PA PROMIS*e*™

User Manual

PA PROMIS*e*™
Provider Internet ePEAP
User Manual

Library Reference Number: [00000081]

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Revision History

Document Version Number	Revision Date	Revision Page Number(s)	Reason for Revisions	Revisions Completed By
Version 2.0	12/13/04		New document	Larry Usselman
Version 2.1	4/28/06		Periodic regeneration	Larry Usselman
Version 3.0	6/09/06		System documentation	Lisa Kalbaugh
Version 3.1	12/14/06		System documentation	Larry Usselman
Version 3.2	2/1/07		System documentation	Larry Usselman
Version 3.3	2/12/07		System documentation	Larry Usselman
Version 3.4	4/26/07		Regeneration due to CO 10791	Lisa Kalbaugh
Version 3.5	8/28/07		System documentation	Larry Usselman
Version 3.6	2/05/08		Regeneration due to CO 10310	Lisa Kalbaugh/Rich Szivos
Version 3.7	9/23/09		Periodic regeneration	Lisa Kalbaugh
Version 3.8	4/19/11	61-63	Revised Manage Remittance Advice section/Periodic Regeneration	Chris McElheny

Table of Contents

1   Introduction to the ePEAP Internet User Manual

Would you like to request changes to your provider files with PA PROMIS*e*™ through the Internet? If you are currently an enrolled provider with a valid provider ID and service location, and have Internet access, you can request changes to your provider information by accessing ePEAP through PA PROMIS*e*™. PA PROMIS*e*™ interfaces with the electronic Provider Enrollment Automation Project (ePEAP) for "one-stop-shopping." To use this service, you must be a registered user of PA PROMIS*e*™ and have a password.

1.1   Who Is Eligible To Use ePEAP?

All provider types are currently eligible to use ePEAP.

1.2   How to Register for ePEAP

With a valid provider ID and service location, you can register to use ePEAP. The ePEAP application is accessed from the Provider Main Page in PA PROMIS*e*™. Please go to http://promise.dpw.state.pa.us/ to access the PA PROMIS*e*™ main page, and click on the **PROMIS*e* Online** link. The Logon window for the PA PROMIS*e*™ Internet application is displayed below.

1.3   Former MAMIS ePEAP Users

If you had an account already established on the former MAMIS ePEAP system, enter your four-digit PIN from that account in the **Logon ID** field when you first access the PA PROMIS*e*™ Internet site, and click the **Log On** button. PROMIS*e*™ prompts you to change your password.

Subsequent logons must be made with your new password. To access the Provider Main page, you must log on with your new PROMIS*e*™ provider ID, which consists of your nine-digit provider number, plus a four-digit service location.

1.4   Establishing a New Provider User Account

If an account has not yet been established for you, click on the link "Create your user account setup now." The User Registration window below displays.

You will need the following information available to complete your registration:

- Valid provider ID and service location.

- Social Security number or Federal Tax ID (IRS EIN).

- Valid e-mail address.

The User Registration window allows you to request access to the PA PROMIS*e*™ Web site by submitting the necessary information requested in this online form. Read the appropriate disclaimers and fill in the web form with identifying information and e-mail address. If you need more information to complete the required fields, please refer to section 2.1.4 of the *Provider Internet User Manual*.

After completing the User Registration form, click the **Submit Registration** button to submit the form. If all required information is present, proceed to the Statement of Entitlement page (also referred to as the Web Agreement Page) to confirm that you have read and understood the

disclaimer. This page must be signed and submitted before gaining access to the PA PROMIS*e*™ Web application. If you do not sign and submit the agreement, you are logged out of the system and returned to the logon window.

PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

Statement of Entitlement

By entering my full name in the space provided below and transmitting this form electronically, I state, I am the person whom I represent myself to be herein, and I affirm the information within this web application is complete and accurate and made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities. In addition, I acknowledge that misstating my identity or assuming the identity of another person may subject me to misdemeanor or felony criminal penalties for identity theft pursuant to 18 Pa.C.S. §4120 or other sections of the Pennsylvania Crimes Code.

Sign by typing your full name below.

[   ]   Submit

To Accept User Agreement

Step	Action	Response
1	Type your name in the space provided	
2	Click the **Submit** button.	The logon process continues.

To Reject User Agreement

Step	Action	Response
1	Click the **Submit** button without typing your name.	The user is logged out of the system.

1.5   Provider Main Page
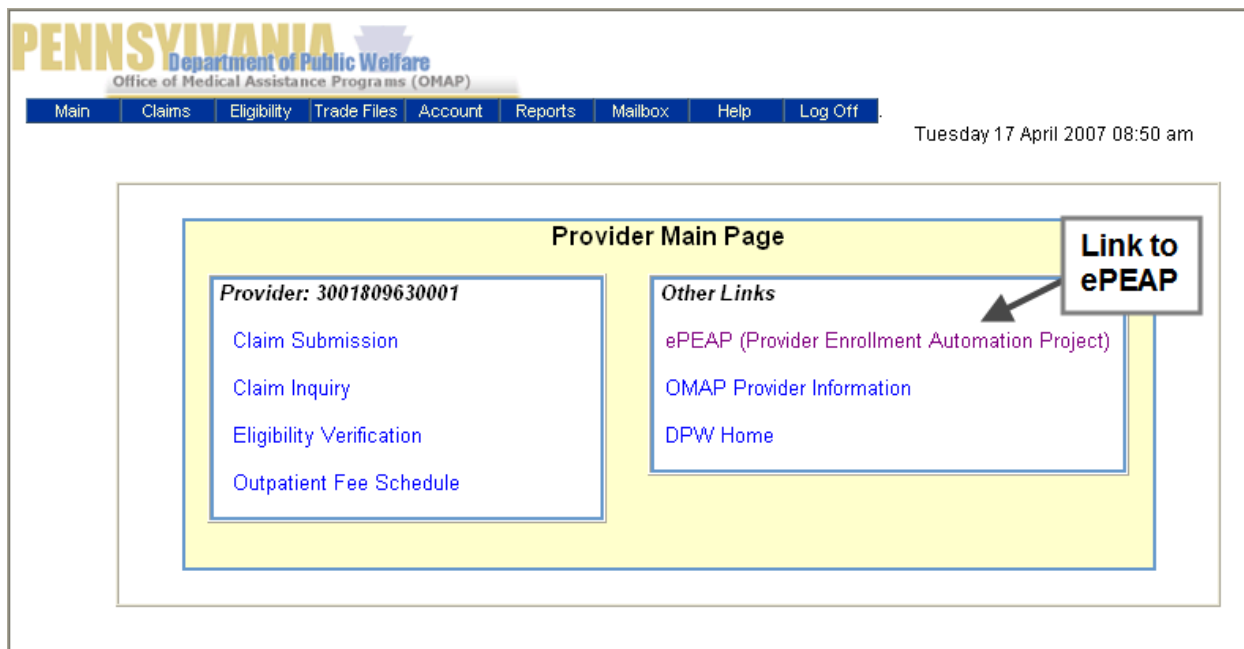
After completing the steps necessary to establish a new provider account, you can access the Provider Main Page of PA PROMIS*e*™. The Provider Main Page window is your home page for the PA PROMISe™ Internet application. It provides links to the online provider services, including ePEAP. To access ePEAP, click on the **ePEAP (Provider Enrollment Automation Project)** link, located in the "Other Links" box.

The **ePEAP (Provider Enrollment Automation Project)** link takes you to the ePEAP Menu, shown below.

Note: You are encouraged to use the Help function within ePEAP, when necessary. Click the **Help** button, located between the ePEAP Menu and Exit buttons, to access this online assistance. Please direct any unresolved questions regarding ePEAP to the Provider Enrollment Unit at 717-772-6140.

1.6   Windows

The PA PROMIS*e*™ Internet ePEAP windows provide you with the ability to electronically maintain your provider information. Documentation for each window in this manual includes:

Window Narrative	Brief description of the window, its purpose, and use.
Layout	Sample image of the window that shows all data fields and controls (buttons, drop-down boxes, etc.).
Field Description Table	Detailed description of each data field and object within the window, including field lengths and data types.
Accessibility and Use Narrative, Step/Action Tables	Description of how the window is accessed, followed by step-by-step instructions to navigate within and between windows and perform basic functions and operations within the window.

Field Edits	Error Messages, Error Codes, and Corrective Actions to fix incorrect/invalid entries or actions. **Note:** Field Edits have been combined and are located in Section 9 of this document.

1.7   Common Window Display

Common to the PROMIS*e*™ ePEAP Internet windows is the label found on the top (header) portion of each ePEAP window. This label displays identifying information for the provider ID used to log into ePEAP:

- Provider Identification Number

- NPI (National Provider Identifier)

  If an NPI number has been entered, but has not yet been validated by DPW, a red "**Pending**" label will display next to the NPI field on all window headers.

- If an NPI number has been entered, a link to view Taxonomy Codes associated with the NPI number is displayed.

- Service Location number and address

- Provider Type

- ePEAP Status (Active or Inactive)

- ePEAP Access (Full or XXXX)

- Link to view all active Specialties associated with the displayed Service Location

Your Provider ID	300276278	DOGOOD MEDICAL ASSOCIATES	Status	Active
NPI	1384654368	(View Taxonomy)	ePEAP Access	Full Access
Service Location	0001	123 E MAIN ST, CAMP HILL, PA 17011-6312		
Provider Type	31	PHYSICIAN		(View Specialties)

This information displays on every ePEAP window. Descriptions for the fields found in the label are listed below. These descriptions are not included with subsequent window information in this manual, and are presented below for reference. If, while logged into the ePEAP application, you notice that this information has changed, please contact DPW for help.
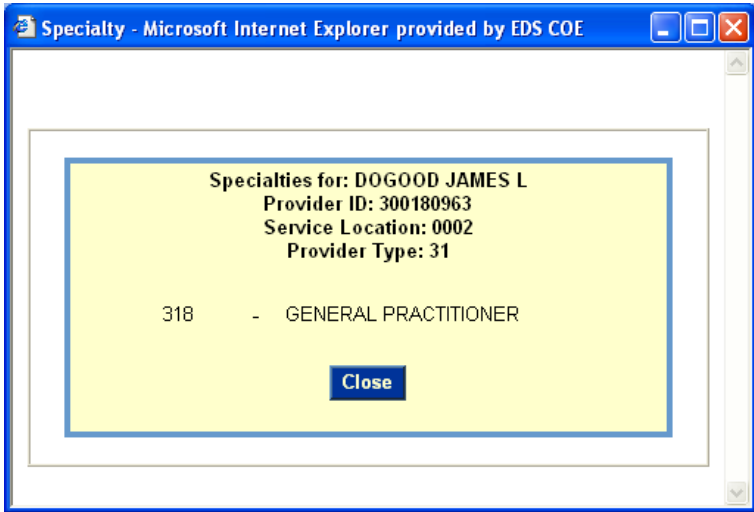
Field Descriptions

Field	Description	Data Type	Length
NPI	National Provider Identifier	Number	10
Provider Type	Provider Type for current service location.	Character	2
Provider Type Description	Unlabelled field following "Provider Type." Describes provider type.	Character	50
Service Location Address	Unlabelled field following "Service Location." Abbreviated address of current provider service location.	Character	78
Service Location	Identifies current provider service location	Character	4
Status	Status of provider service location. Will display "Active" or "Inactive."	Character	8

Field	Description	Data Type	Length
Your Provider ID	Identifies the current provider for this ePEAP session. Uses the number assigned to the provider at the time of enrollment in the MA program.	Number	9
Provider Name	Unlabelled field following "Your Provider ID." Name of the current provider as used on official Commonwealth records.	Character	50
ePEAP Access	Display the level of authority the user has on the ePEAP system.	Character	16
(View Taxonomy)	Opens a window displaying the taxonomy code(s) associated with the NPI.	Hyperlink	0
(View Specialties)	Opens a window displaying the specialty code(s) associated with the provider service location.	Hyperlink	0
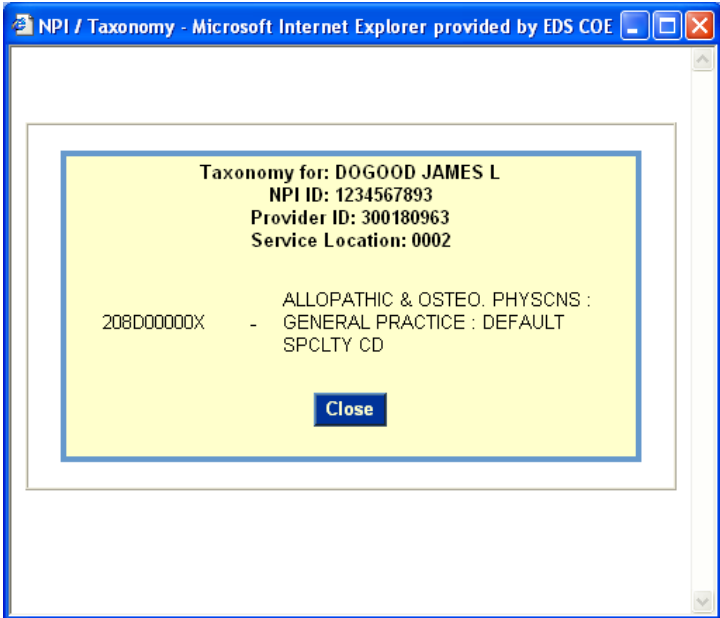
1.7.1 View Specialties

To View Specialties for the Logged-on Provider ID and Service Location

Step	Action	Result
1	Click on the **View Specialties** link in the ePEAP Header.	The following pop-up window opens:

1.7.2 View Taxonomy

To View Taxonomy Codes Associated With the NPI Number

Step	Action	Result
1	Click on the **View Taxonomy** link in the ePEAP Header.	The following pop-up window opens:

2 ePEAP Menu Window

2.1   ePEAP Menu

When you have successfully logged into the Provider Internet Application and accessed the ePEAP Menu, you can access each sub-application, as explained in this section. The following documentation describes how to navigate to the various parts of the ePEAP system.

By clicking on the following links in the **Provider Options** box, the windows described below are accessed:

- Enrollment Information – ePEAP Enrollment Information window
- Recent Requests – ePEAP Recent Requests window
- Terminate MA Enrollment – ePEAP Terminate Medical Assistance Participation window
- Manage Remittance Advice – ePEAP Manage Remittance window.
- Active Service Locations – Active Service Locations window.

By clicking on the following links in the **For Groups Only** box, the windows described below are accessed.

- Verify Provider Membership – ePEAP Verify Provider Membership In My Group window
- View Provider Group Members – Pop-up window listing the provider's group members.

Please note: The **For Groups Only** box is only displayed if you are logged on with a Group Provider ID.

Click the **View Helpful Hints** link to view a printable list of helpful tips.

Layout

Layout (Groups Only)

Accessibility and Use

To access the ePEAP Menu, complete the steps in the step/action table(s).

To Access the ePEAP Menu

Step	Action	Result
1	Access the PA PROMIS*e*™ Provider Internet using the instructions provided in Section 1.5. This application is accessed from the DPW Web site by clicking the **PROMIS*e*™ Online** link.	The Provider Internet application opens. Step-by-step instructions are found in the *Provider Internet User Manual*.
2	Log into the application by entering your **Logon ID** and **Password**, and click the **Log On** button.	The Provider Main Page opens.
3	Click the **ePEAP (Provider Enrollment Automation Project)** link.	The ePEAP Menu opens.

To Access Options

Step	Action	Result
1	Click the Enrollment Information link.	The Enrollment Information window opens.
2	Click the Recent Requests link.	The Recent Requests window opens.
3	Click the Terminate MA Enrollment link.	The Terminate Medical Assistance Participation window opens.
4	Click the Manage Remittance Advice link.	The Manage Remittance Advice window opens.
5	Click the Active Service Locations link.	The Active Service Location window opens.

For Groups Only

Step	Action	Result
1	Select the Verify Provider Membership link.	The Verify Provider Membership In My Group window opens.
2	Select the View Provider Group Members link.	The Provider Group Members pop-up window opens.

To Access Help

Step	Action	Result
1	Select the View Helpful Hints link.	The Helpful Hints for the ePEAP User window opens and displays a list of tips for using the page.

To Exit ePEAP

Step	Action	Result
1	Click the Exit button.	Opens the Provider Main Page.

ePEAP Menu Field Descriptions

Field	Description	Data Type	Length
Enrollment Information	Opens the ePEAP enrollment window.	Hyperlink	0
Exit	Exits ePEAP.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Manage Remittance Advice	Opens the Manage Remittance Advice window.	Hyperlink	0
Active Service Locations	Opens the Active Service Locations window.	Hyperlink	0
Recent Request	Opens the Recent Request window.	Hyperlink	0
Terminate MA Enrollment	Opens the Terminate MA Enrollment window.	Hyperlink	0
Verify Provider Membership	Opens the Provider Membership window.	Hyperlink	0
View Helpful Hints	Displays helpful hints for the ePEAP user.	Hyperlink	0
View Provider Group Members	Displays pop-up window with list of Provider's group members.	Hyperlink	0

3 Using the ePEAP Enrollment Information Options

The ePEAP Enrollment Information link will access the enrollment options of the ePEAP system. The links in the **Request Changes** box of the ePEAP Enrollment Information window are used to access the windows listed below:

- Base Information – Opens the Basic Enrollment Information window.

- Address Information – Opens the Provider Address Information window.

- Fee Assignment Information – Opens the Fee Assignment Information window.

- Manage NPI/Taxonomy – Opens the Manage NPI and Taxonomy Codes window.

These windows are described in this chapter.

Layout

Accessibility and Use

To access the ePEAP Enrollment functions, complete the steps in the following step/action tables.

To Access the ePEAP Enrollment Information Window

Step	Action	Result
1	Select the **ePEAP Menu** link.	The ePEAP Menu window opens.

Step	Action	Result
2	Select the **Enrollment Information** option from the ePEAP Menu.	The Enrollment Information window opens.

To Request Changes to Basic Enrollment Information

Step	Action	Result
1	Select **Base Information**.	The Basic Enrollment Information window opens.

To Request Changes to Provider Address Information

Step	Action	Result
1	Select **Address Information**.	The Provider Address Information window opens.

To Request Changes to Fee Assignment Information

Step	Action	Result
1	Select **Fee Assignment** Information.	The Fee Assignment Information window opens.

To Manage NPI Codes and Associated Taxonomy Codes

Step	Action	Result
1	Select the **Manage NPI/Taxonomy** button.	The Manage NPI and Taxonomy Codes window opens.

To Review and Submit Completed Changes

Step	Action	Result
1	Select the **Review/Submit** button.	The Review Your Changes window opens.

Other Options

Step	Action	Result
1	Click the **ePEAP Menu** button.	Opens the ePEAP Menu window.
2	Click the **Help** button.	Displays the ePEAP Help window
3	Click the **Exit** button.	Opens the PA PROMIS*e*™ Provider Main Page.

Field Descriptions

Field	Description	Data Type	Length
Address Information	Accesses the Provider Address Information window, used to change the Address/Phone/FAX data for the Pay To, Mail To, and Home Office addresses, and to change the provider's email address. **Note:** This window cannot be used to add a new service location.	Hyperlink	0
Base Information	Each enrolled MA provider has basic information that should be kept current. This link accesses the ePEAP Basic Enrollment Information window, used to display and update this information, including medical degrees, licensing, ID numbers, billing, and Medicare participation.	Hyperlink	0
ePEAP Menu	Opens the ePEAP Menu window.	Button	0
Exit	Exits ePEAP and returns to the PA PROMIS*e*™ Provider Main Page.	Button	0
Fee Assignment Information	Accesses these options: Add a Group for Fee Assignment, Manage Fee Assignments.	Hyperlink	0
Help	Opens the Help menu for the current ePEAP window.	Button	0
Manage NPI/Taxonomy	Opens the Manage NPI and Taxonomy Codes window.	Hyperlink	0
Review/Submit	Opens the Review Your Changes window.	Button	0

3.1   ePEAP Basic Enrollment Information (w_epeap_base_info)

The ePEAP Basic Enrollment Information window is used by the provider community to display and update basic provider information. Existing provider information is automatically displayed.

This window is accessed from the PA PROMISe™ Internet Provider Main Page by clicking on the "ePEAP (Provider Enrollment Automation Project)" link in the Other Links section of the window to open the ePEAP Menu. Under Provider Options, click the "Provider Enrollment" link to open the ePEAP Enrollment Information window. Click on the "Base Information" link to open the ePEAP Basic Enrollment Information window.

Layout

Formats for Medicare Indicator Information display:

Medicare Indicator not assigned. Service Location does not have a validated NPI number:

Medicare Indicator Information

An NPI number is required to designate Service Location with a Medicare Indicator.

View Active Service Locations

Medicare Indicator not assigned. Service Location has a validated NPI number:

Medicare Indicator Information

No Medicare Indicator is currently designated for NPI 1234567893.

☐ Assign Association to Service Location 0001.

View Active Service Locations

Medicare Indicator assigned to current Service Location:

Medicare Indicator Information

Medicare Indicator is assigned to Service Location 0001.

☐ Remove Association from Service Location 0001

View Active Service Locations

Medicare Indicator assigned to another Service Location:

Medicare Indicator Information

Medicare Indicator is assigned to Service Location 0002.

☐ Change Association to Service Location 0001.

View Active Service Locations

Accessibility and Use

To process ePEAP Base Information change requests, complete the steps in the following step/action tables.

To Access the ePEAP Basic Enrollment Information Window

Step	Action	Result
1	Sign on to the PA PROMIS*e* ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Base Information** link**.**	The ePEAP Basic Enrollment Information window opens.

To Enter Enrollment Changes

Step	Action	Result
1	To change the **Birth Date**, select new values for the month, day, and year from the corresponding drop-down lists.	The provider's birth date is changed.
2	To change the **Gender**, select a new value from the corresponding drop-down list.	The gender information is changed.
3	To change the **Medical Degree** information, select a new value from the corresponding drop-down list.	The medical degree information is changed.
4	For Service Locations having a validated NPI number, the **Medicare Indicator** may be associated with the Service Location--or removed from it--by clicking on the check box in the Medicare Indicator Information display.	The Medicare Indicator (for Medicare crossover claims) is associated with the current Service Location--or removed from it--as requested. **Note:** Medicare numbers can no longer be updated via ePEAP. Beginning May 23, 2008, NPI numbers will be used to process Medicare carrier crossover claims instead of Medicare numbers.
5	Click the **Continue** button to review any changes.	The Review Your Changes window opens. Click the **Continue To Make Changes** button to return to the Enrollment Information window.

Other Options

Step	Action	Result
1	Click the **Cancel** button to cancel all changes and restore the original information.	The update is cancelled and the Enrollment Information window opens.
2	Click the **Reset** button to reset the information to its original values.	New information is cleared and the original information is restored.
3	Click the **Review/Submit** button to review and submit all changes to the information.	The Review Your Changes window opens.
4	Click the **Enrollment Information** button.	The update is cancelled and the Enrollment Information window opens.
5	Click the **ePEAP Menu** button.	Returns to the ePEAP Menu window.
6	Click the **Help** button.	Describes the fields on the ePEAP window.
7	Click the **Exit** button.	The ePEAP Main window opens.

Field Descriptions

Field	Description	Data Type	Length
ACH	Indicates whether provider service location receives payment electronically. Possible values are "Y" (yes) or "N" (no).	Character	1
Birth Date	Provider's date of birth.	Drop Down List Box	0
Cancel	Cancel transaction; clear contents.	Button	0
Click here	Contact information when a Medicare number needs to be updated.	HyperLink	0
Comment (do not use this box to request changes)	Add relevant supporting information (to justify a request).	Character	200
Continue	Moves to the next logical page or form.	Button	0
DEA	Provider's DEA number indicates the provider is a prescribing physician.	Character	9
Effective Date	Beginning date for a Medicare billing number. Read only as of 2/1/2008.	Date (CCYYMMDD)	8
End Date	Ending date for a Medicare billing number. Read only as of 2/1/2008.	Date (CCYYMMDD)	8
Enrollment Information	Returns to the Enrollment Information window.	Button	0
Exit	Exit ePEAP.	Button	0
Gender	Provider's gender, if an individual, otherwise leave blank.	Drop Down List Box	0

Field	Description	Data Type	Length
Help	Description of the fields on the ePEAP window.	Button	0
Issued By	Authority (state agency) that issued the provider's medical license.	Character	40
License	Practitioners in Pennsylvania must be licensed and currently registered by the appropriate state agency.	Character	10
License End Date	Date license expires.	Date (MM/DD/CCYY)	8
License Start Date	Date this license was first issued, or a renewal date.	Date (MM/DD/CCYY)	8
MA Enroll End Date	Date provider officially terminates enrollment; concludes a period in which the provider is authorized to receive Medicaid payments for services rendered.	Date (MM/DD/CCYY)	8
MA Enroll Start Date	Date the provider officially began as a Medical Assistance provider and became authorized to receive Medicaid payments.	Date (MM/DD/CCYY)	8
Medical Degree	Provider's medical degree.	Drop Down List Box	0
Medicare Indicator Information	Assign, move, or remove Medicare Indicator when current service location has a validated NPI number.	Check Box	0
Medicare Number	Medicare billing number assigned to the provider service location. Read only as of 2/1/2008.	Alphanumeric	10
Medicare Type	Type of Medicare billing number. Possible values are DME, Medicare A, Medicare B and Railroad. Read only as of 2/1/2008.	Drop Down List Box	10
NPI	NPI of the group.	Character	10
New Medicare	Adds a set of Medicare fields in which the user can enter information about a new Medicare number. Fields added are Medicare number, Medicare Type, Effective Date and End Date	Button	0
Provider Name	Unlabelled field following "Your Provider ID". Name of current provider as used on official Commonwealth records.	Character	50
Provider Type	Provider Type for current Service Location.	Character	4
Provider Type Description	Unlabelled field following "Provider Type". Describes provider type.	Character	50

Field	Description	Data Type	Length
Reset	Clears the contents of the form fields on a page.	Button	0
Review/Submit	Reviews the Request Summary and Submit Request document.	Button	0
Service Location	Current provider service location for this ePEAP session.	Character	4
Service Location Address	Unlabelled field following "Service Location". Abbreviated address of current service location	Character	78
Status	Status of provider service location. Will display "Active" or "Inactive"	Character	8
Tape Bill	Provider submits claims via tape.	Character	1
UPIN	Unique Provider Identification Number assigned to each Medicare provider.	Character	6
View Active Service Locations	Displays active service locations for the current Provider ID.	HyperLink	0
View Taxonomy	Opens the w_epeap_view_taxonomy window in a new window.	N/A	0
Your Provider ID	Identifies current provider for this ePEAP session. Uses number assigned to provider at time of enrollment in MA program.	Number	9
ePEAP Access	EPEAP access levels include Read-Only access or Full access. Your access level is always displayed in the upper right corner of an ePEAP page.	Character	16
ePEAP Menu	Returns to the ePEAP Menu window.	Button	0

3.2   ePEAP Provider Address Information (w_epeap_add_info)

The ePEAP Provider Address Information window is available to the provider community, and displays the current Pay-to, Mail-to, Home Office, and Email addresses associated with the user's service location. The window includes "Change" buttons that allow the user to change any of the displayed address information.

This window is accessed from the PA PROMIS*e*™ Internet Provider Main Page by clicking on the "ePEAP (Provider Enrollment Automation Project)" link, which opens the ePEAP Menu. Click the "Enrollment Information" link to open the Enrollment Information window, and then click the "Address Information" link.

Note: This window cannot be used to add a new service location or modify a service location's physical address. To add a new service location or change a service location address, click the "New Service Location Request Form" to download a copy of the form that must be printed, filled-out, and submitted to DPW for approval and processing.

Layout

Accessibility and Use

To access the ePEAP Provider Address Information window and perform address maintenance tasks, complete the steps in the step/action table(s).

To Access the ePEAP Provider Address Information Window:

Step	Action	Result
1	Sign on to the PA PROMIS*e* ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Address Information** link**.**	The ePEAP Provider Address Information window opens.

To Update Provider Address Information

Step	Action	Result
	Select any of the following options:	
1	Click the **(Pay to) Change Address** link.	The Manage Active Addresses window opens.
2	Click the **(Mail to) Change Address** link.	The Manage Active Addresses window opens.
3	Click the **(Home Office) Change Address** link.	The Manage Active Addresses window opens.
4	Click the (**Email) Change Email** link.	The Manage Email Address window opens.
5	Click the **(Pay to) Change Phone/Fax** link.	The Edit Address-Related Information window opens
6	Click the **(Mail to) Change Phone/Fax** link.	The Edit Address-Related Information window opens
7	Click the **(Home Office) Change Phone/Fax** link.	The Edit Address-Related Information window opens.

Other Options

Step	Action	Result
1	Click the **Enrollment Information** button.	Return to the Enrollment Information window.
2	Click the **ePEAP Menu** button.	Return to the ePEAP Menu window.
3	Click the **Help** button.	Describes the fields on the ePEAP window.
4	Click the **Exit** button.	The ePEAP Menu window opens.

Step	Action	Result
5	Click the **Review/Submit** button.	The Review Your Changes window opens.
6	Click the **New Service Location Request Form** link.	A copy of the Pennsylvania Promis*e*™ New Service Location Application is downloaded to the user's computer for printing.

Field Descriptions

Field	Description	Data Type	Length
Change Address	Displays the Manage Active Addresses window.	Button	0
Change Email	Displays the Manage Email window.	Button	0
Change Phone/Fax	Displays the Edit Address window.	Button	0
Enrollment Information	Opens the Enrollment Information window.	Button	0
Exit	Exit ePEAP.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Review/Submit	Opens the Review Your Changes window.	Button	0
ePEAP Menu	Returns the ePEAP user to the ePEAP menu window.	Button	0

3.2.1 ePEAP Manage Active Addresses (w_epeap_man_act_addr)

The ePEAP Manage Active Addresses window displays all addresses assigned to the ePEAP user's Provider ID. It is used to select alternate Pay-to, Mail-to, and Home Office addresses for the user's service location.

This window is accessed from the PA PROMISe™ Internet Provider Main Page by clicking the "ePEAP (Provider Enrollment Automation Project)" link, which opens the ePEAP Menu. Click the "Enrollment Information" link to open the Enrollment Information window, and then click the "Address Information" link to open the Provider Address Information window. Then click the "Change Address" link to open the Manage Active Addresses window.

Layout

Accessibility and Use

To access the Provider Address Information, complete the steps in the step/action table(s).

To Access the Manage Active Addresses Information

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Address Information** link**.**	The ePEAP Provider Address Information window opens.
5	Click the **Manage Active Addresses** link.	The Manage Active Addresses window opens.

To Update Address Related Information

Step	Action	Result
1	Click the **Select** link next to the address to be updated.	The Edit Address Related Information window opens. You can change the phone number, fax number, and/or handicap access status for this address. You may also assign this address to replace the current Pay-to, Mail-to, and/or Home Office Address for your service location.
2	Click the **Add to List** hyperlink.	The Add New Pay-To, Mail-To, and/or Home Office Address window opens. This window is used to specify an address and assign it to replace the current Pay-to, Mail-to, and/or Home Office address for your service location.

Other Options

Step	Action	Result
1	Click the **Address Menu** button	Return to the Provider Address Information window.
2	Click the **ePEAP Menu** button.	Opens the ePEAP Menu window.
3	Click the **Help** button.	Describes the fields on the ePEAP window.
4	Click the **Review/Submit** button.	The Review Your Changes window opens.
5	Click the **Exit** button.	Exits ePEAP and returns to the Provider Main Page of PA PROMIS*e*™.

Field Descriptions

Field	Description	Data Type	Length
Add to List	Links to the "Add Address" window.	Hyperlink	0
Address	Complete address: street, city, state, and ZIP code.	Character	87
Address Menu	Opens the Address Menu window.	Button	0
Assigned to Your Service Location?	Indicates relationship, if any, of this address to the current service location. Possible values are "No" or any combination of "Service Location Address," "Mail to Address," "Pay to Address," and/or "Home Office Address."	Character	50
ePEAP Menu	Opens the ePEAP menu window.	Button	0
Exit	Exits ePEAP.	Button	0
Handicap Access	Values "Yes" or "No" indicate handicap access status.	Character	3
Help	Describes fields on the ePEAP window.	Button	0
Phone/Fax	Phone and fax numbers for the address.	Character	20
Review/Submit	Reviews the request summary and submit request document.	Button	0
Select	Links to the Edit Address window.	Hyperlink	0

3.2.2 ePEAP Add a New Address (w_epeap_new_add)

The ePEAP Add a New Address window is used to specify a new Pay-to, Mail-to, and/or Home Office address for a provider's service location.

This window is accessed from the PA PROMISe™ Internet Provider Main Page by clicking the "ePEAP (Provider Enrollment Automation Project)" link, which opens the ePEAP Menu. Click the "Enrollment Information" link to open the Enrollment Information window, and then click the "Address Information" link to open the Provider Address Information windows. Click the "Change Address" button to open the Manage Active Addresses window. Then click the "Add to List" link.

Note: This window cannot be used to add a new service location or modify a service location's physical address. To add a new service location or change a service location address, click the "New Service Location Request Form" from the Provider Address Information window to download a copy of the form. This form must be printed, filled-out, and submitted to DPW for approval and processing.

Layout

Accessibility and Use

To access the Add a New Address window and perform address maintenance tasks, complete the steps in the following step/action tables.

To Access the Add a New Address Information window

Step	Action	Result
1	Sign on to the PA PROMIS*e* ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.

Step	Action	Result
4	Click the **Address Information** link**.**	The ePEAP Provider Address Information window opens.
5	Click the **Change Address** link.	The Manage Active Addresses window opens.
6	Click the **Add to List** link.	The Add New Pay-To, Mail-To, and/or Home Office Address window opens. This window is used to specify a new address and assign it to replace the current Pay-to, Mail-to, and/or Home Office address for your service location.

To Update Address Information

Step	Action	Result
1	Enter the new information in the **Address** field.	Two lines are provided for the address; one line must be completed at a minimum.
2	Enter the **City.**	
3	Select a **State** from the drop-down list.	
4	Enter the **ZIP Code.**	The first five digits are required; the next four (ZIP+4) are optional.
5	Click the **County** drop-down list and select the Pennsylvania county for this address.	
6	Enter the **Phone Number.**	Include area code and extension if applicable.
7	Enter the **Fax Number.**	Enter the fax number if available.
8	Enter **Yes** or **No** for Handicap Access.	
9	Assign to Current Location nnnn as: **Pay to Address** **Mail to Address** **Home Office Address**	Check all boxes that apply.
10	Click the **Continue** button.	The Review Your Changes window opens.

Other Options

Step	Action	Result
1	Click the **Cancel** button.	The update is cancelled and returns to the Manage Pay-to, Mail-to, and/or Home Office Address window.

Step	Action	Result
2	Click the **Reset** button.	The contents on this page are cleared.
3	Click the **Address Menu** button.	Returns to the Provider Address Information window.
4	Click **ePEAP Menu.**	Returns to the ePEAP Menu window.
5	Click the **Help** button	Describes the fields on the ePEAP window.
6	Click the **Review/Submit** button	The Review Your Changes window opens.
7	Click the **Exit** button.	Returns to the ePEAP Menu window.

Field Descriptions

Field	Description	Data Type	Length
Address	New street address.	Character	60
Address Menu	Returns to the Address Menu window.	Button	0
Cancel	Update is cancelled and the content is cleared.	Button	0
City	New city.	Character	18
Continue	Opens the Review Your Changes window.	Button	0
County	Pennsylvania county where address is located.	Drop-down List Box	0
Exit	Exits ePEAP.	Button	0
Ext	Telephone extension for new address.	Number	4
Fax	Fax number for the specific address code.	Character	10
Handicap Access	Indicates by "Yes" or "No" whether address is handicap accessible.	Radio Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Home Office Address	Assigns this new address as the home office address for current service location.	Check Box	0
Mail to Address	Assign this new address as mail-to address for current service location.	Check Box	0
Pay to Address	Assigns this new address as the pay-to address for current service location.	Check Box	0
Phone	Phone number for the specific address code.	Character	10
Reset	Clears all fields.	Button	0

Field	Description	Data Type	Length
Review/Submit	Opens the Review Your Changes window.	Button	0
State	New state.	Drop-down List Box	0
ZIP Code	New 5-digit ZIP code plus 4-digit suffix.	Character	9
ePEAP Menu	Returns to the ePEAP menu window.	Button	0

3.2.3 ePEAP Edit Addr (w_epeap_edit_addr)

The ePEAP Edit Address-Related Information window is used to modify address-related phone and fax numbers and handicap access status information for the current provider. In addition, the user can assign or unassign this address as the Pay to, Mail to, or Home Office address for the current provider service location.

This window is accessed from the PA PROMISe™ Internet Provider Main Page by clicking the "ePEAP (Provider Enrollment Automation Project)" link, which opens the ePEAP Menu. Click the "Enrollment Information" link to open the Enrollment Information window, and then click the "Address Information" link to open the Provider Address Information windows. Click the "Change Phone/Fax" button to open the Edit Address-Related Information window

Layout

Accessibility and Use

To access the Edit Address-Related Information window and perform address maintenance tasks, complete the steps in the following step/action tables.

To Access the Edit Address-Related Information Window

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Address Information** link**.**	The ePEAP Provider Address Information window opens.
5	Click the **Change Phone/Fax** button.	The Edit Address-Related Information window opens.

To Change Address-Related Information

Step	Action	Result
1	Enter the new information in the **Phone, Ext,** and **Fax** fields.	
2	If the location is handicapped accessible, click **Yes**, otherwise click **No**.	
3	Assign Current Location nnnn as: **Pay to Address** **Mail to Address** **Home Office Address**	Check all boxes that apply. Preselected items cannot be removed; you can only add a function to this service location.
4	Click the **Continue** button.	The Review Your Changes window opens.

Other Options

Step	Action	Result
1	Click the **Cancel** button.	The update is cancelled and returns to the Provider Address Information window.
2	Click the **Reset** button.	The contents on this page are cleared.
3	Click the **Address Menu** button.	Returns to the Provider Address Information window.

Step	Action	Result
4	Click **ePEAP Menu.**	Returns to the ePEAP Menu window.
5	Click the **Help** button.	Describes the fields on the ePEAP window.
6	Click the **Review/Submit** button.	The Review Your Changes window opens.
7	Click the **Exit** button.	Returns to the ePEAP Menu window.

Field Descriptions

Field	Description	Data Type	Length
Address	Selected address. Complete address: street, city, state, and ZIP code.	Character	87
Address Menu	Returns to the Provider Address Information window.	Button	0
Cancel	Cancels the update process.	Button	0
Continue	Continues the update process.	Button	0
Exit	Exits ePEAP.	Button	0
Ext	Phone extension number.	Number	4
Fax	Fax number for the specific address code.	Character	10
Handicap Access	Indicates by "Yes" or "No" whether address is handicapped accessible.	Radio Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Home Office Address	Assigns new address as the Home Office address for current service location.	Check Box	0
Mail to Address	Mail to Address for current service location.	Check Box	0
Pay to Address	Pay to Address for current service location.	Check Box	0
Phone	Phone number for the specific address code.	Character	10
Reset	Resets the form.	Button	0
Review/Submit	Opens the Review Your Changes window.	Button	0
ePEAP Menu	Returns to the ePEAP menu window.	Button	0

3.2.4 ePEAP Manage Email Address (w_epeap_man_email_addr)

The ePEAP Manage Email Address window is used by providers to update the email address to which messages from the Medical Assistance program are sent.

This window is accessed from the PA PROMIS*e*™ Internet Provider Main Page through the ePEAP (Provider Enrollment Automation Project) link, which opens the ePEAP Menu. Click the Enrollment Information link to open the Enrollment Information window, then the Address Information link to open the Provider Address Information window. Click the Manage E-mail Address link to open the Manage E-mail Address window.

Several edits ensure the validity of an email address. If an IP address is given instead of a symbolic name, the system ensures the IP address is valid. For domain names, the system verifies that the domain name is validly composed and contains a proper ending (a three-letter domain or a two-letter country code).

Layout

Accessibility and Use

To access the Manage E-mail Address window and add or update your e-mail address, complete the steps in the following step/action tables.

To Access the Manage E-mail Address

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.

Step	Action	Result
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Address Information** link**.**	The ePEAP Provider Address Information window opens.
5	Click the **Change Email** link.	The Manage E-mail Address window opens.

To Add or Modify E-mail Address:

Step	Action	Result
1	If an existing email address needs to be changed, highlight the existing e-mail address and press the **Delete** key.	Old e-mail address is deleted from the field.
2	Type in your new e-mail address**.**	
3	Click the **Continue** button.	The Review Your Changes window opens.
4	Click the **Continue To Make Changes** button to continue with the change.	A confirmation window opens. Click **Continue** to return to the Enrollment Information window.

Other Options

Step	Action	Result
1	Click the **Cancel** button to cancel the change.	Opens the Provider Address Information window.
2	Click the **Reset** button.	Clears the e-mail field.
3	Click the **Address Menu** button.	Opens the Provider Address Information window.
4	Click **ePEAP Menu.**	Opens the ePEAP Menu window.
5	Click the **Help** button.	Describes the fields on the ePEAP window.
6	Click the **Review/Submit** button.	Opens the Review Your Changes window.
7	Click the **Exit** button.	Opens the ePEAP Menu.

Field Descriptions

Field	Description	Data Type	Length
Address Menu	Opens the Address Menu window.	Button	0
Cancel	Cancels the update process.	Button	0
Continue	Opens the Review Your Changes window.	Button	0
Exit	Exits ePEAP.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Reset	Resets the form.	Button	0
Review/Submit	Opens the Review Your Changes window.	Button	0
Your e-mail address for messages from the Medical Assistance Program:	Provider's legal entity e-mail address.	Character	70
ePEAP Menu	Returns the ePEAP user to the ePEAP menu window.	Button	0

3.3 ePEAP Fee Assignment Information (w_epeap_fee_assign_info)

The ePEAP Fee Assignment Information window contains a menu of maintenance options for providers to use to manage fee assignment. From this window, the following options can be selected:

- Add a Group for Fee Assignment
- Manage Fee Assignments

This window is accessed from the PA PROMISe™ Internet Provider Main Page through the ePEAP (Provider Enrollment Automation Project) link, which opens the ePEAP Menu. Click the Enrollment Information link to open the Enrollment Information window, and then click the Fee Assignment Information link to open the Fee Assignment Information window.

Layout

Accessibility and Use

To access the ePEAP Fee Assignment Information window and update fee assignment information, complete the steps in the following step/action tables.

To Access the ePEAP Fee Assignment Information window

Step	Action	Result
1	Sign on to the PA PROMIS*e* ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Fee Assignment Information** link**.**	The ePEAP Fee Assignment Information window opens.

To Update Fee Assignment Information

Step	Action	Result
1	To add a fee assignment to a group, click the **Add a Group for Fee Assignment** link.	The Add a Group for Fee Assignment window opens.
2	To edit fee assignment information already assigned to a group, click the **Manage Fee Assignment** link.	The Fee Assignments window opens.

Other Options

Step	Action	Result
1	Click the **Enrollment Information** button.	Opens the Enrollment Information window.
2	Click the **ePEAP Menu** button.	Opens the ePEAP Menu.
3	Click the **Help** button.	Describes the fields on the ePEAP window.
4	Click the **Review/Submit** button.	Opens the Review Your Changes window.
5	Click the **Exit** button.	Opens the PA PROMIS*e*™ Provider Main Page.

Field Descriptions

Field	Description	Data Type	Length
Add a Group for Fee Assignment	Opens the ePEAP Add a Group for Fee Assignment window, used to add fee assignments for the current provider service location.	Hyperlink	0
Enrollment Information	Opens the Enrollment Information window.	Button	0
Exit	Exits ePEAP.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Manage Assignment Info	Removes a group to end the fee assignment.	Hyperlink	0
Review/Submit	Opens the Review Your Changes window.	Button	0
ePEAP Menu	Opens the ePEAP Menu window.	Button	0

3.3.1 ePEAP Add a Group for Fee Assignment (w_epeap_grp_fee_assign)

The ePEAP Add a Group for Fee Assignment window is used by providers to add fee assignments for the current provider service location.

This window is accessed from the PA PROMISe™ Internet Provider Main Page through the ePEAP (Provider Enrollment Automation Project) link, which opens the ePEAP Menu. Click the

Enrollment Information link to open the Enrollment Information window, then the Fee Assignment Information link to open the Fee Assignment Information window. Click the Add a Group for Fee Assignment link to display the Add a Group for Fee Assignment window.

Layout

The following error message is displayed if there is a conflict between your provider type and specialty and the group being added for fee assignment. If this happens, and it is not a data entry error, please send an email to **promise@state.pa.us** with the subject line: "Enrollment - Fee Assignment," detailing the assignment you are trying to complete.

Accessibility and Use

To access the ePEAP Add a Group for Fee Assignment window and add a group, complete the steps in the following step/action tables.

To Access the Add A Group for Fee Assignment Window

Step	Action	Result
1	Sign on to the PA PROMIS*e* ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Fee Assignment Information** link**.**	The ePEAP Fee Assignment Information window opens.
5	Click the **Add A Group For Fee Assignment** link.	The ePEAP Add A Group For Fee Assignment window opens.

To Add a Group for Fee Assignment Information

Step	Action	Result
1	Enter the provider ID number of the group being added in the **Provider ID of Group** field.	
2	Enter the service location number of the group being added in the **Service Location of Group** field.	
3	Click the **Continue** button	The Review Your Changes window opens. Click **Continue** to return to the Enrollment Information window

Other Options

Step	Action	Result
1	Click the **Fee Assignment Menu** button.	Opens the Fee Assignment Menu window.
2	Click the **ePEAP Menu** button	Opens the ePEAP Menu window.
3	Click the **Help** button	Describes the fields on the ePEAP window.
4	Click the **Review/Submit** button	The request summary is reviewed and submitted.
5	Click the **Exit** button.	Opens the PA PROMIS*e*™ Provider Main Page.

Field Descriptions

Field	Description	Data Type	Length
Continue	Moves to the next logical page or form.	Button	0
Exit	Exit ePEAP	Button	0
Fee Assign Menu	Returns the ePEAP user to the Fee Assignment window.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Provider ID of Group	Provider identification number of the group.	Number	9
Review/Submit	Opens the Review Your Changes window.	Button	0
Service Location of Group	Service location of the group.	Character	4
ePEAP Menu	Returns the ePEAP user to the ePEAP menu window.	Button	0

3.3.2 ePEAP Manage Fee Assignments (w_epeap_add_grp_fee)

The ePEAP Manage Fee Assignments window lists the fee assignments for the current provider service location, and selects fee assignments to be terminated.

This window is accessed from the PA PROMISe™ Internet Provider Main Page through the ePEAP (Provider Enrollment Automation Project) link, which opens the ePEAP Menu. Click the Enrollment Information link to open the Enrollment Information window, then the Fee Assignment Information link to open the Fee Assignment Information window. Click the Manage Fee Assignments link to display the window.

Layout (Initial)

Layout (After Selection)

Accessibility and Use

To access the ePEAP Manage Fee Assignment window and terminate an active fee assignment, complete the steps in the step/action table(s).

To Access the Manage Fee Assignment Window

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Fee Assignment Information** link**.**	The ePEAP Fee Assignment Information window opens.
5	Click the **Manage Fee Assignments** link.	The ePEAP Manage Fee Assignments window opens.

Terminate a Fee Assignment

Step	Action	Result
1	Click the **Select** link next to the fee assignment to be terminated from the list in the Active Groups box.	The window expands to include fields in which this information can be edited.
2	Highlight the **Fee Assignment** you wish to terminate.	
3	Select the **End Date** on which to terminate the fee assignment.	The End Date is displayed.
4	Click the **Continue** button.	The Review Your Changes window opens. Click **Continue** to return to the Enrollment Information window.

Other Options

Step	Action	Result
1	Click the **Fee Assignment Menu** button.	Return to the Fee Assignment Menu window.
2	Click the **ePEAP Menu** button.	Return to the ePEAP Menu window.
3	Click the **Help** button.	Describes the fields on the ePEAP window.
4	Click the **Review/Submit** button.	Opens the Review Your Changes window.

Step	Action	Result
5	Click the **Exit** button.	The ePEAP Main window opens.

Field Descriptions

Field	Description	Data Type	Length
Begin Date	Date when current provider service location began fee assignment to the group.	Date (CCYYMMDD)	8
End Date	Date when current provider service location will end fee assignment to the group.	Date (CCYYMMDD)	8
Exit	Exits ePEAP.	Button	0
Fee Assign Menu	Opens the Fee Assignment window.	Button	0
Group ID	Provider ID number of the group.	Number	9
Group Name	Actives a provider group name.	Character	50
Help	Describes the fields on the ePEAP window.	Button	0
Review/Submit	Opens the Review Your Changes window.	Button	0
Svc Loc	Service location of the group.	Character	4
ePEAP Menu	Opens the ePEAP menu window.	Button	0

3.4   ePEAP Manage NPI Taxonomy (w_epeap_manage_npi_taxonomy)

The ePEAP Manage NPI Taxonomy window is used to capture a provider's NPI number and associated taxonomy codes.

If the NPI is not currently on file, the NPI field will appear blank and be available for data entry. If the NPI is on file, the NPI field will display the value and will be read-only.

All potentially valid taxonomy codes and descriptions for the provider will appear below the NPI field with a corresponding checkbox. Taxonomy codes that are already associated with the NPI and are active will be checked. To check the valid combinations of provider type/specialty to taxonomy codes, see the Provider Type and Specialty to Taxonomy Crosswalk on the DPW website.

This window can be accessed from the PA PROMISe™ Internet Provider Main Page and select ePEAP (Provider Enrollment Automation Project). From here, select Enrollment Information and then Manage NPI/Taxonomy Codes.

This window is accessible by the provider community.

Layout

Error Messages:

- **The number entered is not a valid NPI number. Please verify and re-enter.**

  The above error message is displayed if the NPI number you entered is invalid (this would occur if the number was keyed in error):

- **The entered NPI# cannot be associated with the service location to which you are logged in. Please refer to your ePEAP Manual for handling.**

  The above error message is displayed if there is a conflict between the 13-digit Provider ID number to which you are logged in and the NPI number you are entering. If you receive this

message, please contact Provider Enrollment at **PROMISe@state.pa.us**, with a subject line of "NPI registration problem." In your email, please include the error message text and number, details about the entry, as well as a contact name and phone number.

- **The NPI/taxonomy/zip code combination is already being used.**

   The same NPI/taxonomy/nine-digit ZIP Code combination can only be associated with one service location. The above error message will be displayed if you attempt to associate this same combination with another service location. If you receive this error message, please contact Provider Enrollment at **PROMISe@state.pa.us**, with a subject line of "NPI registration problem." In your email, please include the error message text and number, details about the entry, as well as a contact name and phone number.

Accessibility and Use

To access the ePEAP Manage NPI and Taxonomy Codes window, complete the steps in the step/action table(s).

To Access the Manage NPI and Taxonomy Codes Window

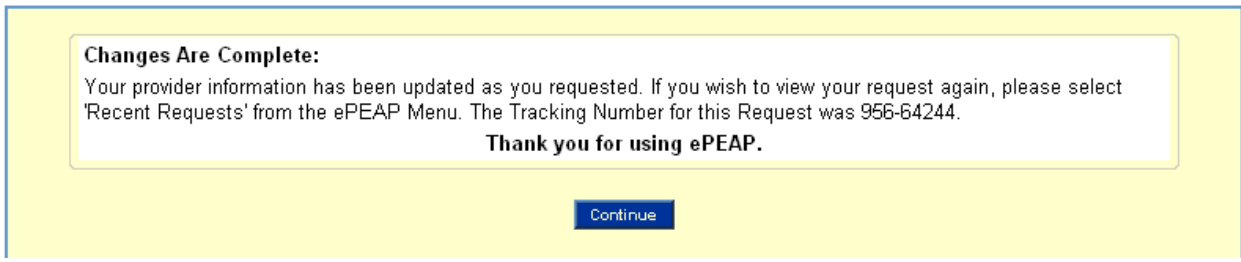| Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Enrollment Information** option.	The ePEAP Enrollment Information window opens.
4	Click the **Manage NPI / Taxonomy** link.	The ePEAP Manage NPI and Taxonomy Codes window opens.

To Add an NPI (National Provider Identifier Code

(Available only if an NPI Code has not been previously associated with a provider and service location combination.) Once you have associated an NPI number with your Provider ID and Service Location, it cannot be updated or removed via ePEAP. Instead, you must mail a written request to DPW, with supporting documentation, for review.

Step	Action	Result
1	Enter a valid NPI number in the Manage NPI and Taxonomy Codes window: (**Note**: If an NPI number has already been added, the NPI field will be read-only and not accessible.)	
2	Click the applicable check box (es) to select one or more taxonomy codes. This window will only display the taxonomies valid for the registered Provider Type and Specialty combination. If the taxonomy related to your provider type/specialty does not appear, contact Provider Enrollment via email at **PROMISe@state.pa.us**, with a subject line "Taxonomy Discrepancy," to verify the provider type and specialty codes associated with this service location.	
3	Click the **Continue** button**.**	The Review Your Changes window opens.
4	Review the entered information. If ready to process, click **Submit Changes**.	The Contact Information window opens.
5	Complete the requested contact information fields. (Name, Phone, and E-Mail are required fields.) Click **Submit**.	The following confirmation window is displayed:

Step	Action	Result
6	As noted in the window above, forward a copy of your NPI assignment documentation to the listed address, and include a printout of the page showing your Provider ID, Service Location, and NPI number. This information is required to validate your NPI assignment. If documentation is not received, claims may be rejected.	
7	Click the **Continue** button.	The ePEAP Main Menu window opens.
Note: Until the NPI number is validated by DPW, a red "**Pending**" label will display next to the NPI field on all window headers.		

To Add or Change Taxonomy Codes

Step	Action	Result
1	Click the **Manage NPI / Taxonomy** link**.**	The ePEAP Manage NPI and Taxonomy Codes window opens.
2	Select new taxonomy code(s) to be added by clicking the check box(es) next to the code. Remove existing taxonomy codes by clicking the check box(es) next to the code to remove the check mark. This window will only display the taxonomies valid for the registered Provider Type and Specialty combination.	
3	Click the **Continue** button**.**	The Review Your Changes window opens.
4	Review the entered information. If ready to process, click **Submit Changes**.	The Contact Information window opens.
5	Complete the requested contact information fields. (Name, Phone, and E-Mail are required fields.) Click **Submit**.	The following Changes are Complete window is displayed:

<div style="border:1px solid #000; background:#ffffcc; padding:10px;">

Changes Are Complete:

Your provider information has been updated as you requested. If you wish to view your request again, please select 'Recent Requests' from the ePEAP Menu. The Tracking Number for this Request was 956-64244.

Thank you for using ePEAP.

[Continue]

</div>

Step	Action	Result
3	Click the **Continue** button**.**	The ePEAP Main Menu window opens.

Other Options

Step	Action	Result
1	Click the **Enrollment Information** button.	Return to the Enrollment Information window.
2	Click the **ePEAP Menu** button.	Return to the ePEAP Menu window.
3	Click the **Help** button.	Describes the fields on the ePEAP window.
4	Click the **Exit** button.	The ePEAP Main window opens.
5	Click the **Cancel** button.	Cancels all entries/changes and returns to the Enrollment Information window.

Step	Action	Result
6	Click the **Reset** button.	Cancels all entries/changes but leaves the Manage NPI and Taxonomy Codes window open.

Field Descriptions

Field	Description	Data Type	Length
Cancel	End manage NPI Taxonomy request.	Button	0
Continue	Moves to the next logical page or form.	Button	0
NPI	Text entry field for the service location NPI. Read only if already on file in PROMISe.	Character	10
Reset	Restores the page to initial values.	Character	2000
Taxonomy Code	Unlabelled field. New instance for each active taxonomy code on file.	Character	10
Taxonomy Code Selector	Unlabelled field. New instance for each active taxonomy on file.	N/A	0
Taxonomy Description	Unlabelled field. New instance for each active taxonomy on file.	Character	50

3.5   ePEAP Review Changes (w_epeap_review_changes)

The ePEAP Review Changes window is used to review and submit data update requests that were entered during the current ePEAP session.

This window can be accessed from the PA PROMIS*e*™ Internet Provider Main Page by selecting ePEAP (Provider Enrollment Automation Project). From here, select Enrollment Information and then click the **Review/Submi**t button. In addition, this window is automatically displayed each time the user makes a valid change and clicks the **Continue** button on any other ePEAP window.

Layout

After reviewing and clicking the **Submit Changes** button, the following window will display:

Review Your Changes

Contact Information
This information may be used to contact you about this request. This information will not be used for any other purpose.

Name *
Phone * ( ) -
Fax ( ) -
E-mail *

Submit   Cancel   Reset

* = Required

After completing the Contact Information and clicking the **Submit** button, the following window will display.

Your Provider ID	300180963 DOGOOD JAMES L	Status	Active
NPI	1234567893 (View Taxonomy)	ePEAP Access	Full Access
Service Location	0001 123 HOPE RD, HARRISBURG, PA 17011-		
Provider Type	31 PHYSICIAN		(View Specialties)

Changes Are Complete:
Your provider information has been updated as you requested. If you wish to view your request again, please select 'Recent Requests' from the ePEAP Menu. The Tracking Number for this Request was 1321-64401.

Thank you for using ePEAP.

Continue

ePEAP Menu   Help   Exit

The following message is displayed if your request cannot be updated immediately. DPW will review and process the request manually.

> Your request has been submitted to DPW for review. View request status at Recent Requests on the ePEAP Menu.
>
> Tracking Number: 771-64145
>
> **Continue**
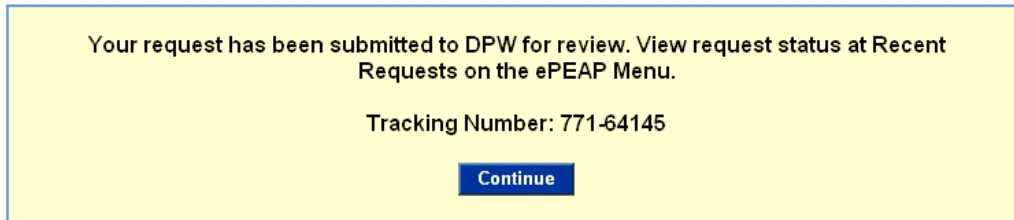
Accessibility and Use

To access the ePEAP Review Your Changes window and review, approve, and submit your changes, complete the steps in the following step/action tables.

To Access the Review Your Changes Window

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select and process one of the Menu options to change provider information. After requesting and submitting changes, this window will open.	The Review Your Changes Window opens.

To Review, Approve, and Submit Your Changes

Step	Action	Result
1	Review the displayed information for accuracy.	
2	If displayed information is correct and no other changes are required, click the **Submit Changes** button.	The Contact Information window is displayed.
3	If additional changes are required, click the **Continue to Make Changes** button.	The previous maintenance window will be displayed.
4	To cancel all entered changes, click the **Cancel** button.	The message "This request has been cancelled" is displayed.

To Enter Contact Information

Step	Action	Result
1	Enter the following information in the Contact Information window: • Name (required) • Phone (required) • Fax • E-mail (required)	
2	If the displayed information is correct, click the **Submit** button.	The message "Changes Are Complete" is displayed.
3	To clear the entered information, click the **Reset** button.	
4	To cancel the requested changes, click the **Cancel** button.	The previous maintenance window is displayed.

Field Descriptions

Field	Description	Data Type	Length
Cancel	Cancels the update process.	Button	0
Cancel All Changes	Cancels all entered ePEAP change requests.	Button	0
Continue	Continues the update process.	Button	0
Continue to Make Changes	Continues the ePEAP update process.	Button	0
Email	The email address of the contact person for the ePEAP change request.	Character	35
Exit	Exits ePEAP.	Button	0
Fax	The fax number of the contact person for the ePEAP change request.	Character	10
Help	Describes the fields on the ePEAP window.	Button	0
Name	The name of the contact person for the ePEAP change request	Character	35
Phone	The phone number of the contact person for the ePEAP change request.	Character	10
Reset	Resets the form.	Button	0
Submit Changes	Submits all entered ePEAP change requests.	Button	0
ePEAP Menu	Navigates to the ePEAP Menu Window.	Button	0

4 Recent Requests

The ePEAP Recent Request window is used to track a provider's open requests in the ePEAP system. The details of individual requests can be viewed, open requests can be cancelled, and messages can be sent to DPW requesting information regarding the status of a request.

This window can be accessed from the PA PROMIS*e*™ Internet Provider Main Page and then select ePEAP (Provider Enrollment Automation Project). From here, select Recent Requests to display the Recent Requests window.

Layout

The following window is displayed after selecting a request and clicking "View."

Your Provider ID	300180963	DOGOOD JAMES L		Status	Active
NPI	1234567893 (View Taxonomy)			ePEAP Access	Full Access
Service Location	0001	123 HOPE RD, HARRISBURG, PA 17011-			
Provider Type	31	PHYSICIAN			(View Specialties)

Recent Requests

Options		Tracking #	Submit Date	Status
View	Contact	636-64096	9/28/2005 3:08:30 PM	In-Process
View	Contact	637-64097	10/3/2005 3:39:47 PM	In-Process
View	Contact	639-64098	10/7/2005 8:36:02 AM	In-Process
View	Contact	771-64145	4/24/2006 4:06:50 PM	In-Process
View		921-64230	11/20/2006 3:35:46 PM	Complete
View		922-64231	11/20/2006 3:42:17 PM	Complete
View		923-64232	11/20/2006 3:43:37 PM	Complete
View		947-64240	11/21/2006 1:16:51 PM	Complete
View		949-64241	11/21/2006 1:19:36 PM	Complete
View		954-64243	11/21/2006 2:30:20 PM	Complete
View		956-64244	11/21/2006 2:48:45 PM	Complete
View		1027-64288	12/8/2006 11:08:34 AM	Complete
View		1073-64307	1/19/2007 9:20:09 AM	Complete
View	Cancel Contact	1074-64308	1/19/2007 9:25:31 AM	Received
View		1089-64323	1/23/2007 11:21:45 AM	Complete
View		1090-64324	1/24/2007 8:27:18 AM	Complete
View		1091-64325	1/24/2007 8:40:50 AM	Complete

About this Request:		Date Closed	01/24/2007 at 8:40 AM
		Tracking Number	1091-64325
Contact Information:			
Name	Mortimer Snerd	Phone	717-222-0001
E-mail	mort@dogood.com	Fax	

Changes Requested

For Provider ID 300180963, DOGOOD JAMES L

Service Location 0001

Change Address   234 NEW HAVEN RD, CAMP HILL, PA 17011

	Current	Requested
Phone	717-975-9876	717-975-1234
Phone Ext		567

ePEAP Menu   Help   Exit

Accessibility and Use

To access the ePEAP Recent Requests window and view, cancel or submit a message to DPW, complete the steps in the following step/action tables.

To Access the ePEAP Recent Request window

Step	Action	Result
1	Select **Recent Requests** from the ePEAP Menu.	The Recent Requests window opens.

View Recent Requests

Step	Action	Result
1	Click the **View** link next to the request to view.	The request you selected will be displayed below the request list.

Contact DPW

Step	Action	Result
1	To contact DPW regarding the status of an In-Process request, click the **Contact** link.	The Contact DPW message form opens.
2	Type the message in the Message field.	
3	To clear any entered text, click the **Clear Message** button.	The entered text is erased.
4	To send the message to DPW, click the **Send Message** button.	The message is forwarded to DPW for review.

Cancel Requests

Step	Action	Result
1	Click the **Cancel** link next to the request to be cancelled.	The request you selected will be cancelled.

Other Options

Step	Action	Result
1	Click the **ePEAP Menu** button.	Opens the ePEAP Menu.
2	Click the **Help** button.	Describes the fields on the Recent Requests window.
3	Click the **Exit** button.	Opens the PA PROMIS*e*™ Provider Main Page.

Field Descriptions

Field	Description	Data Type	Length
Cancel	Cancels the selected request.	Hyperlink	0
Contact	Displays a message area at bottom of window. Through message area, user may submit a message to DPW regarding the selected request.	Hyperlink	0
Exit	Exit ePEAP.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Options	Options available for request.	Character	4
Status (Recent Rqst)	Identifies the current status of a request. A request may have the status of Received, In-Process, Complete, Rejected, or Withdrawn.	Character	10

Field	Description	Data Type	Length
Submit Date	Date request was submitted.	Date (CCYYMMDD)	8
Tracking #	Identifies requests submitted through ePEAP; displays as a link to a request document.	Character	10
View	Displays selected request at bottom of window.	Hyperlink	0
ePEAP Menu	Opens the ePEAP menu window.	Button	0

5 Terminate MA Enrollment

You can use the ePEAP Terminate Medical Assistance Participation window to end your Medical Assistance participation at a service location. This window is accessed by clicking the **Terminate MA Enrollment** link in the ePEAP Menu.

Layout

Accessibility and Use

To access the ePEAP Terminate Medical Assistance Participation window and terminate your participation as a MA provider at this service location, complete the steps in the following step/action tables.

To Access the ePEAP Terminate Medical Assistance Participation Window

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Terminate MA Enrollment** option.	The ePEAP Terminate Medical Assistance Participation window opens.

To Terminate Your Participation as a MA Provider at this Service Location

Step	Action	Result
1	Select an **Effective End Date** (month, day, and year) from the drop-down box.	
2	Click the **Continue** button.	The Review Your Changes window opens to verify your request.
3	Click the **Cancel** button.	This enrollment termination process will be ended and will not complete.
4	Click the **Continue To Make Changes** button to make additional changes.	Opens the ePEAP Menu.
5	Click the **Cancel All Changes** button to cancel all changes.	The message "This request has been cancelled" is displayed. Click the **Continue** button to return to the ePEAP menu window.
6	Click the **Submit Changes** button to submit the changes.	Request for MA enrollment termination is submitted.

Other Options

Step	Action	Result
1	Click the **ePEAP Menu** button.	Opens the ePEAP Menu window.
2	Click the **Help** button.	Describes the fields on the Recent Requests window.
3	Click the **Exit** button.	Opens the PA PROMIS*e*™ Provider Main Page.

Field Descriptions

Field	Description	Data Type	Length
Cancel	End termination request.	Button	0
Continue	Opens the Review Your Changes window.	Button	0
Effective End Date	Date provider officially terminates enrollment as a Medical Assistance provider.	Drop-down List Box	14
Exit	Exit ePEAP.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
ePEAP Menu	Returns the user to the ePEAP menu window.	Button	0
Provider ID	Nine-digit provider number.	Character	9
Service Location	Four-digit service location number.	Character	4

6 Manage Remittance Advice

The Manage Remittance Advice window is used by providers to suppress or reinstate mail delivery of paper Remittance Advices (RAs).

This window is accessed by clicking the **Manage Remittance Advice** link in the ePEAP Menu.
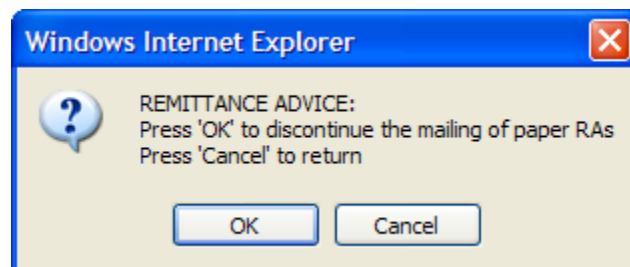
Layout (Manage Remittance Advice Only)

Confirmation Window – Remittance Advice

Accessibility and Use

To access the ePEAP Manage Remittance Advice window and manage the delivery of Medical Assistance Remittance Advices, complete the steps in the following step/action tables.

To Access the ePEAP Manage Remittance Advice Window

Step	Action	Result
1	Sign on to the PA PROMIS*e* ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Manage Remittance Advice** option.	The ePEAP Manage Remittance Advice window opens.

To Discontinue Delivery of Paper Remittance Advices

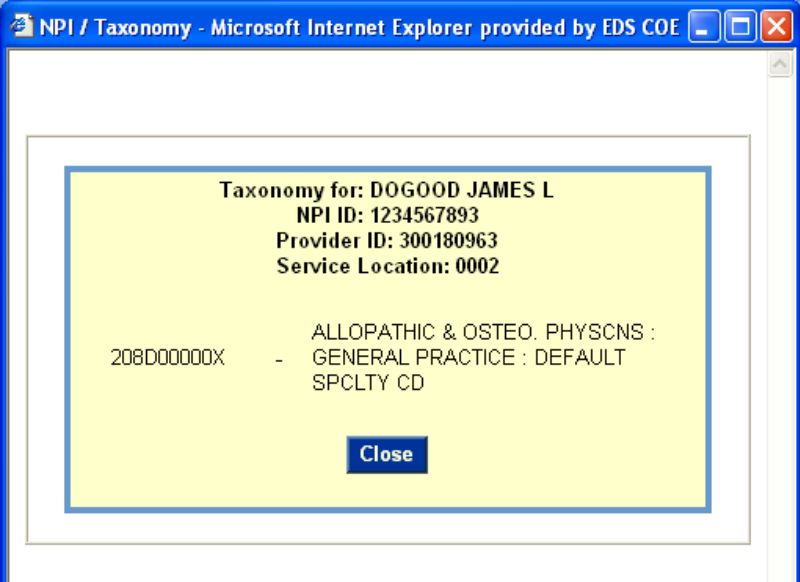| Step	Action	Result
1	Click on the **Access RAs on-line through PROMISe and eliminate receipt of paper RAs** radio button to discontinue delivery of paper RAs.	
2	Click **Continue** to process the request.	The Remittance Advice Confirmation pop-up window appears.
3	Press **OK** to terminate the mailing of paper RAs or **Cancel** to return.	The Review Your Changes window is displayed.

To Restart Delivery of Paper Remittance Advices

Step	Action	Result
1	Click on the **Receive paper RAs via US mail** radio button to restart delivery of paper RAs.	
2	Click **Continue** to process the request.	The Review Your Changes window is displayed.

Field Descriptions

Field	Description	Data Type	Length
Access RAs on-line…	Select to receive RAs on-line.	Radio Button	0
Cancel	Sends user back to previous window.	Button	0
Continue	Forwards user to Review Request window.	Button	0
My Email address is:	Display/update 'mail-to' email address.	Character	100
NPI	NPI of the group.	Character	10
Receive paper RAs	Select to receive RAs by US mail.	Radio Button	0

Field	Description	Data Type	Length
via US mail			
Retype Email address:	Confirm email address is correct.	Character	100
View Specialties	Opens a window displaying the specialty code(s) associated with the provider service location.	Hyperlink	
View Taxonomy	Opens a window displaying the taxonomy code(s) associated with the NPI.	Hyperlink	0

7 View Active Service Locations

The Active Service Locations window is used by providers to display all active Service Locations for the provider. This window is accessed by clicking the **Active Service Locations** link in the ePEAP Menu.

Layout

Accessibility and Use

To access the ePEAP Active Service Locations window, view all service locations associated with a provider ID, and review specialties or taxonomy codes associated with a service location, complete the steps in the following step/action tables.

To Access the ePEAP Active Service Locations Window

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **Active Service Locations** option.	The ePEAP **Active Service Locations** window opens.

To View Specialties Associated With a Service Location

Step	Action	Result
1	Click on the **View Specialties** link for the requested Service Location.	The following pop-up window opens:
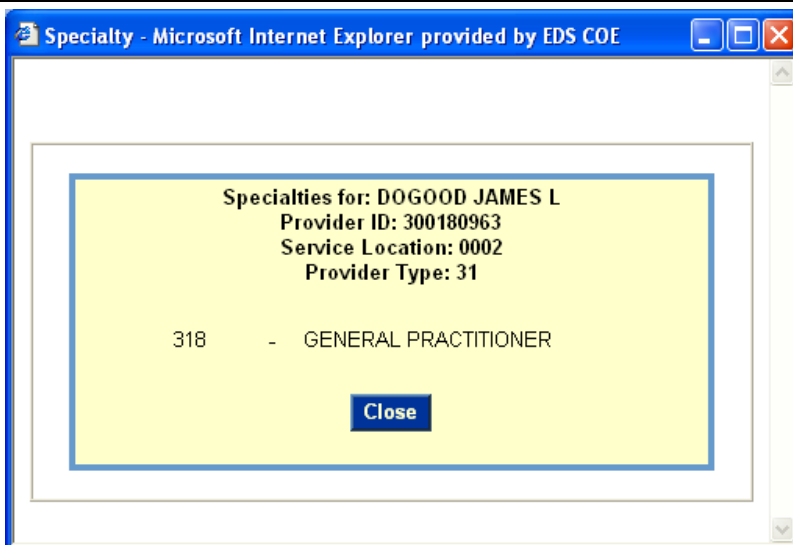
To View Taxonomy Codes Associated With a Service Location

Step	Action	Result
1	Click on the **View Taxonomy** link for the requested Service Location.	The following pop-up window opens:

Field Descriptions

Field	Description	Data Type	Length
Exit	Exit ePEAP.	Button	0
ePEAP Menu	Opens the ePEAP menu window.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
NPI	National Provider Identifier.	Number	10
Physical Site Address	Street address associated with a service location. The address consists of the following items: • Name • Address Line 1 • Address Line 2 • City • State • Zip (10 digit)		
Service Location	Number assigned to an individual service location.	Character	4
View Specialties	Opens the Specialties window for the selected service location.	Hyperlink	0
View Taxonomy	Opens the Taxonomy window for the selected service location.	Hyperlink	0

8 Manage Inclusion in SelectPlan for Women Directory

The SelectPlan for Women Directory window is used by providers of certain provider types to manage their inclusion in the SelectPlan for Women directory. This window is accessed by clicking the **SelectPlan for Women Directory** link in the ePEAP Menu.

The Active Service Locations window is used by providers to display all active Service Locations for the provider. This window is accessed by clicking the **Active Service Locations** link in the ePEAP Menu.

Layout

Accessibility and Use

To access the ePEAP SelectPlan for Women Directory window, add your service location to the directory, or remove your service location from the directory, complete the steps in the following step/action tables.

To Access the ePEAP SelectPlan for Women Directory Window

Step	Action	Result
1	Sign on to the PA PROMIS*e*™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the **ePEAP (Provider Enrollment Automation Project)** link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the **SelectPlan for Women Directory** link.	The ePEAP **SelectPlan for Women Directory** window opens.

To Add Service Location to the Directory

Step	Action	Result
1	Click to place a checkmark next to "I wish to be included in the SelectPlan for Women Directory".	
2	Click **Continue** to process the request.	The Review Your Changes Summary window opens.

Step	Action	Result
	Review Your Changes	
	This is a summary of your requests. Please review this information for accuracy. When you are satisfied, click Continue. To modify a request item - return to that page. [Continue to Make Changes] [Cancel All Changes] [Submit Changes] **Changes Requested** For Provider ID 300276278, DOGOOD MEDICAL ASSOCIATES Service Location 0001 **Change SelectPlan for Women Directory** |	Current	Requested
SelectPlan Directory	No	Yes | [Continue to Make Changes] [Cancel All Changes] [Submit Changes]	
3	Click the **Submit Changes** button to include the Service Location in the directory.	The Review Your Changes Contact Information window opens.

Step	Action	Result
	Review Your Changes **Contact Information** This information may be used to contact you about this request. This information will not be used for any other purpose. **Name** * Dr. James DoGood **Phone** * (717) 555 - 1212 **Fax** ( ) - **E-mail** * jdogood@medical.com **Submit** **Cancel** **Reset** * = Required	
4	Enter a contact name, phone number, and email address.	
5	Click the **Submit** button	Your request is submitted.
	Changes Are Complete: Your provider information has been updated as you requested. If you wish to view your request again, please select 'Recent Requests' from the ePEAP Menu. The Tracking Number for this Request was 3555-64942. **Thank you for using ePEAP.** **Continue**	

To Remove Service Location from the Directory

Step	Action	Result
1	Click to place a checkmark next to "I wish to be included in the SelectPlan for Women Directory".	

| 2 | Click **Continue** to process the request. | The Review Your Changes Summary window opens. |

Step	Action		Result

Review Your Changes

This is a summary of your requests. Please review this information for accuracy.

When you are satisfied, click Continue. To modify a request item - return to that page.

Continue to Make Changes	Cancel All Changes	Submit Changes

Changes Requested

For Provider ID 300276278, DOGOOD MEDICAL ASSOCIATES

Service Location 0001

Change SelectPlan for Women Directory

	Current	**Requested**
SelectPlan Directory	Yes	No

Continue to Make Changes	Cancel All Changes	Submit Changes

Step	Action	Result
3	Click the **Submit Changes** button to include the Service Location in the directory.	The Review Your Changes Contact Information window opens.

Step	Action	Result

4	Enter a contact **name**, **phone number**, and **email address**.	
5	Click the **Submit** button	Your request is submitted.

Field Descriptions

Field	Description	Data Type	Length
Exit	Exit ePEAP.	Button	0
ePEAP Menu	Opens the ePEAP menu window.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0

Field	Description	Data Type	Length
NPI	National Provider Identifier.	Number	10
Physical Site Address	Street address associated with a service location.	Character	78
Service Location	Number assigned to an individual service location.	Character	4
View Specialties	Opens the Specialties window for the selected service location.	Hyperlink	0
View Taxonomy	Opens the Taxonomy window for the selected service location.	Hyperlink	0
I wish to be included…	Select to be included in the SelectPlan for Women directory.	Checkbox	0
I wish to be removed…	Select to be removed from the SelectPlan for Women directory.	Checkbox	0
Continue	Moves to the next page.	Button	0
Cancel	Cancels the transaction.	Button	0

9 Verify Provider Membership in My Group

Group providers can use the ePEAP Verify Provider Membership in My Group window to verify that individual providers have made fee assignments to the group at the current group service location. This window is accessed by clicking the **Verify Provider Membership** link in the ePEAP Menu.

Layout

Accessibility and Use

To access the ePEAP Verify Provider Membership in My Group window and verify membership, complete the steps in the following step/action tables.

To Access the ePEAP Verify Provider Membership in My Group Window

Step	Action	Result
1	Select the **Verify Provider Membership** link in the ePEAP Menu.	The Verify Provider Membership in My Group window opens.

Verify Provider Membership in My Group

Step	Action	Result
1	Enter the **Provider ID** and **Service Location** in the corresponding fields.	
2	Click the **Check** button.	The verification is displayed.

Other Options

Step	Action	Result
1	Click the **ePEAP Menu** button.	Opens the ePEAP Menu window.
2	Click the **Help** button.	Describes the fields on the Recent Requests window.
3	Click the **Exit** button.	Opens the PA PROMIS*e*™ Provider Main Page.

Field Descriptions

Field	Description	Data Type	Length
Check	Verify a provider is in a specific group.	Button	0
Exit	Exit ePEAP.	Button	0
Help	Describes the fields on the ePEAP window.	Button	0
Provider ID	Provider ID of the individual provider whose group membership is being verified.	Number	9
Service Location	Service location of the individual provider whose group membership is being verified.	Character	4
ePEAP Menu	Opens the ePEAP menu window.	Button	0

10 View Provider Group Members

The Provider Group Members window is used to view a provider's group enrollment. This is a view-only window, and the information it displays cannot be modified by the user. This window is accessed by clicking the **View Provider Group Members** link in the ePEAP Menu.

When the results for this window exceed 1000 records, only the first 1000 records are displayed and the **Displaying results** drop-down list appears to specify the range group being displayed. Results beyond the first 1000 are viewed by selecting a range of results from the drop-down list and pressing the **View Results** button.

Layout

Accessibility and Use

To access and view the ePEAP Provider Group Members window, complete the steps in the following step/action tables.

To Access the ePEAP Provider Group Members Window

Step	Action	Result
1	Select the **View Provider Group Members** link in the ePEAP Menu.	The Provider Group Members window opens.

To View More Than 1000 Records

Step	Action	Result
1	If more than 1000 records are on file for a provider group, only the first 1000 are initially displayed. To view additional results, select the desired block of records from the **Displaying results** drop-down list.	
2	Click **View Results.**	The selected block of records is displayed in the Provider Group Members window.

Other Options

Step	Action	Result
1	Click the **Close** button.	Opens the ePEAP Menu window.

Field Descriptions

Field	Description	Data Type	Length
Close	Closes the current window.	Button	0
Displaying Results	List of results in increments of 1000. Only displayed when more than 1000 results are returned.	Drop-down List Box	15
Effective Date	Individual membership effective date.	Date (MM/DD/CCYY)	8
End Date	End date of individual's group membership.	Date (MM/DD/CCYY)	8
Group Name	Group name.	Character	50
Group Provider ID	Group provider number.	Character	9
Location	Group provider location.	Character	4
Member Name	Group member's name.	Character	50
Member Number	Group member's provider number.	Character	9
Provider Type	Group member's provider type.	Character	2
Service Location	Group member's service location.	Character	4
View Results	Displays a group of results.	Button	0

11 Field Edits for this Document

All of the field edits for the ePEAP Internet system are listed in this section.

Field	Error Code	Error Message	To Correct
Address	1	Enter Address to continue.	Enter the first street address.
	2	You must update at least one item to continue.	Enter the first street address.
City	3	City can only contain letters, spaces and hyphens.	Enter a valid city name.
Comment (do not use this box to request changes)	1	Enter comments to continue.	Enter in comments.
Continue	1	NPI must be numeric.	Enter a numeric value.
	2	NPI must be 10 digits in length.	Enter a 10 digit value.
	3	Your NPI and Taxonomy selections already match what is on file for this Service Location.	Changes must be made for the page to submit.
	4	You must select at least one Taxonomy Code.	At least one taxonomy code checkbox must be selected for the page to submit.
	5657	The number entered is not a valid NPI number. Please verify and re-enter.	Re-enter the NPI #
	5658	This NPI# has been discontinued and cannot be used. Please verify and re-enter.	N/A
	5662	This NPI is associated with another individual. Please verify and re-enter.	N/A
	5663	This individual is associated with a different NPI#. Only one NPI# is allowed per legal entity for individuals.	N/A
	5664	This NPI is associated with another legal entity. Please verify and re-enter.	N/A

Field	Error Code	Error Message	To Correct
	5665	This service location already is associated with a different NPI#. Only one NPI# is allowed per service location during the same time period.	N/A
	5666	The taxonomy is not associated with the provider types and specialties for this service location.	N/A
	5667	The NPI / Taxonomy / Zip combination is already being used.	N/A
	5669	End date must be greater than effective date.	N/A
	5675	Individuals can only have one NPI number. Tax ID cannot be changed to SSN.	N/A
County	4	You must select a county when adding a Pennsylvania address.	Select a county for the drop down list.
Effective Date	5	Effective date must be numeric	Enter numeric date
	6	Effective date must be 8 numbers in length	Enter 8 numbers
	10	Effective date is not a valid date. Valid date range is 19660731-22991231.	Enter a date within the valid date range
Effective End Date	2	Enter a Complete Date.	Enter in a valid end date.
	3	Enter a date in the future.	Enter a future end date.
End Date	7	End date must be numeric	Enter numeric values
	8	End date must be 8 numbers in length	Enter 8 numbers.
	9	End date is not a valid date. Valid date range is 19660731-22991231	Enter a date within the valid date range.
Fax	5	Fax number must be numeric.	Enter in a 10-digit fax number.
	6	Fax number must 10 digits.	Enter in a 10-digit fax number.
Fax	1	Fax number must be numeric.	Enter a 10-digit fax number

Field	Error Code	Error Message	To Correct
	2	Fax number must be 10 digits.	Enter a 10-digit fax number.
Medicare Number	3	Medicare number must be 0-9 or A-Z	Enter an alphanumeric Medicare number.
	4	Medicare number must be at least 6 characters in length.	Enter a Medicare number with 6-10 characters.
Pay to	1	You must change at least one pay to value to continue	Select new pay to value from the drop down list.
	2	Pay to code must be numeric.	Select new pay to value from the drop down list.
Phone	3	Phone number must be numeric.	Enter a 10-digit phone number.
	4	Phone number must be 10 digits.	Enter a 10-digit phone number.
Phone	8	Phone number must be numeric.	Enter in a 10-digit phone number.
	9	Phone number must be 10 digits.	Enter in a 10-digit phone number.
Phone/Fax	3	The fax number must be numeric	Enter in a 10-digit fax number.
	4	The fax number must be 10 digits	Enter in a 10-digit fax number.
Provider ID	1	Enter Provider Number to continue.	Enter in a 9-digit provider number.
	2	Provider Number must be numeric.	Enter in a 9-digit provider number.
	3	Provider Number must be 9 digits.	Enter in a 9-digit provider number.
	4	This Provider ID is the same one signed on to ePEAP.	Enter a new 9-digit group provider number.
Provider ID of Group	1	Provider ID must be numeric.	Enter a 9-digit provider number.
	2	Provider ID must be nine digits.	Enter a 9-digit provider number.
	3	Enter Provider ID to continue	Enter a 9-digit provider number.
Service Location of Group	4	Service Location must be 4 characters	Enter a 4-character service location.

Field	Error Code	Error Message	To Correct
State	10	You must enter a state before continuing.	Select a valid state from drop down list.
Your e-mail address for messages from, etc.	1	Enter an Email address to continue	Enter an email address.
	2	Email Address you typed was invalid.	Enter a valid email address.
	3	Email destination is invalid.	Enter a valid email address.
	4	Email address appears incorrect. (must end in a three-letter domain, or two letter country)	Enter a valid email address.
Zip Code	11	Zip code must be numeric.	Enter in a 5-digit zip code number.
	12	Zip code must be 5 digits.	Enter in a 5-digit zip code number.