

Nebraska Provider Screening and Enrollment

<https://www.nebraskamedicaidproviderenrollment.com>

Pharmacist Enrolling for COVID19 Vaccine

The steps below will guide you through Enrolling a Pharmacist as an Affiliated Provider with an Existing Pharmacy Provider Agreement

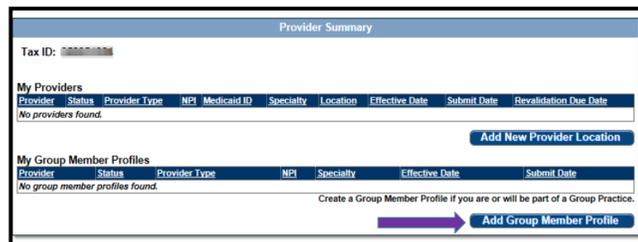
Section 1: Pharmacist Group Member Profile (GMP)

Section 2: Affiliating the Pharmacist to the Pharmacy



Section 1: Pharmacist Group Member Profile (GMP)- Each pharmacist needs a GMP

1. Log into the Pharmacist's Account- All Group Members must have their own Username and Password created using their SSN. See the appropriate Account Creation Instructions if the Pharmacist does not have a Username:
<https://www.nebraskamedicaidproviderenrollment.com/Resources.aspx>
2. Click on **Add Group Member Profile** under "My Group member Profiles"
 - The Tax ID on the top left of the page must be the SSN for pharmacist
 - If the Pharmacist already has a GMP, please proceed to Section 2



3. Complete all Required Fields
 - All information will be specific to this pharmacist. (Provider Type, Specialty, Taxonomy, SSN, Type 1 NPI, Date of Birth)

New Registration

Category* Group Member Profile

Provider Type*

Specialty*

Taxonomy*

First Name*

Middle Initial

Last Name*

Tax ID Type* EIN SSN

Tax ID*

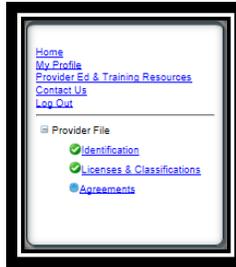
NPI(if applicable)

Gender* Female Male Unknown

Date of Birth*

Save Cancel

- Click **Save**
 1. This will take you to the application
 2. On the Bottom left side of the page you will see a list of all of the pages you need to complete. Each blue bullet point will change to a green checkmark when it is completed



4. Identification:

- Complete the Provider Information section by selecting the **Edit**. The following box will open:

The screenshot shows the 'Identification' form. At the top right are 'Save' and 'Next' buttons. The 'Provider Information' section contains a table with the following data:

Legal Name	DBA	NPI	Tax ID	Provider Type	Effective Date
Jane Doe		1356426092	[Redacted]	Anesthesiologist (ANES)	[Edit icon]

Below this is the 'Primary Contact Information' section, which is currently empty and shows a green plus sign to add information. The 'Uploaded Documents' section is also empty. There is a 'Browse...' button for file selection, followed by input fields for 'Name' and 'Description'. An 'Upload file' button is located below these fields. At the bottom left, it says 'Identification (55784)', and at the bottom right, there are 'Save' and 'Next' buttons. Three orange arrows point to the edit icon in the table, the plus sign in the Primary Contact Information section, and the 'Upload file' button.

- Complete all required fields, and ensure all the information is correct and select **Save**
 1. See the Group Member Provider Management Home Resource if a Key Provider Identifier is incorrect
- Primary Contact Information. On the Identification page, select **Add**. The following box will open:

- Complete all required fields and select **Save**. On the Identification page you will not be required to upload any documents
- Click **Next** to proceed to the next page

5. Licenses & Classifications:

- Enter all necessary the Specialty and Taxonomy combinations
 1. In the **Licenses** section select **Add** to enter license information for this group member. All fields are required. Select **Save**

- If applicable, in the **Miscellaneous** section select **Add** to enter Medicare Enrollment information and Other State Medicaid Enrollment Information

On the Licenses & Classifications page you will not be required to upload any documents, unless you have an Out of State license. You will need to upload a copy of all Out of State licenses

- Click **Next** to proceed to the next page

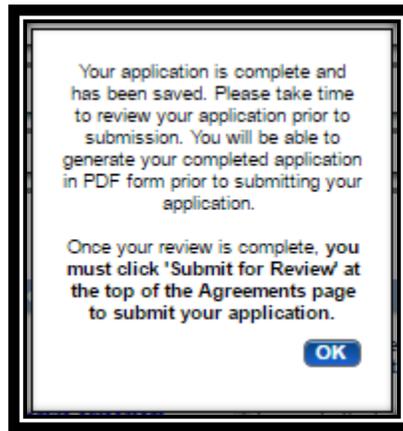
6. Agreements:

- Click on “Click here to view the entire agreement”. A separate tab will show on your web browser that contains each agreement
- Place a checkmark in the “I agree’ or “I attest” box. The check box is only accessible after clicking the web link

- Answer all of the questions on the Agreements page

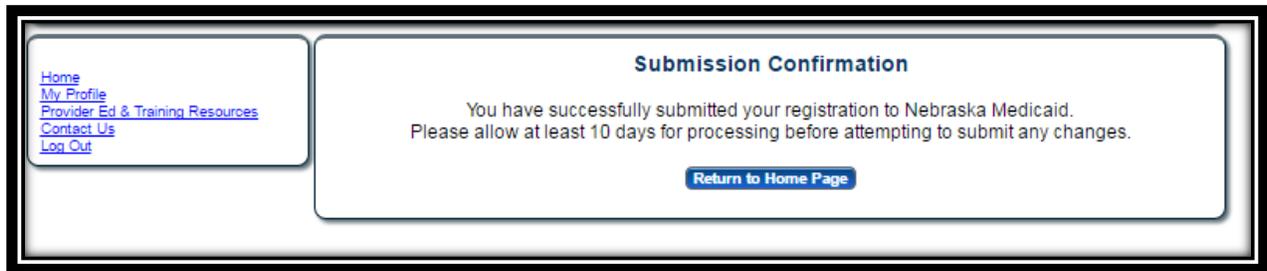
- In the Signature section, enter the characters in the image
- Note: characters are not case sensitive
- Enter the password used to log into the portal and click **Save**

- This message will be displayed when the application is successfully saved:



- Click **OK**
7. Click **“Generate a PDF”** if you wish to save or print a PDF of the application
 8. You **MUST** hit **“Submit for Review”** to successfully complete the application process

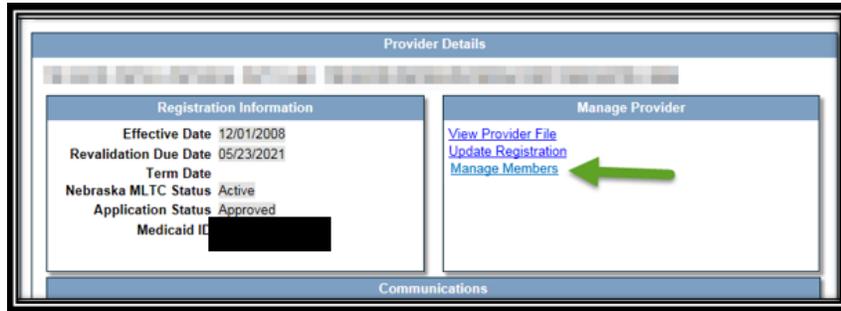
- When finished the following screen will be displayed: Log out when finished



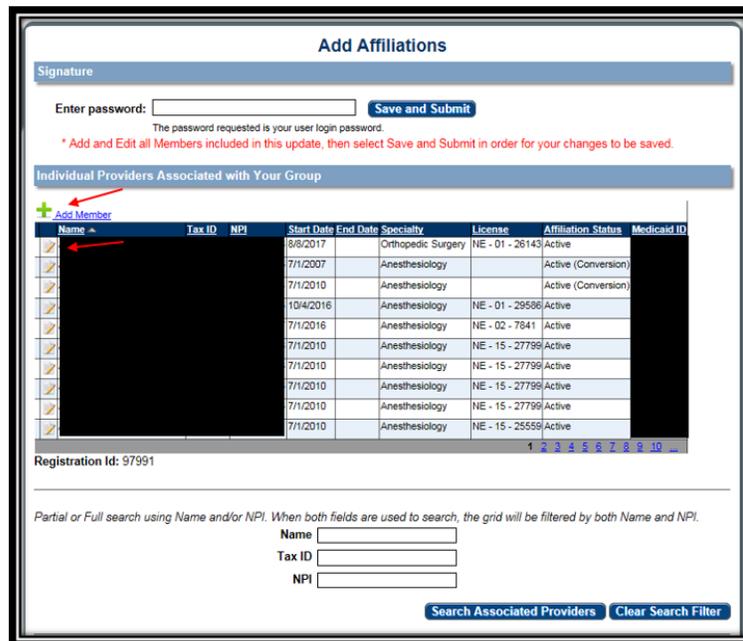
The Group Member Profile must be approved before the Group Member can be confirmed within the group. MAXIMUS usually processes these within 1 business day

Section 2: Affiliating the Pharmacist to the Pharmacy- Once the Pharmacist has an approved GMP he or she can be added to the group

1. Log into the Pharmacy’s User ID
2. Click on ‘Mange Members’ from the Provider Management Home Screen
 - The fastest way to affiliate a pharmacist to the pharmacy location is to use ‘**Manage Members**’
 - If the pharmacy is also due for revalidation, ‘Manage Members’ will not be available. Pharmacy Revalidation instructions are available here:
<https://www.nebraskamedicaidproviderenrollment.com/Resources.aspx>



- ‘Manage Members’ will only be available when the Group Provider is in Maintenance
 - Affiliations with a requested retro date over 180 days **MUST** be completed by selecting ‘Update Registration’ or ‘Begin Revalidation’
 - All changes must be ‘Saved and Submitted’ when they are made through Manage Members. Changes cannot be saved and then submitted at a later time
3. ‘Add Affiliations’ Page- A provider can be confirmed or removed by selecting the Edit Button on the Left or ADD a provider by selecting the ‘Add Member’ (green plus)



- **'ADD Member'** - Enter the Pharmacist information and select 'Search'. The information must match the approved GMP. If there is a matching GMP select the specialty and license, answer the 5 questions and CONFIRM/SAVE. The affiliation status should say 'Group Confirmed' if the provider has been successfully added or updated. Repeat for each Pharmacist

Add Affiliations

Signature

Enter password: **Save and Submit**

The password requested is your user login password.

* Add and Edit all Members included in this update, then select Save and Submit in order for your changes to be saved.

Individual Providers Associated with Your Group

[+ Add Member](#)

Name	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
<p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>NPI <input type="text"/></p> <p>Tax ID <input type="text"/></p> <p>Start Date <input type="text"/> <small>* A Start Date of more than 180 days ago must use the Update Registration option.</small></p> <p>Provider Type <input type="text"/></p> <p>Search Cancel</p>								

Individual Providers Associated with Your Group

[+ Add Member](#)

Name	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
<input type="checkbox"/>					Orthopedic Surgery	NE - D1 - 26143	Active	

First Name

Last Name

NPI

Tax ID

Start Date 8/8/2017 * A Start Date of more than 180 days ago must use the Update Registration option.

End Date

Provider Type Physicians (MD)

Affiliation Status Active

Medicaid ID

Primary Specialty 20 - Orthopedic Surgery

Specialty 2

Specialty 3

License For 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.

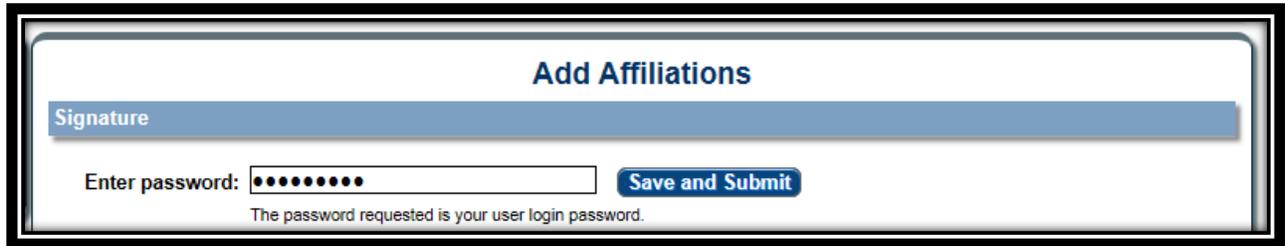
Has the provider ever been sanctioned by Medicare, Nebraska Medicaid, or any state health program?

No Yes

If 'YES' a comment is required.

Update **Cancel**

- **'Save and Submit'** - Once the pharmacy updates their member's information, they will be required to 'Save and Submit'. Changes cannot be saved and then submitted at a later time



The screenshot shows a web form titled "Add Affiliations". At the top, there is a blue bar labeled "Signature". Below this, there is a text input field for a password, preceded by the text "Enter password:". The password field contains eight black dots. To the right of the password field is a blue button with white text that says "Save and Submit". Below the password field, there is a small line of text: "The password requested is your user login password."

The Pharmacist will go through the required screening process. A 'Welcome Email' will be sent when the process is complete