


Nebraska Provider Screening and Enrollment

Adding Group Members


The steps below will guide you through a new adding Group Members.

All application must be submitted for review when completed or when a change is made.


Symbols to watch for:




Edit




Required



Add



Key Provider Identifier



Delete

1. A group member must have an active group member profile. See Group Member New Enrollment in Provider Ed & Training Resources.
2. Individual Providers:
 - Log into the correct group account, Update or Continue the Registration, and go to the Individual Providers page by selecting next until you get to the page. If the group is new, converted and not managed in the new portal or due for revalidation see the appropriate Provider Ed & Training Resource.


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	Medical ID
No affiliations found.								



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

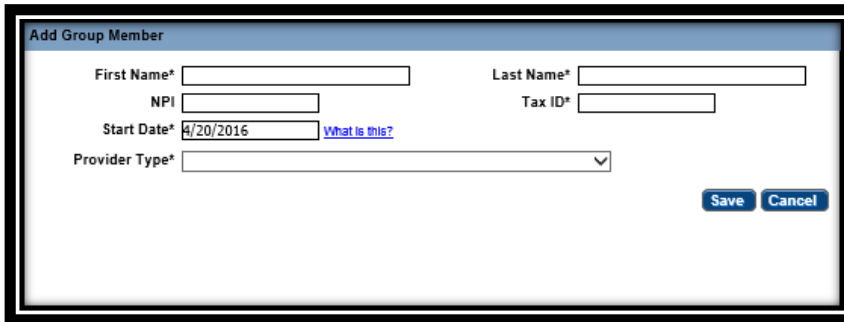
Tax ID

NPI

Search Associated Providers
Clear Search Filter

Affiliation Status Definitions

3. Click **Add** to add group members to this group.
 - The following box will open:



- 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.
 - The requested start date cannot be before the Effective date for the group.
 - Click **Save**.
4. Confirm Group Member if the individual provider has an active group member profile.
 - 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.

Edit Group Member

First Name* [Redacted] Last Name* [Redacted]
 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* [Redacted] 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.
 [Text Area]

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

Is this individual identified on the SAM website as debarred, suspended, proposed for debarment, excluded, or otherwise declared ineligible from receiving Federal Contracts?
 No Yes
 If "YES" a comment is required.
 [Text Area]

Confirm Association
End Association
Close

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

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
[Redacted]	[Redacted]	[Redacted]	12/13/2010		General Practice		Active (Conversion)	[Redacted]
[Redacted]	[Redacted]	[Redacted]	12/13/2010		General Practice		Active (Conversion)	[Redacted]
[Redacted]	[Redacted]	[Redacted]	5/31/2013		General Practice		Active (Conversion)	[Redacted]
[Redacted]	[Redacted]	[Redacted]	6/1/2005		General Practice		Confirm Group Member	[Redacted]
[Redacted]	[Redacted]	[Redacted]	5/31/2013		General Practice		Active (Conversion)	[Redacted]
[Redacted]	[Redacted]	[Redacted]	5/31/2013		General Practice		Active (Conversion)	[Redacted]

5. For large group, 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**

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