

Nebraska Provider Screening and Enrollment

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

The steps below will help you navigate the Provider management home screen at the [Nebraska Provider Screening and Enrollment](#) site.

EIN vs SSN:

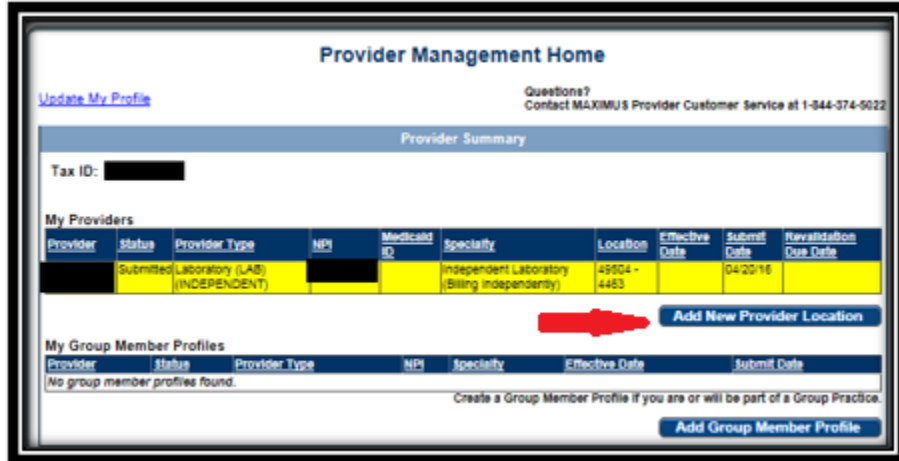
Provider Locations using an EIN should never have a profile listed under “My Group Member Profiles”. Group Member Profiles should be under SSNs.

Providers that provide services independently and do not use an EIN may have a Location and a Group Member Profile. HCBS Independent Individual Providers need to be created on the Individual Providers personal Provider Management Home screen using their SSN for the Tax ID and their Type 1 NPI. MMIS Independent Individual Providers can enroll using an EIN or SSN but must have a Type 1 NPI under their First and Last Name. If using an EIN, they must also supply their Legal Business name on the Enrollment.

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

Adding a new Provider Location

If a new Location is required, select Add New Provider Location

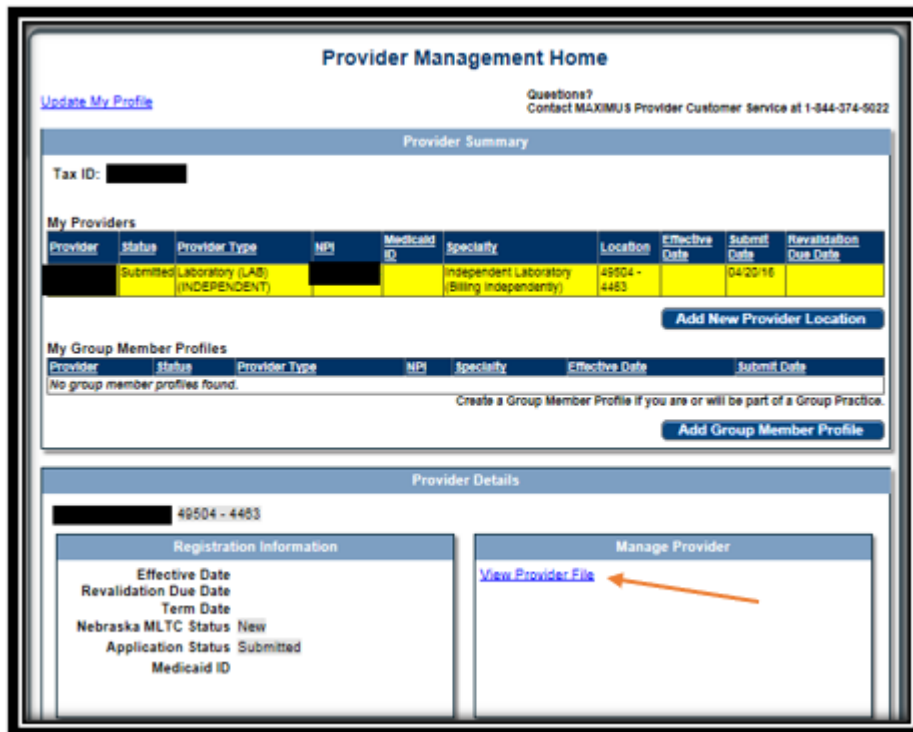


After Application is Submitted but Not Active or Fully Processed:

The provider may **View Provider File**. The provider name must be highlighted by selecting the Provider's **NAME**.

To View Provider File:

- Click **View Provider File** to see the application in a READ ONLY format.
- Edits cannot be made.



When the application is in Provider Data Entry:

The Provider may Continue Registration, Cancel New Registration or Edit Key Identifiers.
The provider name must be highlighted by selecting the Provider Name.

To Continue Registration:

- Click **Continue Registration** to update enrollment information. See the appropriate Provider Ed & Training Resource for further instruction.
- The application must be submitted when all updated have been made.

To Cancel Registration:

- **If the location has a Medicaid Provider ID:** 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:** 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 the Provider does not have a Medicaid Provider ID:** 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. Category and the Tax ID Number may not be changed.

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
Assisted Living	Not Submitted	Nursing Homes (NH)	1254588888		Adult Day Care	68522 - 1234			
Group Name	Not Submitted	Anesthesiologist (ANES)	1934565588		Anesthesiology	68522 - 1234			

[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

Assisted Living 68522 - 1234

Registration Information	Manage Provider
Effective Date Revalidation Due Date Term Date Nebraska MLTC Status New Application Status Not Submitted Medicaid ID	Continue Registration Cancel New Registration Edit Key Provider Identifiers

When the Provider is Fully Approved and Active:

The provider may **Update Registration/Begin Revalidation** or **View Provider File**. The provider name must be highlighted by selecting the Provider's **NAME**.

To Update Registration: Only select this if you wish to make changes.

- Click **Update Registration** to update enrollment information. See the appropriate Provider Ed & Training Resource for further instruction.
- If a provider is within 180 days of their revalidation date, they will be required to **Begin Revalidation** instead of Updating their Registration.
- The application must be submitted when all updates have been made.

To View Provider File:

- Click **View Provider File** to see the application in a READ ONLY format.
- Edits cannot be made.

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
[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
<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

[REDACTED] 30354 - 1991

Registration Information	Manage Provider
Effective Date 10/01/2015 Revalidation Due Date 09/30/2020 Term Date Nebraska MLTC Status Active Application Status Approved Medicaid ID [REDACTED]	View Provider File Update Registration

Other Providers with the Same Tax ID:

If this is an existing location not being managed by this user, you will find it near the bottom under **Other Providers with the same Tax ID**.

Click on Manage in the **Other providers with the same Tax ID** section for the appropriate registration. This should be done instead of creating a New Provider Location. Follow the prompts. It may be necessary to call Customer Service at 844-374-5022 to have the Registration transferred.

Provider Management Home

[Update My Profile](#) Questions?
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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
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](#)

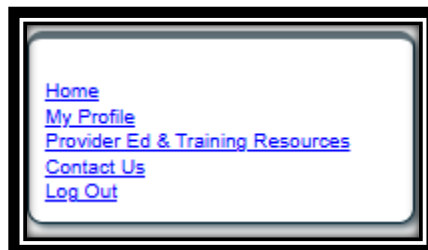
Other Providers with same TaxID

Provider	Status	Provider Type	NPI	Medicaid ID	Taxonomy Code	Location	Revalidation Due Date	Assigned User
[REDACTED]	Not Submitted	[REDACTED]	1234567890		208D00000X	68509 - 5020		[REDACTED] Manage

Select a provider to begin managing its registration.

Left Side Menu:

Use the menu to view your Profile information, access the Provider Education and Training Page, find our Contact information, and log out.



Next Steps:

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