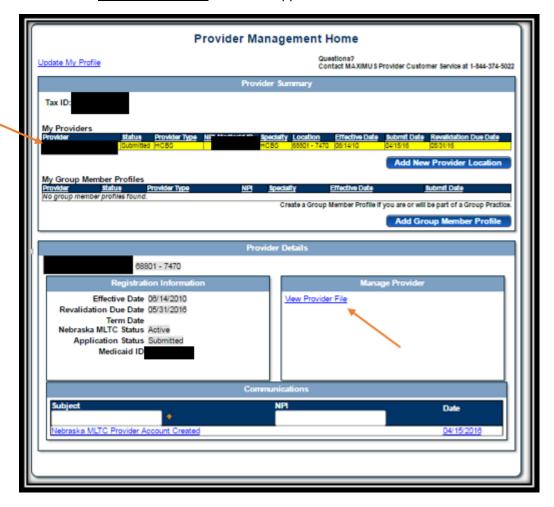
## Nebraska Provider Screening and Enrollment

## Provider Management Home for Home Care Based Services (HCBS) Providers

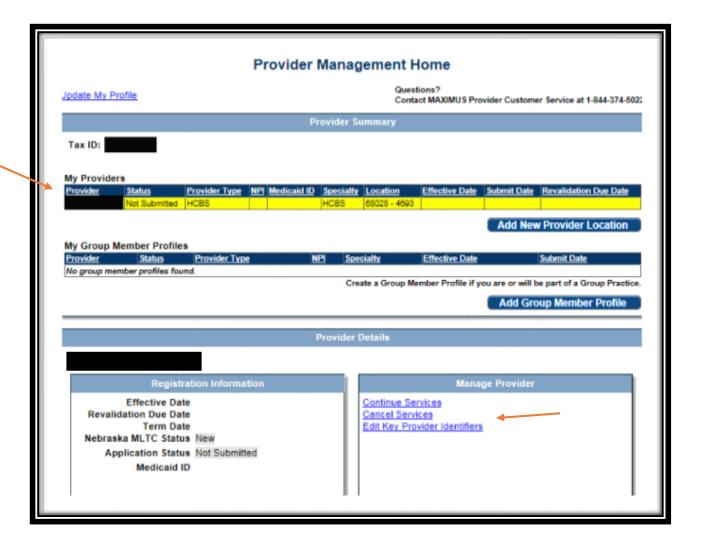
After Application is Submitted but Not Active: The provider may View Provider File.

- To View Provider File:
  - > The provider name must be highlighted by selecting the Provider's **NAME**.
  - No changes can be made after the application is submitted.
  - ➤ Click <u>View Provider File</u> to see the application in a READ ONLY format.



When the application is in Provider Data Entry: The Provider may <u>Continue Services</u>, <u>Cancel Services</u>, or <u>Edit Key Provider Identifiers</u>.

- To **Continue Services**: (update information)
  - The provider name must be highlighted by selecting the Provider's NAME.
  - Click <u>Continue Services</u> to update enrollment information.
    - See the HCBS New Enrollment and Existing Revalidation Process education tools for further instruction.
  - The application must be submitted when all updated have been made.
- To **Cancel Services**: (cancel changes made to the application)
  - > If the Provider has a Medicaid Provider ID:
    - The provider name must be highlighted by selecting the Provider's **NAME**.
    - Click Cancel Services to return the application to its last official status.
  - If the Provider in new and does not have a Medicaid Provider ID:
    - The provider name must be highlighted by selecting the Provider's **NAME**.
    - ➤ Click <u>Cancel Services</u> to delete this application and start over.
- To Edit Key Provider Identifiers:
  - > If the Provider has 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 currently enrolled Medicaid providers are limited to NPI, Zip, and Zip Extension.
      - Tax ID, Provider Type, Specialty, and Taxonomy may not be changed.
  - ➤ 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 new Medicaid providers are Specialty, Taxonomy, NPI, Zip, and Zip Extension.
      - Tax ID, and Provider Type may not be changed. To change these you may <u>Cancel Services</u> and restart the enrollment process.

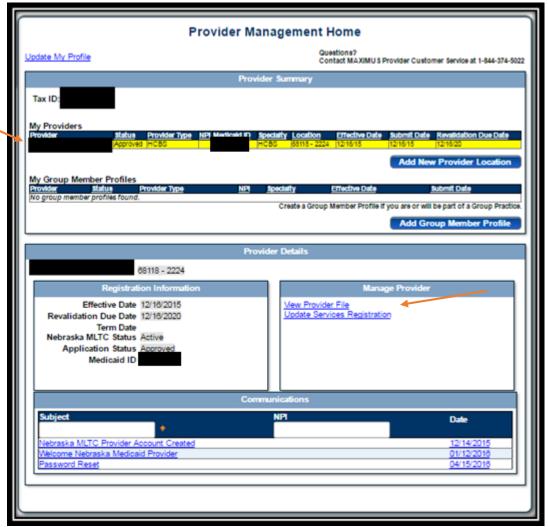


When the Provider is Approved and Active: The provider may <u>Update Services Registration</u> or <u>View</u> Provider File.

- To **<u>Update Services Registration</u>**: Only select this is you wish to make changes.
  - The provider name must be highlighted by selecting the Provider's **NAME**.
  - Click <u>Update Services Registration</u> to update enrollment information.
    - See the HCBS Updating Information or HCBS New Enrollment and Revalidations New to the Portal education tools for further instruction.
  - > The application must be submitted when all updated have been made.
  - ➤ If you did not make changes or wish to cancel any changes instead of submitting, select <u>Cancel Registration</u> on the Provider Management Home Screen. This will return the profile to its previous status.

## • To View Provider File:

- The provider name must be highlighted by selecting the Provider's **NAME**.
- Click <u>View Provider File</u> to see the application in a READ ONLY format.



See the Enrollment and Updating Information Resources for assistance with the next steps.