

# Nebraska Provider Screening and Enrollment

## Provider Management Home for Group Member Profiles

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

### EIN vs SSN:

Note: Most group member will never have a profile listed under “My Providers”. This is for Individual/Solo providers who use their SSN for the Tax ID and use their Type 1 NPI. All Providers and “Group Member Profiles” on this page must match the Tax ID (SSN) on the top left of the page.

If the provider owns a business with an EIN, the business needs its own username created with the EIN for the Tax ID and a Type 2 NPI.

### After Application is Submitted but Not Active or Fully Processed:

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 when the application is submitted.
  - Click **View Provider File** to see the application in a READ ONLY format.

**Provider Management Home**

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

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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
[REDACTED]	Submitted	Laboratory (LAS) (INDEPENDENT)	[REDACTED]	[REDACTED]	Independent Laboratory (Billing Independently)	49504 - 4453		04/20/16	

[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](#)

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**Provider Details**

[REDACTED] 49504 - 4453

Registration Information	Manage Provider
Effective Date Revalidation Due Date Term Date Nebraska MLTC Status <b>New</b> Application Status Submitted Medicaid ID	<a href="#">View Provider File</a>

## When the application is in Provider Data Entry:

The Provider may **Continue Group Member** or **Cancel Group Member Profile**.

- **To Continue Group Member Profile:**
  - The provider name must be highlighted by selecting the Provider's **NAME**.
  - Click **Continue Group Member Profile** to update enrollment information. See the Group Member Provider Ed and Training Resources for further instruction.
  - The application must be submitted when all updated have been made.
- **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

[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
<a href="#">Assisted Living</a>	Not Submitted	Nursing Homes (NH)	125456888		Adult Day Care	68522 - 1234			
<a href="#">Group Name</a>	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

Effective Date  
Revalidation Due Date  
Term Date  
Nebraska MLTC Status **New**  
Application Status **Not Submitted**  
Medicaid ID

#### Manage Provider

[Continue Registration](#)  
[Cancel New Registration](#)  
[Edit Key Provider Identifiers](#)



## When the Provider is Fully Approved and Active:

The provider may **View Provider File** or **Update Group Member Profile**.

- 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
- 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.
  - The application must be submitted when all updates have been made.

The screenshot displays the 'Provider Management Home' interface. At the top, there is a 'Provider Summary' section with a 'Tax ID' field. Below this is a 'My Providers' table with columns for Provider, Status, Provider Type, NPI, Medicaid ID, Specialty, Location, Effective Date, Submit Date, and Revalidation Due Date. A single provider is listed with a status of 'Approved' and a specialty of 'Independent Laboratory (Billing Independently)'. 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 is divided into two panels: 'Registration Information' and 'Manage Provider'. The 'Registration Information' panel shows details for provider 30354 - 1991, including an effective date of 10/01/2015, a revalidation due date of 09/30/2020, and a status of 'Active'. The 'Manage Provider' panel contains links for 'View Provider File' and 'Update Registration', with an orange arrow pointing to the 'View Provider File' link.

**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
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](#)

## Other Providers with the Same Tax ID:

If this is an existing provider 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?  
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
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](#)

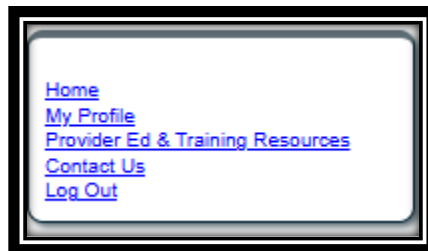
**Other Providers with same TaxID**

Provider	Status	Provider Type	NPI	Medicaid ID	Taxonomy Code	Location	Revalidation Due Date	Assigned User
[REDACTED]	Not Submitted	[REDACTED]	1234567890		208D00000X	68509 - 5020		[REDACTED] <a href="#">Manage</a>

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