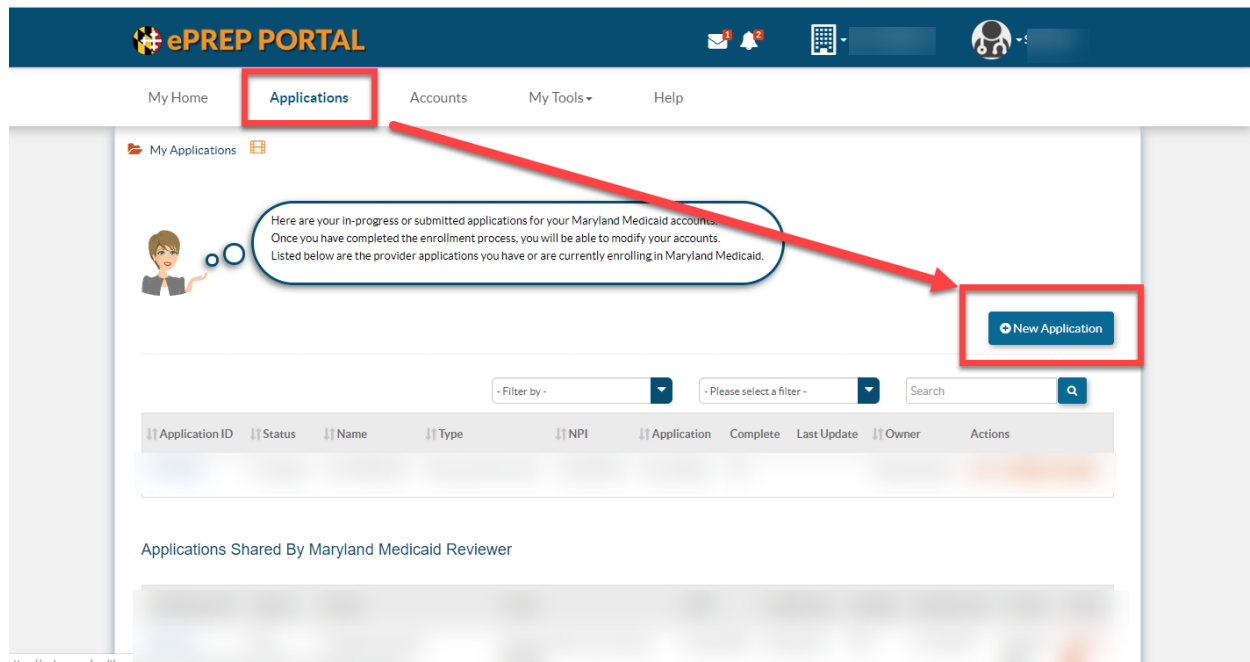# ePREP Instructions for Group Pharmacist Prescribers:
Uploading a Pharmacy License

Medicaid group pharmacist prescribers are required to be licensed pharmacies. However, the pharmacist prescriber 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 prescribers uploading pharmacy licenses in ePREP.

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

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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"**.

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

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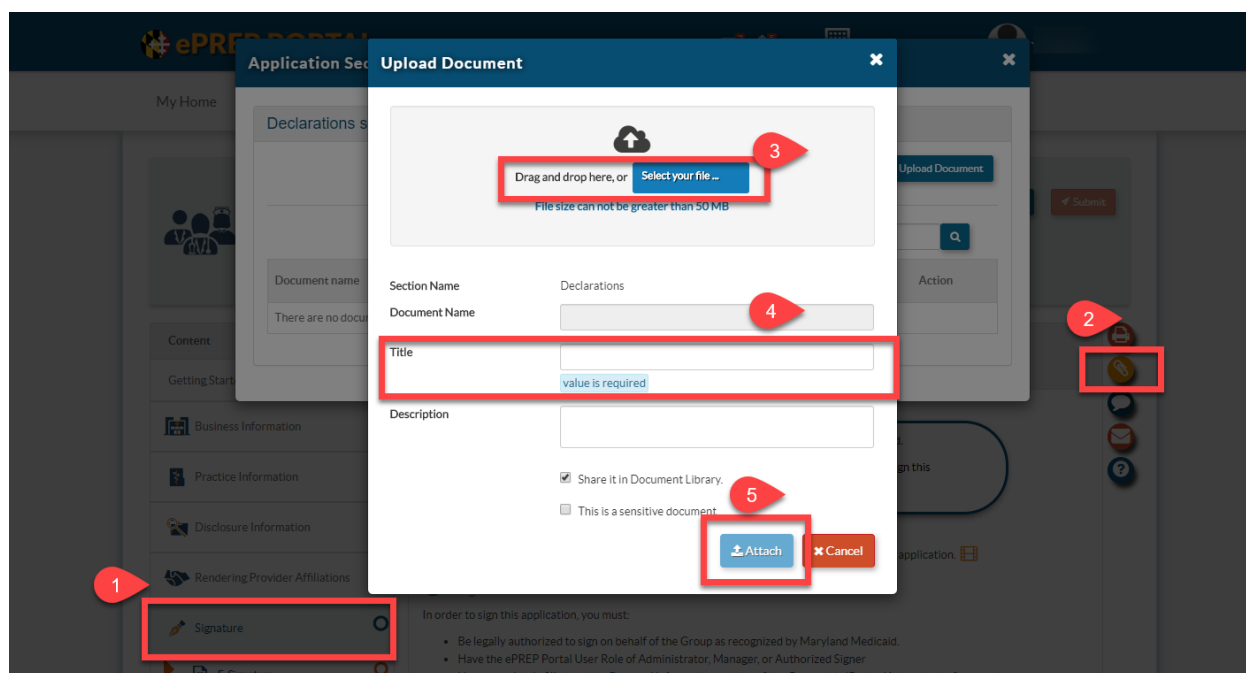

5. Select your provider type (pharmacist prescriber).

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6. 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'**.

7. 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 prescriber to MDH.pharmacistenrollment@maryland.gov.