

Nebraska Provider Screening and Enrollment Provider Management Home for Group Member Profiles

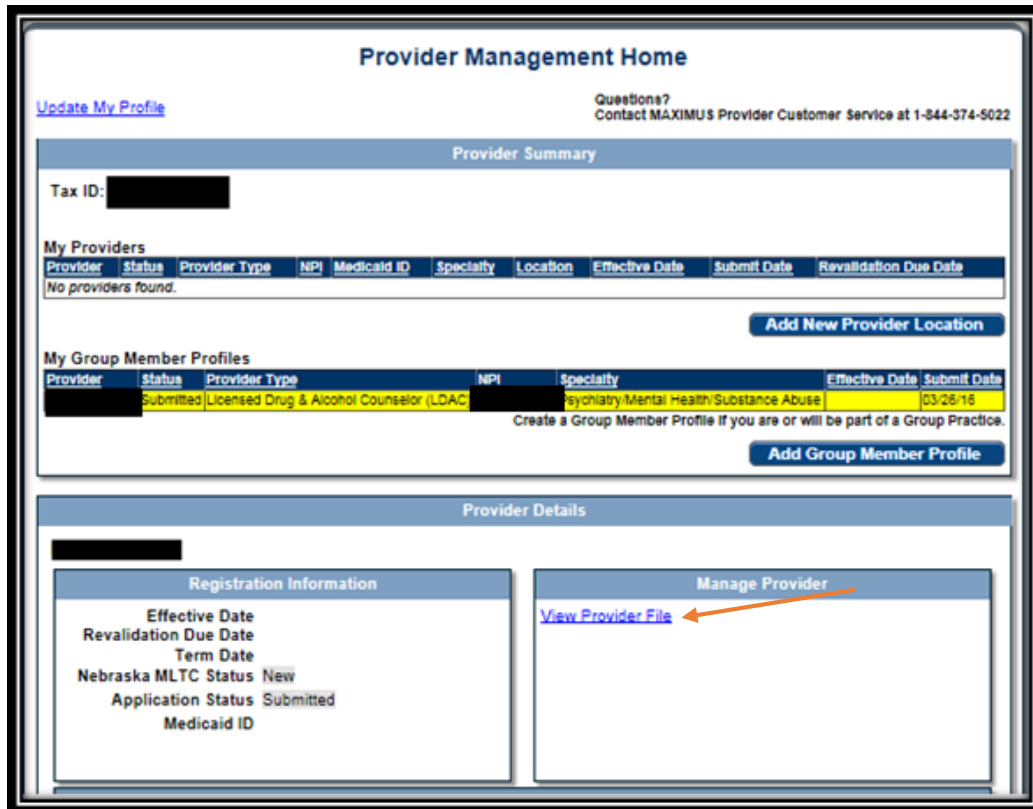
This explains what you will see and be able to do on the Provider Management Home Screen.

Note: Most group member will never have a profile listed under “My Providers”. On this type of account, My Providers would be for Individual/Solo Billing Providers who use their Individual SSN for the Tax ID and their Individual NPI.

If the provider owns a business with an EIN, the business needs its own username created with the EIN and an Organizational NPI.

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

- To View Provider File:
 - The provider name must be highlighted by clicking on the **NAME** under My Group Member Profiles.
 - 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.



When the application is in Provider Data Entry: The Provider may **Continue Group Member Profile** or **Cancel Group Member Profile**.

- To **Continue Group Member Profile**:
 - The provider name must be highlighted by clicking on the **NAME** under My Group Member Profiles.
 - Click **Continue Group Member Profile** to update enrollment information.
 - See the Group Member Provider Ed and Training Resources for further instruction.
- To **Cancel Group member Profile**:
 - If the Group member profile is approved and active:
 - The provider name must be highlighted by selecting the Provider’s **NAME**.
 - Click **Cancel Group Member Profile**.
 - This will return the application to its previous state.
 - If the Group Member Profile is new and has not been approved:
 - Click **Cancel New Group Member Profile**:
 - Canceling a new Group Member Profile will delete the application from the Provider Management Home screen.

Provider Management Home

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

[Update My Profile](#)

Provider Summary

Tax ID: 123456789

My Providers

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
No providers found.									

[Add New Provider Location](#)

My Group Member Profiles

Provider	Status	Provider Type	NPI	Specialty	Effective Date	Submit Date
Test Stes	Not Submitted	Specially Licensed Phd/Psychology Resident (SPHD)	123456789	Psychiatry/Mental Health/Substance Abuse		

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

[Add Group Member Profile](#)

Other Providers with same TaxID

Provider	Status	Provider Type	NPI	Medicaid ID	Taxonomy Code	Location	Revalidation Due Date	Assigned User
Business Entity	Not Submitted	Physicians (MD)	1234567890		208D00000X	88509 - 5026		AnneHarvey (Anne Harvey) Manage

Select a provider to begin managing its registration.

Provider Details

Test Stes

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

- To **View Provider File**:
 - The provider name must be highlighted by clicking on the **NAME** under My Group Member Profiles.
 - Click **View Provider File** to see the application in a READ ONLY format
- To **Update Group Member Profile**: Only select this if you wish to make changes.
 - The provider name must be highlighted by selecting the Provider’s **NAME**.
 - Click **Update Group Member Profile** to update enrollment information.
 - See the Group Member Profile Provider Ed and Training Resources for further instruction.

Provider Management Home

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

Provider Summary

Tax ID: [REDACTED]

My Providers

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
No providers found.									

[Add New Provider Location](#)

My Group Member Profiles

Provider	Status	Provider Type	NPI	Specialty	Effective Date	Submit Date
[REDACTED]	Approved	Provisionally Licensed Drug & Alcohol Counselors (PDAC)	[REDACTED]	Psychiatry/Mental Health/Substance Abuse	05/09/11	02/25/16

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

[Add Group Member Profile](#)

Provider Details

Registration Information

Effective Date 05/09/2011

Revalidation Due Date 12/31/9999

Term Date

Nebraska MLTC Status **Active**

Application Status **Approved**

Medicaid ID

Manage Provider

[View Provider File](#)

[Update Group Member Profile](#)

See the Group Member Profile Provider Ed & Training Resources for New and Existing Enrollments for assistance with the next steps.