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**

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

Nebraska Provider Screening and Enrollment

5. **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

* Designates a required field

Tax ID* [ ]

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.)

[Next] [Cancel]

6. **Click Next**

Nebraska Provider Screening and Enrollment

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

Create User Account

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

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

Please enter your contact information

*Designates a required field

Contact Name* Jane Doe
Title* Office Manager
Phone Number* (402) 555-5555
Extension
Email Address* provider@email.com
Confirm Email* provider@email.com

Create your user id and password

User ID* janedoe
Password* ●●●●●●●●
Confirm Password* ●●●●●●●●

Answer your security question

Security Question* In what city did you meet your spouse / significant other?
Answer* Lincoln
Security Question* In what city were you born?
Answer* Wahoo

Previous   Register   Cancel

Nebraska Provider Screening and Enrollment

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

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.**

12. **Enter the User ID and Password you previously created**

13. **Click "Log In"**

Nebraska Provider Screening and Enrollment

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.

Nebraska Provider Screening and Enrollment

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			

Individual Providers Associated with Your Group

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

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

Add Group Member

First Name* Tod   Last Name* Jones
NPI 111111111 *   Tax ID* 111111111
Start Date* 7/14/2011

Save   Cancel

19. Click Save

Nebraska Provider Screening and Enrollment

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.

Nebraska Provider Screening and Enrollment

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

<div>Save | Previous | Next</div>

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.**

Nebraska Provider Screening and Enrollment

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**
    <div align="center">Or</div>
    Click on "End Association" and enter an End Date to remove the individual group member

Nebraska Provider Screening and Enrollment

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**

3. After creating and logging into your account you will first see your Provider Management Home Page
4. Click on **"Add Group Member Profile"**

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

Nebraska Provider Screening and Enrollment

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**

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

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