

Nebraska Provider Screening and Enrollment

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

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

EIN vs SSN:

HCBS Provider Locations using an EIN are considered Agencies and must have a Type 2 NPI.

HCBS Provider Locations using an SSN are considered Individual HCB Providers and must have a Type 1 NPI.

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

Adding a new AGENCY Provider Location

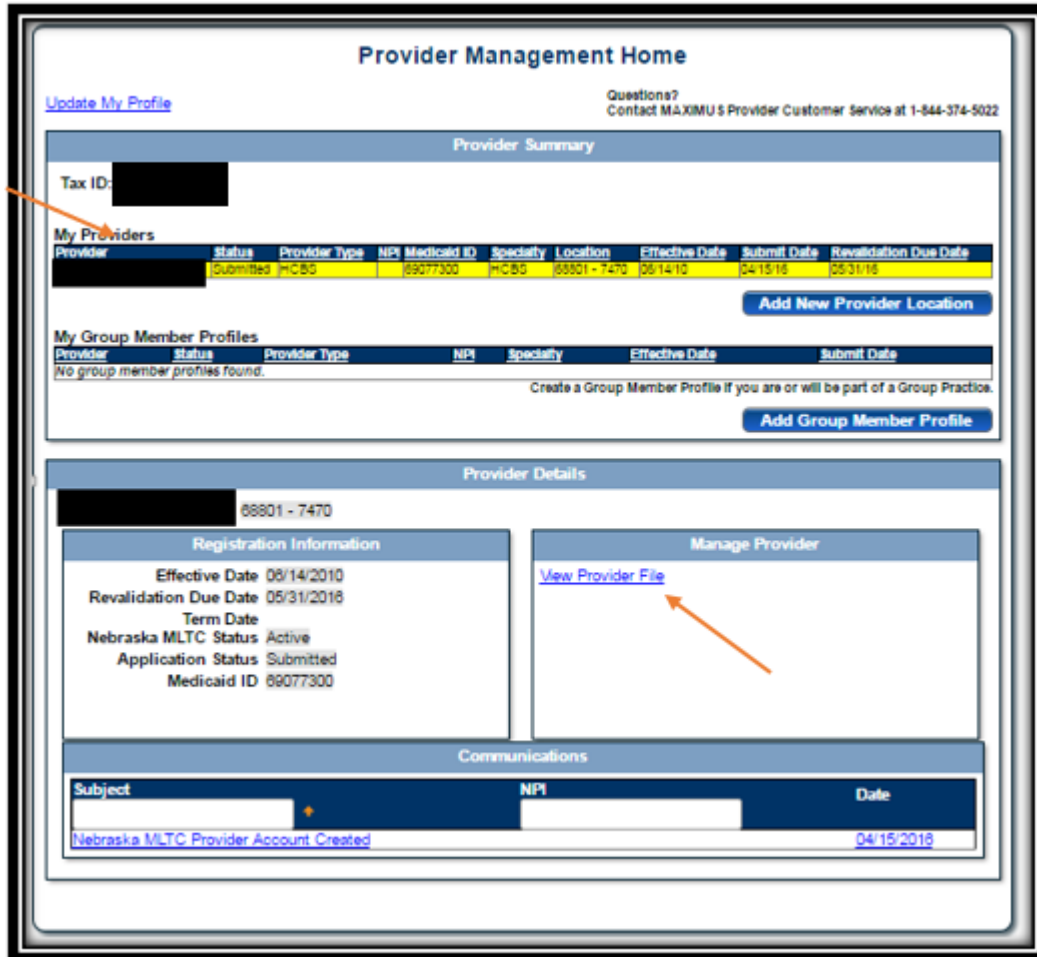
If a new HCBS Agency Location is required, you must have a new Referral from your Resource Development worker. Individual HCBS providers do not need more than one HCBS Enrollment.

After Application is Submitted but Not Active or Fully Processed:

The provider may **View Provider File**.

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

- No changes can be made after the application is submitted.
- Click View Provider File to see the application in a READ ONLY format.



When the application is in Provider Data Entry:

Provider may **Continue Services**, **Cancel Services**, or **Edit Key Provider Identifiers**.

To **Continue Services**: (update information): The provider's name must be highlighted by selecting the Provider's **NAME**.

- Click **Continue Services** 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 updates have been made.

To **Cancel Services** (cancel changes made to the application):

- If the Provider has a Medicaid Provider ID: The provider's 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 is new and does not have a Medicaid Provider ID: The provider's name must be highlighted by selecting the Provider's **NAME**. Click **Cancel Services** to delete this application and start over.

To **Edit Key Provider Identifiers**:

- If the Provider has a Medicaid Provider ID: The provider's 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's 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 **Cancel Services** and restart the enrollment process.

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]	Not Submitted	HCBS			HCBS	08028 - 4093			

[Add New Provider Location](#)

My Group Member Profiles

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

[Add Group Member Profile](#)

Provider Details

Registration Information

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

Manage Provider

[Continue Services](#)
[Cancel Services](#)
[Edit Key Provider Identifiers](#)

When the Provider is Fully Approved and Active:

The provider may **Update Registration/Begin Revalidation** 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.
- 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.
- If you have not made changes or wish to cancel any changes instead of submitting, select **Cancel Registration** 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 **View Provider File** to see the application in a READ ONLY format.

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 table titled 'My Providers' 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 revalidation due date of 12/16/20. Below the table are buttons for 'Add New Provider Location' and 'Add Group Member Profile'. The 'My Group Member Profiles' section shows 'No group member profiles found.' and a button for 'Add Group Member Profile'. The 'Provider Details' section shows the provider's location (68118 - 2224) and two main areas: 'Registration Information' and 'Manage Provider'. The 'Registration Information' area lists: Effective Date (12/16/2015), Revalidation Due Date (12/16/2020), Term Date, Nebraska MLTC Status (Active), Application Status (Approved), and Medicaid ID (32311544). The 'Manage Provider' area contains links for 'New Provider File' and 'Update Services Registration'. An orange arrow points to the 'Update Services Registration' link. At the bottom, the 'Communications' section shows a table with columns for Subject, NPI, and Date, listing messages like 'Nebraska MLTC Provider Account Created' (12/14/2015), 'Welcome Nebraska Medicaid Provider' (01/12/2016), and 'Password Reset' (04/15/2016).

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
[Redacted]	Approved	HC-BS	32311544	HC-BS	68118 - 2224	68118 - 2224	12/16/15	12/16/15	12/16/20

Subject	NPI	Date
Nebraska MLTC Provider Account Created		12/14/2015
Welcome Nebraska Medicaid Provider		01/12/2016
Password Reset		04/15/2016

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**.

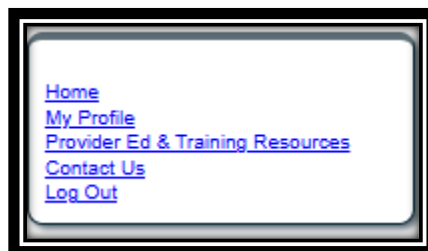
Click on Manage in the **Other providers with the same Tax ID** section for the appropriate registration. This should be done instead of creating a New Provider Location. Follow the prompts. It may be necessary to call Customer Service at 844-374-5022 to have the Registration transferred.

The screenshot shows the 'Provider Management Home' page. At the top, there is a link for 'Update My Profile' and contact information for MAXIMUS Provider Customer Service. The main content area is divided into three sections: 'My Providers', 'My Group Member Profiles', and 'Other Providers with same TaxID'. The 'Other Providers with same TaxID' section contains a table with one entry. An orange arrow points to the 'Manage' link in the 'Assigned User' column of this entry.

Provider	Status	Provider Type	NPI	Medicaid ID	Taxonomy Code	Location	Revalidation Due Date	Assigned User
[Redacted]	Not Submitted	[Redacted]	1234567890		208D00000X	68509 - 5025		[Redacted] Manage

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.