

Nebraska Provider Screening and Enrollment

Provider Management Home for Provider Locations - Individual/Solo, Group/Institution, Facility, Pharmacy

Note: Provider Locations using an EIN will never have a profile listed under “My Group Member Profiles”.

Professionals that provide services independently and do not use an EIN may have a Location and a Group Member Profile. Group member profiles and Independent Providers need to be created on the Individual Providers personal Provider Management Home screen using their Individual SSN for the Tax ID and their Individual NPI.

All Providers on this page must match the Tax ID on the top left of the page.

After Application is Submitted but Not Active: The provider may [View Provider File](#).

- To View Provider File:
 - The provider name must be highlighted by selecting the Provider’s **NAME**.
 - Once the application is submitted, no changes can be made until it has been processed.
 - Click [View Provider File](#) to see the application in a READ ONLY format.

The screenshot displays the 'Provider Management Home' interface. At the top, it says 'Provider Management Home' and 'Update My Profile'. Below this is a 'Provider Summary' section with a 'Tax ID' field. The main section is 'My Providers', which contains a table with columns: Provider, Status, Provider Type, NPI, Medicaid ID, Specialty, Location, Effective Date, Submit Date, and Revalidation Due Date. One provider is listed with a status of 'Submitted' and a provider type of 'Laboratory (LAB) (INDEPENDENT)'. Below the table is an 'Add New Provider Location' button. The 'My Group Member Profiles' section shows 'No group member profiles found.' and an 'Add Group Member Profile' button. The 'Provider Details' section for provider ID 49504 - 4483 is shown, with a 'Registration Information' box and a 'Manage Provider' box. The 'Manage Provider' box contains a link 'View Provider File' which is highlighted with an orange arrow.

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
	Submitted	Laboratory (LAB) (INDEPENDENT)			Independent Laboratory (Billing independently)	49504 - 4483		04/20/16	

When the application is in Provider Data Entry: The Provider may **Continue Registration**, **Cancel New Registration** or **Edit Key Identifiers**.

- To **Continue Registration**:
 - The provider name must be highlighted by selecting the Provider's **NAME**.
 - Click **Continue Registration** to update enrollment information.
 - See the appropriate Provider Ed & Training Resource for further instruction.
 - The application must be submitted when all updates have been made.
- To **Cancel Registration**:
 - If the location has a Medicaid Provider ID:
 - The provider name must be highlighted by selecting the Provider's **NAME**.
 - Click **Cancel Registration**.
 - This will return the application to its previous state.
 - If the Provider does not have a Medicaid Provider ID:
 - Click **Cancel New Registration**:
 - Canceling a new registration will delete the application from the Provider Management Home screen.
- To **Edit Key Provider Identifiers**:
 - If the location has a Medicaid Provider ID:
 - The provider name must be highlighted by selecting the Provider's **NAME**.
 - Click **Edit Key Identifiers**.
 - Key Identifiers that may be changed for currently enrolled Medicaid Locations are limited to the NPI, Zip and Zip Extension.
 - Category, Provider Type, Specialty, Taxonomy, and Tax ID may not be changed.
 - If these identifiers need to be changed on a new enrollment with a Medicaid Provider ID Number you will need to apply for a new Medicaid Provider ID Number.
 - If the Provider does not have a Medicaid Provider ID:
 - The provider name must be highlighted by selecting the Provider's **NAME**.
 - Click **Edit Key Provider Identifiers**.
 - Key Identifiers that may be changed for Locations that are started but not submitted are Provider Type, Specialty, Taxonomy, NPI, Zip and Zip Extension. Once the application has been approved and receives a Medicaid Provider ID Number only the NPI, Zip and Zip Extension can be changed.
 - Category and the Tax ID Number may not be changed. To change these on an application that has not been given a Medicaid Provider ID Number you may **Cancel the Registration**.

Provider Management Home

[Update My Profile](#) Questions?
Contact MAXIMUS Provider Customer Service at 1-844-374-5022

Provider Summary

Tax ID: 123456789

My Providers

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
Assisted Living	Not Submitted	Nursing Homes (NH)	1254588888		Adult Day Care	68522 - 1234			
Group Name	Not Submitted	Anesthesiologist (ANES)	1934566588		Anesthesiology	68522 - 1234			

[Add New Provider Location](#)

My Group Member Profiles

Provider	Status	Provider Type	NPI	Specialty	Effective Date	Submit Date
<i>No group member profiles found.</i>						

Create a Group Member Profile if you are or will be part of a Group Practice.

[Add Group Member Profile](#)

Provider Details

Assisted Living 68522 - 1234

<h5 style="text-align: center; background-color: #e0e0e0;">Registration Information</h5> <p>Effective Date Revalidation Due Date Term Date Nebraska MLTC Status New Application Status Not Submitted Medicaid ID</p>	<h5 style="text-align: center; background-color: #e0e0e0;">Manage Provider</h5> <p>Continue Registration Cancel New Registration Edit Key Provider Identifiers</p>
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When the Provider is Approved and Active: The provider may Update Registration or View Provider File.

- To **Update Registration**: Only select this if you wish to make changes.
 - The provider name must be highlighted by selecting the Provider’s **NAME**.
 - Click **Update Registration** to update enrollment information.
 - See the appropriate Provider Ed & Training Resource for further instruction.
 - The application must be submitted when all updates have been made.
- To **View Provider File**:
 - The provider name must be highlighted by selecting the Provider’s **NAME**.
 - Click **View Provider File** to see the application in a READ ONLY format.

Provider Management Home

Questions?
Contact MAXIMUS Provider Customer Service at 1-844-374-5022

[Update My Profile](#)

Provider Summary

Tax ID: [REDACTED]

My Providers

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
[REDACTED]	Approved	Laboratory (LAB) (INDEPENDENT)	[REDACTED]	[REDACTED]	Independent Laboratory (Billing Independently)	30354 - 1991	10/01/15	02/18/16	09/30/20

[Add New Provider Location](#)

My Group Member Profiles

Provider	Status	Provider Type	NPI	Specialty	Effective Date	Submit Date
No group member profiles found.						

Create a Group Member Profile if you are or will be part of a Group Practice.

[Add Group Member Profile](#)

Provider Details

[REDACTED] 30354 - 1991

Registration Information

Effective Date 10/01/2015
 Revalidation Due Date 09/30/2020
 Term Date
 Nebraska MLTC Status Active
 Application Status Approved
 Medicaid ID [REDACTED]

Manage Provider

[View Provider File](#)
[Update Registration](#)

See the Enrollment /Revalidation Provider Ed & Training Resources for the appropriate business type for assistance with the next steps.