	Type	NPI	Application	Complete	Last Update	Owner	Actions
	Submitted		Physician		Rendering-S	100%	04/24/2019		
	Submitted		Physical Therapist		Group Billing	100%	04/24/2019		

3. Select the fourth option, “I want to make changes to my account”. Select continue. Next enter the NPI associated with the account you are trying to update (the account you are changing the service address for). After typing the NPI, select verify and then select the correct account that has been found by the ePREP system. Then, select continue.

ePREP PORTAL

My Home **Applications** Accounts My Tools Help

Start Application NPI

Please, enter the National Provider Identification (NPI) associated with the account you want to update.

National Provider Identifier (NPI) ✓ [Verify >](#)

Please select Verify in order to continue

We found the following account(s) in ePREP

Select	Account ID	Provider Name	Provider Type	NPI	Service Address
<input checked="" type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

ePREP PORTAL

National Provider Identifier (NPI) ✓ [Verify >](#)

We found the following account(s) in ePREP

Select	Account ID	Provider Name	Provider Type	NPI	Service Address
<input checked="" type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

Please select an Account and then select Continue to review this account and submit a Supplemental Change

[← Previous](#) [Continue →](#)

4. Once the account has been located, verified, and the user selects continue, please select the business information tab. Then, under addresses, select service address.

5. Once you select this, a red disclaimer will pop up to bring to your attention that other documents such as licenses may be required when updating a service address. If applicable to your provider type, please be sure to select the license and certificates tab and then select the licenses and certificates check box. This will allow you to upload the necessary documents to the application , once it is created.

Update Your Account [X]

In this section you can make changes related to your Business Information, such as your address, phone number, and contact person.

Individual Information | **Licenses-Certificates** | Business Information | Disclosure Information | Other Changes

Which information would you like to update? (you can select multiple items)

Business Information

Doing Business As (DBA) name Business phone number, SDAT Contact person

Addresses

Service address Mailing Address Pay-to Address

⚠️ When updating your service address, if applicable, be sure to update any new licenses or certificates. Often, a service address update requires you to submit an update for a licensure or certificate. To do this, select the Licenses-Certificates tab and select the checkbox associated with the licensure or certificate that needs to be updated. This will enable you to attach any necessary documents.

All my addresses

Logistics

Practice Operations

For other changes, please choose from the different tabs. Once you have chosen your items to update, select Apply Changes.

Apply Changes ✓ **Cancel ✕**

Update Your Account [X]

In this section you can make changes related to your Licenses and Certificates, such as your taxonomy codes, and CLIA certificate.

Individual Information | **Licenses-Certificates** | Business Information | Disclosure Information | Other Changes

Which information would you like to update? (you can select multiple items)

Specialties

Licenses & Certifications

Additional Information

For other changes, please choose from the different tabs. Once you have chosen your items to update, select Apply Changes.

Apply Changes ✓ **Cancel ✕**

6. Finally, once all corresponding “check boxes” are selected, please select “apply changes” to generate the application itself. The application, once created, will be assigned an application ID. Once you submit the application, you can check on the status of the application, in the applications section.

If you have any questions during this entire process, please feel free to call our call center :
1844MDPROV