






Nebraska Provider Screening and Enrollment

Adding Group Members by Updating the Billing Provider

The steps below will guide you through adding Group Members to an Existing Group, Facility, or Pharmacy. The Billing Provider will need to be in Data Entry. See the applicable instructions for that process. This document will only discuss the Individual Providers Associated with your Group page.

All applications must be submitted for review when completed or when a change is made. You can avoid updating the entire group by using The Manage Members functionality.

Symbols to watch for:

	The piece of paper with a pencil symbol represents the option to EDIT information. Click on the symbol to open the box and allow edits.
	The asterisk symbol represents when a field is REQUIRED.
	The circle with a question mark symbol represents that there is HELP TEXT when you hover over the symbol.
	The plus mark symbol represents the option to ADD information. Click on the symbol to open the box and add information.
	The ex or cross mark symbol represents the option to DELETE information. Click on the symbol to remove the information.

Individual Providers Associated with Your Group Page

When a Group is due to Revalidate (within 180 days) ALL Group Members must also be Confirmed or Removed to complete the Revalidation.

A group member must have an active Group Member Profile (GMP). See Group Member New Enrollment in Provider Ed & Training Resources.

Individual Providers with GMP

Log into the correct group account, Update or Continue the Registration, and progress to the Individual Providers page. See the appropriate Provider Ed & Training Resource if necessary.

Name	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
Jane Doe	*****4555	1254889999	4/20/2016				Member Profile not Found	

ADD New Group Member

Click **Add** to add group members to this group.

➤ The following box will open:

First Name* Last Name*
NPI Tax ID*
Start Date* [What is this?](#)
Provider Type*

Save Cancel

Enter the Group Member's information.

- The Tax ID MUST be the Group Member's SSN.
- Pay close attention to the start date listed.

If you request a retro start date, a document must be uploaded on the Individual Provider's page explain why this is being requested.

- Affiliated providers cannot be active twice with overlapping dates at this location. You must end/remove the original affiliation and start the new affiliation for the next day.

Click **Save**.

Confirm or Remove Existing Group Member

Confirm by selecting **Edit**.

- Complete all Required fields and answer all questions.
- Click **Confirm Association**.

If the provider needs to be terminated from the group, enter an **End Date** and **End Association**.

Other Affiliation Status Definitions can be found on the Individual Providers Associated with Your Group page.

Edit Group Member

First Name* DONALD Last Name* RICE
NPI [REDACTED] Tax ID* [REDACTED]
Start Date* 6/1/2005 [What is this?](#) End Date [REDACTED]
Only enter the End Date when the individual provider has left your group; otherwise, leave blank.
Affiliation Status Confirm Group Member

Confirmation Details

Provider* DONALD RICE - Physicians (MD) ▾
Primary Specialty* 01 - General Practice ▾
Specialty-2 ▾
Specialty-3 ▾
License for this Location* ▾

Has there ever been disciplinary action against this provider's license by a licensing board in any state?
 No Yes
If 'YES' a comment is required.
[REDACTED]

Has the provider ever been sanctioned by Medicare, Nebraska Medicaid, or any state health program?
 No Yes
If 'YES' a comment is required.
[REDACTED]

Is this individual identified on the SAM website as debarred, suspended, proposed for debarment, excluded, or otherwise declared ineligible from receiving Federal Contracts?
[REDACTED]

Confirm Association **End Association** **Close**

Individual Providers Associated with Your Group

Save Previous Next

Individual Providers Associated with Your Group

In the table below, please enter or confirm each individual provider that is associated with your group.

Name	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
EKBERG-WOOD,LANA MARIE			12/13/2010		General Practice		Active (Conversion)	
GREEN,BRIDGET DAWN			12/13/2010		General Practice		Active (Conversion)	
GRIFFIN,DANIELLE APRN			5/31/2013		General Practice		Active (Conversion)	
RICE,DONALD T			6/1/2005		General Practice		Confirm Group Member	
TYSER,MICHELLE PA			5/31/2013		General Practice		Active (Conversion)	
WYNN,WANDA PA			5/31/2013		General Practice		Active (Conversion)	

For large groups, use the search option to locate the group member.

➤ Enter information into at least one field and click “Search Associated Providers.”

Partial or Full search using Name and/or NPI. When both fields are used to search, the grid will be filtered by both Name and NPI.

Name

Tax ID

NPI

Search Associated Providers **Clear Search Filter**

You are required to upload a letter with an explanation for EACH provider this is requesting a retro start date over 180 days in the past. Retro dates over 180 days in the past on New and Active Affiliations can only be requested by updating the entire group.

Uploaded Documents

No uploaded documents found.

Browse... No file selected.

Name

Description

Upload file

The entire group application must be resubmitted after making all necessary changes.