

Nebraska Provider Screening and Enrollment

Groups and Individual Group Members

Section One: Group- How to Create a User Account

Section Two: Group- How to Add a Member

Section Three: Individual Group Member- How to Create a User Account/Activate Account

Nebraska Provider Screening and Enrollment

SECTION ONE: How to Create a User Account - Group

To add/remove a group member, you **must first activate the Group Account** associated with the assigned Nebraska Medicaid ID.

The steps below will guide you through the process of creating a User Account which then activates the Group account.

Group Account Activation

1. Click on **Create Account**

Home
Provider Ed & Training Resources
Contact Us
Create Account
Log In

Log In

Please enter your User ID and Password. [Create Account](#) if you don't have an account.

Account Information

User ID

Password

[Forgot Password?](#)

Log In

2. Enter **Tax ID**
3. Select **Tax ID Type**
4. Click **Next**

Home
Provider Ed & Training Resources
Contact Us
Create Account
Log In

Create User Account

Enter Provider Info Create User ID & Password Confirmation

Get started by filling out the form below

Tax ID* * Designates a required field

Tax ID Type* EIN SSN

Next **Cancel**

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- Group Providers must complete the following fields with the same information provided to Nebraska Medicaid:
 - ✓ Group NPI (Assigned to the practice location you are creating user account for)
 - ✓ Group Taxonomy
 - ✓ Zip Code
 - ✓ Zip Code Extension (+4)
 - ✓ Group Medicaid ID (Assigned to the practice location that you are creating the user account for)

Create User Account

Enter Provider Info | Create User ID & Password | Confirmation

Get started by filling out the form below

Tax ID* * Designates a required field

Tax ID Type* EIN SSN

There is an existing provider(s) in the system that uses the Tax ID you have provided. Please supply the additional fields below to authenticate the creation of your User Account.

NPI (if applicable)


Taxonomy Code (if applicable)

Zip Code*

Zip Code Extension*

Medicaid ID*

(* Please enter the exact number provided including leading zeroes.)



- Click **Next**

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7. Complete all required fields (all fields with *symbol are required)
8. Take note of the User ID, Password, and answers to the Security Questions in the case you forget your Password.
9. Click “**Register**”

User ID Requirements:

- > At least one (1) character long
- > At most fifty (50) characters long
- > May contain uppercase letters
- > May contain lowercase letters
- > May contain numbers
- > May contain @ symbol or period symbol

Password Requirements:

- > Between 8 and 10 characters
- > Contain at least one non-alphanumeric character
- > Contain at least one lowercase letter
- > Contain at least one uppercase letter

[Home](#)
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[Contact Us](#)
[Create Account](#)
[Log In](#)


Create User Account

Enter Provider Info **Create User ID & Password** Confirmation


Please enter your contact information

Contact Name* * Designates a required field
Title*
Phone Number*
Extension
Email Address*
Confirm Email*

Create your user id and password

User ID* 
Password*
Confirm Password*

Answer your security question

Security Question* 
Answer*
Security Question*
Answer*

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A confirmation e-mail message will display indicating the account was created successfully.

Create User Account

Enter Provider Info	Create User ID & Password	Confirmation
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Confirmation - Next Steps

Your online account creation was successful.

A confirmation email was sent to the email address used during account creation.


Please refer to the email for instructions on activating your account.

[Return to Home Page](#)

10. Next check the email account used to establish the User Account

11. Activate the User Account by clicking on the link provided in the confirmation email which will take you to the NE PSE Provider web portal.

Official Nebraska Government Website

NEBRASKA DEPARTMENT OF HEALTH & HUMAN SERVICES
Helping People Live Better Lives

Nebraska Provider Data Management System

[Home](#)
[Provider Ed & Training Resources](#)
[Contact Us](#)
[Create Account](#)
[Log In](#)

Log In

Please enter your User ID and Password. [Create Account](#) if you don't have an account.


Account Information

User ID

Password

[Forgot Password?](#)

[Log In](#)



12. Enter the User ID and Password you previously created

13. Click “Log In”

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14. After logging in you will see the Provider Management Home Page for this account

15. Click on the **Provider Name** in the “Converted Not Managed Providers” section to begin managing the group’s registration

Provider Management Home

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

Provider Summary

Tax ID:

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](#)

Converted Not Managed Providers

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Revalidation Date
URGENT CARE CLINIC OF LINCOLN PC	Converted	Professional Clinic (PC)			Urgent Center	68506 - 7561	12/31/9999

Select a converted provider to begin managing its registration.

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SECTION TWO: How to Add a Member - Group

Provider File Page

16. Click on the **Individual Providers** link on the left-hand side of the page

- Provider File
 - Identification
 - Licenses & Classifications
 - Practice Locations
 - Individual Providers** ←
 - Owner Information
 - Substitute W9 Form
 - ACH Authorization
 - Agreements

ADDING A NEW GROUP MEMBER

17. Click the '+' icon to add providers associated with the group

Name	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
Tod Jones	*****1111	1111111111	7/14/2011				Member Profile not Found	

18. Add the required information into the appropriate fields
[Note: Tax ID = Member's SSN]

Add Group Member

First Name* Last Name*

NPI * Tax ID*

Start Date*

19. Click Save

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The image below is an example of what you will see if the Individual providers associated with your Group have not activated their Individual provider User Accounts

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	*****1484		12/13/2010		General Practice		Active (Conversion)	
GREEN,BRIDGET DAWN	*****6963		12/13/2010		General Practice		Active (Conversion)	
GRIFFIN,DANIELLE APRN	*****2361		5/31/2013		General Practice		Active (Conversion)	
RICE,DONALD T	*****8833		6/1/2005		General Practice		Active (Conversion)	
TYSER,MICHELLE PA	*****8041		5/31/2013		General Practice		Active (Conversion)	
WYNN,WANDA PA	*****4741		5/31/2013		General Practice		Active (Conversion)	

[+](#)

Next you will see an example of how to confirm an Individual group member that has activated their User Account.

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The Provider highlighted in yellow is in “Confirm Group Member” status.

Individual Group member profile has been submitted by the group member, reviewed/approved by a MAXIMUS Provider Enrollment Specialist, and has a Nebraska Medicaid ID.

1. Click on the  symbol to complete the confirmation process



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	*****1484		12/13/2010		General Practice		Active (Conversion)	
GREEN,BRIDGET DAWN	*****6963		12/13/2010		General Practice		Active (Conversion)	
GRIFFIN,DANIELLE APRN	*****2361		5/31/2013		General Practice		Active (Conversion)	
RICE,DONALD T	*****8833		6/1/2005		General Practice		Confirm Group Member	
TYSER,MICHELLE PA	*****8041		5/31/2013		General Practice		Active (Conversion)	
WYNN,WANDA PA	*****4741		5/31/2013		General Practice		Active (Conversion)	

2. A confirmation pop up window will appear.

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3. Confirmation Details: Complete all required fields and answer each question

Note: Specialties listed within Confirmation Details section are the specialties associated to the group member, not the specialties that are applicable to the provider type.

4. Click on “Confirm Association” after completing all required fields

Or

Click on “End Association” and enter an End Date to remove the individual group member

Edit Group Member

First Name* DONALD Last Name* RICE
NPI Tax ID*
Start Date* 6/1/2005 [What is this?](#) End Date
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.

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

Is this individual identified on the SAM website as debarred, suspended, proposed for debarment, excluded, disqualified under the nonprocurement common rule, or otherwise declared ineligible from receiving Federal Contracts, >

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Section Three: Individual Group Member - How to Create a User Account

NEW ENROLLMENT

1. Go to the [Nebraska Medicaid Provider Enrollment Web Portal](#)
2. Click on “[Create Account](#)” and follow procedure to complete the account activation process in the document: [How To Set Up A User Account](#)

Official Nebraska Government Website
NEBRASKA DEPARTMENT OF HEALTH & HUMAN SERVICES
Helping People Live Better Lives
DHHS NEBRASKA
Nebraska Provider Data Management System

Home
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Log In

Please enter your User ID and Password. [Create Account](#) if you don't have an account.

Account Information

User ID
Password
[Forgot Password?](#)

3. After creating and logging into your account you will first see your Provider Management Home Page
4. Click on “[Add Group Member Profile](#)”

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.									

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.

5. Complete the Identification, Licenses & Classifications, and Agreements pages
6. Submit Registration

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ENROLLED PROVIDER

1. Go to the [Nebraska Medicaid Provider Enrollment Web Portal](#)
2. Click on “[Create Account](#)” and follow procedure to complete the account activation process in the document: [How To Set Up A User Account](#)

The screenshot shows the login page for the Nebraska Provider Data Management System. At the top, it says "Official Nebraska Government Website" and "NEBRASKA DEPARTMENT OF HEALTH & HUMAN SERVICES" with the tagline "Helping People Live Better Lives". The page title is "Nebraska Provider Data Management System". On the left, there is a navigation menu with links: Home, Provider Ed & Training Resources, Contact Us, Create Account, and Log In. The main content area is titled "Log In" and contains a form for "Account Information" with fields for "User ID" and "Password". Below the fields is a "Forgot Password?" link and a "Log In" button. A note above the form says "Please enter your User ID and Password. [Create Account](#) if you don't have an account."

3. After creating and logging into your account you will first see your Provider Management Home Page

The screenshot shows the "Provider Management Home" page. At the top, it says "Provider Management Home". There are links for "Update My Profile" and "Questions? Contact MAXIMUS Provider Customer Service at 1-844-374-5022". The main content area is titled "Provider Summary" and contains a "Tax ID:" field. Below that, there are three sections: "My Providers", "My Group Member Profiles", and "Converted Not Managed Providers". Each section has a table with columns for Provider, Status, Provider Type, NPI, Medicaid ID, Specialty, Location, Effective Date, Submit Date, and Revalidation Due Date. The "Converted Not Managed Providers" section has a table with one row: RICE, DONALD, T. The name "RICE, DONALD, T" is highlighted in blue, and a purple arrow points to it. Below the table, there is a note: "Select a converted provider to begin managing its registration." There are also buttons for "Add New Provider Location" and "Add Group Member Profile".

Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
RICE, DONALD, T	Converted	Physicians (MD)			General Practice	68506 - 0000			12/31/9999

4. Click on highlighted name in the Converted Not Managed Providers section
5. Complete the Identification, Licenses & Classifications, and Agreements pages
6. Submit Registration