



# PA PROMIS<sup>e</sup><sup>TM</sup> Provider Internet ePEAP User Manual

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# 1 Introduction to the ePEAP Internet User Manual

Would you like to request changes to your provider files with PA PROMIS<sup>e</sup>™ 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<sup>e</sup>™. PA PROMIS<sup>e</sup>™ 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<sup>e</sup>™ 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<sup>e</sup>™. Please go to <http://promise.dpw.state.pa.us/> to access the PA PROMIS<sup>e</sup>™ main page, and click on the **PROMIS<sup>e</sup> Online** link. The Logon window for the PA PROMIS<sup>e</sup>™ Internet application is displayed below.

The screenshot shows the PA PROMIS<sup>e</sup>™ Internet application logon window. At the top, there is a navigation bar with links for DPW Main, Logon, Help, and Forgot Password?. Below the navigation bar, there is a message: "Need Help? Use the Internet Help Manuals here." followed by a link. Below that, it asks "Already registered?" and provides instructions: "If you have already set up your account or a provider has set one up for you, log on here." A yellow box contains the logon fields: "Logon ID:" with a text input field and "(13 digit Provider ID or 9 digit Alternate ID)" in parentheses, "Password:" with a text input field and a "Forgot Password?" link, and a "Log On" button. Below the yellow box, it asks "Not yet registered?" and provides a link: "Create your user account now." At the bottom, there is a note: "This site requires Internet Explorer version 6 with 128-bit encryption. Please visit the DPW Website Toolbox if you need to download Internet Explorer or upgrade to a higher version of Internet Eplorer."

## 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<sup>e</sup>™ Internet site, and click the **Log On** button. PROMIS<sup>e</sup>™ 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<sup>e</sup>™ 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.

**User Registration**

**Type of Access Required:**

**Provider ID:**  (13 digits required)

**E-mail Address:**  (Example: doctor@hospital.com)

**Retype E-mail Address:**

**Contact Person:**

**Phone Number:**  (10 digits)

**Enter a password:**

**Retype password:**

Providers and Billing Agents must enter the SSN or IRS EIN that is registered with your DPW Provider Number. This required to validate your identity:

**SSN:**  (OR) **IRS EIN:**

Select a security question and provide an answer:

**Security Question:**

**Answer:**

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 PROMISE™ 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<sup>e</sup>™ 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.

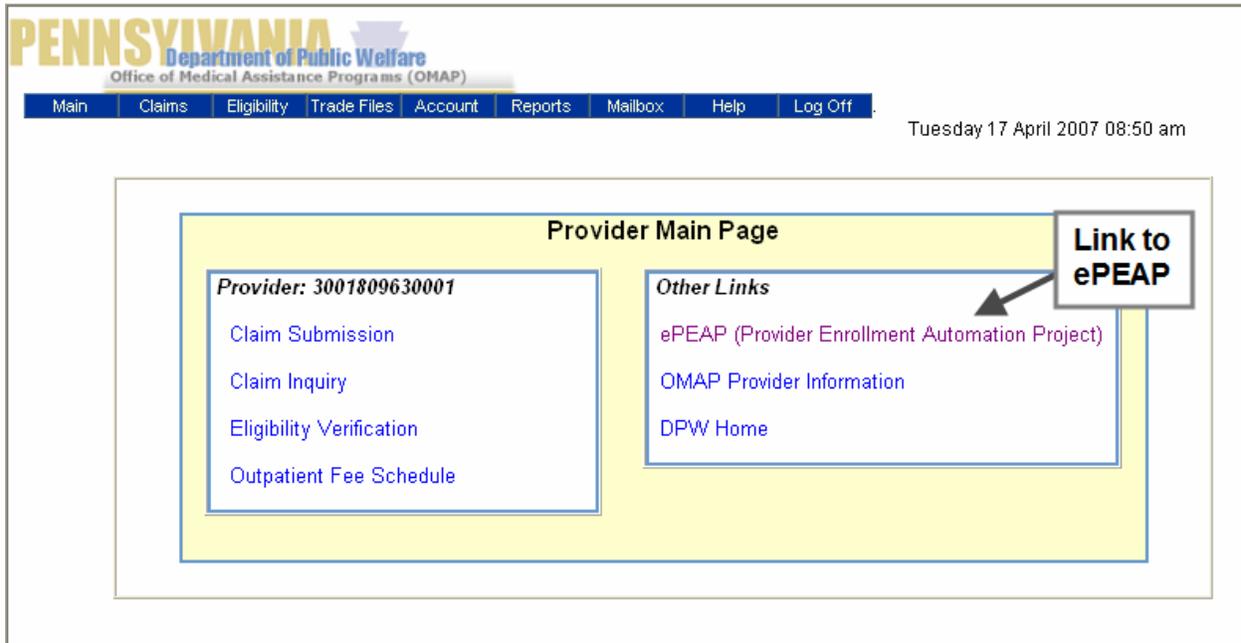
**To Accept User Agreement**

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

**To Reject User Agreement**

Step	Action	Response
1	Click the <b>Submit</b> 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<sup>™</sup>. The Provider Main Page window is your home page for the PA PROMIS<sup>™</sup> 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.

The screenshot displays the ePEAP interface. At the top left is the Pennsylvania Department of Public Welfare logo, and at the top right is the ePEAP logo. Below these is a yellow box containing provider information:

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

Below the information box is the **ePEAP Menu**, which contains two columns of options:

- Provider Options:** Enrollment Information, Recent Requests, Terminate MA Enrollment, Manage Remittance Advice, Active Service Locations.
- For Groups Only:** Verify Provider Membership, View Provider Group Members.

At the bottom of the menu area is a [View Helpful Hints](#) link. Below the menu is a navigation bar with three buttons: **ePEAP Menu**, **Help**, and **Exit**.

**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<sup>e</sup>™ Internet ePEAP windows provide you with the ability to electronically maintain your provider information. Documentation for each window in this manual includes:

<b>Window Narrative</b>	Brief description of the window, its purpose, and use.
<b>Layout</b>	Sample image of the window that shows all data fields and controls (buttons, drop-down boxes, etc.).
<b>Field Description Table</b>	Detailed description of each data field and object within the window, including field lengths and data types.
<b>Accessibility and Use Narrative, Step/Action Tables</b>	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.

<b>Field Edits</b>	<p>Error Messages, Error Codes, and Corrective Actions to fix incorrect/invalid entries or actions.</p> <p><b>Note:</b> Field Edits have been combined and are located in Section 9 of this document.</p>
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## 1.7 Common Window Display

Common to the PROMISE™ 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

<b>Your Provider ID</b>	300276278	DOGGOOD MEDICAL ASSOCIATES	<b>Status</b>	Active
<b>NPI</b>	1384654368	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 E MAIN ST, CAMP HILL, PA 17011-6312		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

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.

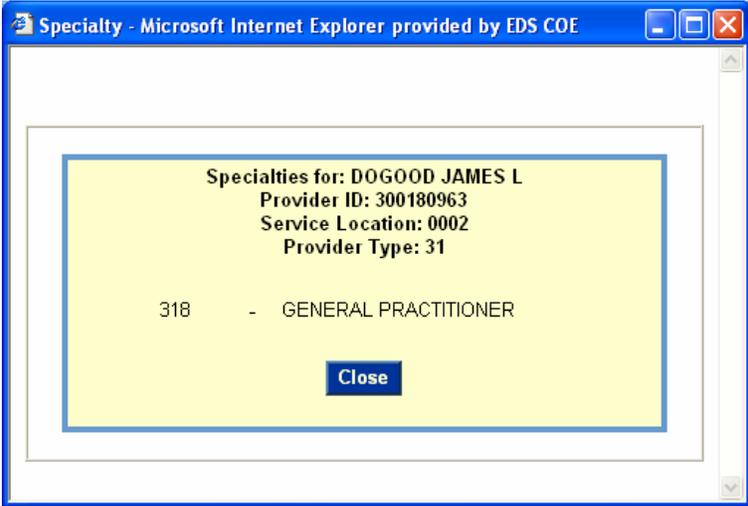
### Field Descriptions

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

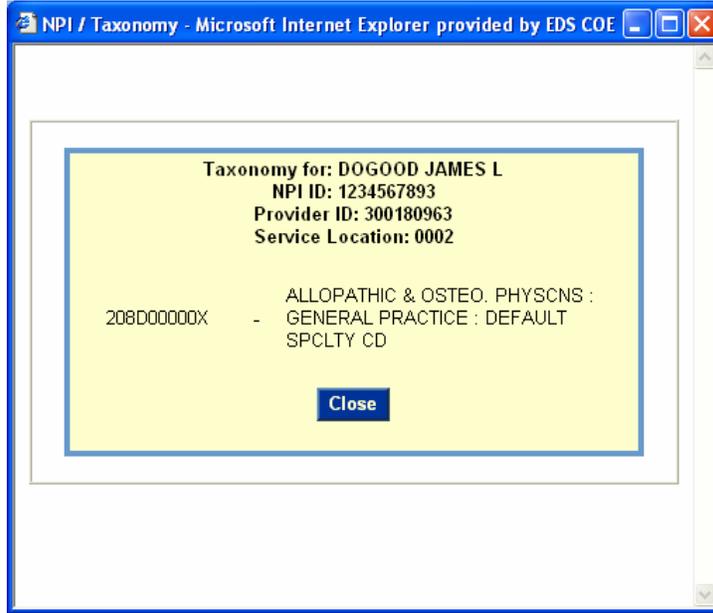
#### To View Specialties for the Logged-on Provider ID and Service Location

Step	Action	Result
1	Click on the <b>View Specialties</b> 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 <b>View Taxonomy</b> 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 Bulletins/Remittance Advice – ePEAP Manage Bulletins/Remittance Advice window.  
**Please Note:** Provider accounts who do not receive MA Bulletins will only see a **Manage Remittance Advice** link.
- 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

<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

**ePEAP Menu**

**Provider Options**

- [Enrollment Information](#)
- [Recent Requests](#)
- [Terminate MA Enrollment](#)
- [Manage Bulletins/Remittance Advice](#)
- [Active Service Locations](#)

[View Helpful Hints](#)

[Help](#) [Exit](#)

## Layout (Groups Only)

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

**ePEAP Menu**

**Provider Options**

- [Enrollment Information](#)
- [Recent Requests](#)
- [Terminate MA Enrollment](#)
- [Manage Bulletins/Remittance Advice](#)
- [Active Service Locations](#)

**For Groups Only**

- [Verify Provider Membership](#)
- [View Provider Group Members](#)

[View Helpful Hints](#)

[ePEAP Menu](#) [Help](#) [Exit](#)

## 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 <sup>e</sup> ™ Provider Internet using the instructions provided in Section 1.5. This application is accessed from the DPW Web site by clicking the <b>PROMIS<sup>e</sup>™ Online</b> link.	The Provider Internet application opens. Step-by-step instructions are found in the <i>Provider Internet User Manual</i> .
2	Log into the application by entering your <b>Logon ID</b> and <b>Password</b> , and click the <b>Log On</b> button.	The Provider Main Page opens.
3	Click the <b>ePEAP (Provider Enrollment Automation Project)</b> 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 Bulletins/Remittance Advice link. <i>Or</i> Click the Manage Remittance Advice link.	The Manage Bulletins/Remittance Advice window opens.  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 Bulletins/Remittance Advice	Opens the Manage Bulletins/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

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

**Enrollment Information**

**Instructions**

1. Select an item to update
2. Make changes
3. Review Request Summary
4. Submit Requests

**Request Changes**

[Base Information](#)  
[Address Information](#)  
[Fee Assignment Information](#)  
[Manage NPI / Taxonomy](#)

**Review/Submit**

ePEAP Menu
Help
Exit

#### 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 <b>ePEAP Menu</b> link.	The ePEAP Menu window opens.

Step	Action	Result
2	Select the <b>Enrollment Information</b> option from the ePEAP Menu.	The Enrollment Information window opens.

#### To Request Changes to Basic Enrollment Information

Step	Action	Result
1	Select <b>Base Information</b> .	The Basic Enrollment Information window opens.

#### To Request Changes to Provider Address Information

Step	Action	Result
1	Select <b>Address Information</b> .	The Provider Address Information window opens.

#### To Request Changes to Fee Assignment Information

Step	Action	Result
1	Select <b>Fee Assignment</b> Information.	The Fee Assignment Information window opens.

#### To Manage NPI Codes and Associated Taxonomy Codes

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

#### To Review and Submit Completed Changes

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

#### Other Options

Step	Action	Result
1	Click the <b>ePEAP Menu</b> button.	Opens the ePEAP Menu window.
2	Click the <b>Help</b> button.	Displays the ePEAP Help window
3	Click the <b>Exit</b> button.	Opens the PA PROMIS <sup>e</sup> ™ 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. <b>Note:</b> 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 <sup>e</sup> ™ 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. To update information, enter new values in the "New" section of the window and click the "Review/Submit" button.

This window is accessed from the PA PROMIS<sup>e</sup>™ 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**



<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

**Basic Enrollment Information**

**Legal Entity Information**

	Existing	New
<b>Birth Date</b>	02/03/1966	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Gender</b>	M	<input type="text"/>
<b>Medical Degree</b>	DC / Chiropractor	<input type="text"/>

**Historic Medicare Information (Read Only)** [Need to update? Click here](#)

Medicare Number	Medicare Type	Effective Date (yyyymmdd)	End Date (yyyymmdd)
EDSTEST456	Medicare A	20070926	22991231
EDSTEST123	Medicare A	20070919	20071212
0104031E85	Medicare B	20061121	22991231
0122245678	DME	20060418	22991231
0012336666	DME	20070926	22991231

**Medicare Indicator Information**

Medicare Indicator is assigned to Service Location 0001.

Remove Association from Service Location 0001

[View Active Service Locations](#)

ACH N  
DEA  
Tape Bill N  
UPIN 0

License  
Start  
End  
Issued By

MA Enrollment Dates  
Start 01/01/2004  
End 12/31/2299

**Continue** **Cancel** **Reset**

<a href="#">Enrollment Information</a>	<a href="#">ePEAP Menu</a>	<a href="#">Help</a>	<a href="#">Review/Submit</a>	<a href="#">Exit</a>
--	----------------------------	----------------------	-------------------------------	----------------------

## 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 <sup>™</sup> Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Base Information</b> link.	The ePEAP Basic Enrollment Information window opens.

### To Enter Enrollment Changes

Step	Action	Result
1	To change the <b>Birth Date</b> , 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 <b>Gender</b> , select a new value from the corresponding drop-down list.	The gender information is changed.
3	To change the <b>Medical Degree</b> information, select a new value from the corresponding drop-down list.	The medical degree information is changed.
4	Click the <b>Continue</b> button to review any changes.	The Review Your Changes window opens. Click the <b>Continue To Make Changes</b> button to return to the Enrollment Information window.

**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.

## Other Options

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

<b>Field</b>	<b>Description</b>	<b>Data Type</b>	<b>Length</b>
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<sup>e</sup>™ 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





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<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

### Provider Address Information

**Instructions**  
 The address information for your Service Location is displayed below. To change any of the information, please click the corresponding 'Change' button.

The addition of NEW SERVICE LOCATIONS and changes to the physical address of a service location MAY NOT be completed through ePEAP. They must be requested on the [NEW SERVICE LOCATION REQUEST FORM](#).

Type	Address	Phone / Fax
<b>Pay to</b>	234 NEW HAVEN RD CAMP HILL , PA 17011	Phone: (717) 975-1234 x567 Fax: (000) 000-0000
	<a href="#">Change Address</a>	<a href="#">Change Phone/Fax</a>
<b>Mail to</b>	123 HOPE RD HARRISBURG , PA 17011	Phone: (717) 444-7777 Fax: (717) 444-5555
	<a href="#">Change Address</a>	<a href="#">Change Phone/Fax</a>
<b>Home Office</b>	123 HOPE RD HARRISBURG , PA 17011	Phone: (717) 444-7777 Fax: (717) 444-5555
	<a href="#">Change Address</a>	<a href="#">Change Phone/Fax</a>
<b>Email</b>	jdogood@doc.com	
	<a href="#">Change Email</a>	

[Enrollment Information](#)
[ePEAP Menu](#)
[Help](#)
[Review/Submit](#)
[Exit](#)

## 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 <sup>e</sup> ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Address Information</b> 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 <b>(Pay to) Change Address</b> link.	The Manage Active Addresses window opens.
2	Click the <b>(Mail to) Change Address</b> link.	The Manage Active Addresses window opens.
3	Click the <b>(Home Office) Change Address</b> link.	The Manage Active Addresses window opens.
4	Click the <b>(Email) Change Email</b> link.	The Manage Email Address window opens.
5	Click the <b>(Pay to) Change Phone/Fax</b> link.	The Edit Address-Related Information window opens
6	Click the <b>(Mail to) Change Phone/Fax</b> link.	The Edit Address-Related Information window opens
7	Click the <b>(Home Office) Change Phone/Fax</b> link.	The Edit Address-Related Information window opens.

### Other Options

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

Step	Action	Result
5	Click the <b>Review/Submit</b> button.	The Review Your Changes window opens.
6	Click the <b>New Service Location Request Form</b> link.	A copy of the Pennsylvania Promise™ 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





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<b>Your Provider ID</b>	300180963 DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893 <a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001 123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31 PHYSICIAN	<a href="#">(View Specialties)</a>	

### Manage Pay-to, Mail-to and/or Home Office Address

**Instructions**  
 All addresses assigned to your Provider ID are listed below in alphabetical order by city. Please click 'select' next to the address you wish to assign as the new Pay-to, Mail-to and/or Home Office address for your Service Location. If the desired address is not listed, you may [Add to List](#).

	Address	Phone/Fax	Handicap Access	Assigned to Your Service Location?
<a href="#">select</a>	234 NEW HAVEN RD CAMP HILL , PA 17011-0000	(717) 975-1234 (000) 000-0000	Yes	Pay To
<a href="#">select</a>	123 HOPE RD HARRISBURG , PA 17011-0000	(717) 444-4444 (000) 000-0000	Yes	No
<a href="#">select</a>	123 HOPE RD HARRISBURG , PA 17011-0000	(717) 444-4444 (000) 000-0000	No	No
<a href="#">select</a>	123 HOPE RD HARRISBURG , PA 17011-0000	(717) 444-4444 (000) 000-0000	No	No
<a href="#">select</a>	123 HOPE RD HARRISBURG , PA 17011-0000	(717) 444-4444 (000) 000-0000	No	No
<a href="#">select</a>	123 HOPE RD HARRISBURG , PA 17011-0000	(717) 444-4444 (000) 000-0000		Service Location
<a href="#">select</a>	123 HOPE RD HARRISBURG , PA 17011-0000	(717) 444-7777 (717) 444-5555	No	Home Office Mail To

Address Menu
ePEAP Menu
Help
Review/Submit
Exit

## 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 <sup>e</sup> ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Address Information</b> link.	The ePEAP Provider Address Information window opens.
5	Click the <b>Manage Active Addresses</b> link.	The Manage Active Addresses window opens.

### To Update Address Related Information

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

## 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\_apeap\_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

### Add New Pay-To, Mail-To and/or Home Office Address

**Instructions**  
You may use the form below to specify an address and assign it to replace the current Pay-to, Mail-to and/or Home Office address for your Service Location. After completing the form, please click 'Continue'.

**Address** \*

**City** \*

**State** \*  ▼

**Zip Code** \*  -

**County** \*  ▼ (for Pennsylvania Addresses)

**Phone** \* (  )  -  Ext

**Fax** (  )  -

---

**Handicap Access**  Yes  No

---

**Assign to Service Location 0001 as:** (Check all that apply)

Pay to Address  Mail to Address  Home Office Address

\* = Required

## 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 <sup>e</sup> ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.

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

### Other Options

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



## 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 <sup>e</sup> ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Address Information</b> link.	The ePEAP Provider Address Information window opens.
5	Click the <b>Change Phone/Fax</b> button.	The Edit Address-Related Information window opens.

### To Change Address-Related Information

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

### Other Options

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

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

**PENNSYLVANIA**  
Department of Public Welfare  
Office of Medical Assistance Programs (OMAP)

electronic Provider Enrollment Automation Program  
**ePEAP**

<b>Your Provider ID</b>	300180963	DOGGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

**Manage E-mail Address**

**Instructions**  
Add or update your e-mail address as needed. Then click 'Continue'.

Your e-mail address for messages from the Medical Assistance Program:

## 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 PROMISE™ 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 <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Address Information</b> link.	The ePEAP Provider Address Information window opens.
5	Click the <b>Change Email</b> 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 <b>Delete</b> key.	Old e-mail address is deleted from the field.
2	Type in your new e-mail address.	
3	Click the <b>Continue</b> button.	The Review Your Changes window opens.
4	Click the <b>Continue To Make Changes</b> button to continue with the change.	A confirmation window opens. Click <b>Continue</b> to return to the Enrollment Information window.

#### Other Options

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

## Field Descriptions

Field	Description	Data Type	Length
Address Menu	Opens the Address Menu window.	Button	0
Cancel	Cancel 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



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

### Fee Assignment Information

You may add a Group to assign fees to an account other than your own. You may also review your current fee assignments and terminate any of them.

Add a Group for Fee Assignment

Manage Fee Assignments

Enrollment Information	ePEAP Menu	Help	Review/Submit	Exit
------------------------	------------	------	---------------	------

## 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 PROMISE™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Fee Assignment Information</b> 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 <b>Add a Group for Fee Assignment</b> link.	The Add a Group for Fee Assignment window opens.
2	To edit fee assignment information already assigned to a group, click the <b>Manage Fee Assignment</b> link.	The Fee Assignments window opens.

## Other Options

Step	Action	Result
1	Click the <b>Enrollment Information</b> button.	Opens the Enrollment Information window.
2	Click the <b>ePEAP Menu</b> button.	Opens the ePEAP Menu.
3	Click the <b>Help</b> button.	Describes the fields on the ePEAP window.
4	Click the <b>Review/Submit</b> button.	Opens the Review Your Changes window.
5	Click the <b>Exit</b> button.	Opens the PA PROMISe™ 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



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

### Add a Group for Fee Assignment

1. Enter the Provider ID and Service Location of the Group to add.
2. Click 'Continue'.
3. Select the date to begin fee assignment.
4. Click 'Continue'.
5. Review Request and Submit.

**Add this Group**

Provider ID of Group:       Service Location of Group:

**Continue**



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](mailto:promise@state.pa.us) with the subject line: “Enrollment - Fee Assignment,” detailing the assignment you are trying to complete.

**This fee assignment is not allowed because your provider type and specialty do not correspond to the provider type and specialty of the Group.**

**Continue**

## 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 <sup>e</sup> ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Fee Assignment Information</b> link.	The ePEAP Fee Assignment Information window opens.
5	Click the <b>Add A Group For Fee Assignment</b> 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 <b>Provider ID of Group</b> field.	
2	Enter the service location number of the group being added in the <b>Service Location of Group</b> field.	
3	Click the <b>Continue</b> button	The Review Your Changes window opens. Click <b>Continue</b> to return to the Enrollment Information window

### Other Options

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



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

### Manage Fee Assignments

#### Instructions

1. Select the fee assignment you wish to terminate.
2. Select the date to terminate the fee assignment.
3. Review your Pay to Address and change if needed.

#### Active Fee Assignments

	Group ID	Svc Loc	Group Name	Begin Date	End Date
select	001155484	0006	MANRIQUE SHROFF ASSOC	04/16/2007	12/31/2299

Fee Assign Menu

ePEAP Menu

Help

Review/Submit

Exit

## Layout (After Selection)



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

### Manage Fee Assignments

#### Instructions

1. Select the fee assignment you wish to terminate.
2. Select the date to terminate the fee assignment.
3. Review your Pay to Address and change if needed.

#### Active Fee Assignments

Group ID	Svc Loc	Group Name	Begin Date	End Date
001155484	0006	MANRIQUE SHROFF ASSOC	04/16/2007	12/31/2299

End Date:

August 01 2007

Continue

Cancel

Reset

Fee Assign Menu

ePEAP Menu

Help

Review/Submit

Exit

## 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 <sup>e</sup> ™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Fee Assignment Information</b> link.	The ePEAP Fee Assignment Information window opens.
5	Click the <b>Manage Fee Assignments</b> link.	The ePEAP Manage Fee Assignments window opens.

### Terminate a Fee Assignment

Step	Action	Result
1	Click the <b>Select</b> 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 <b>Fee Assignment</b> you wish to terminate.	
3	Select the <b>End Date</b> on which to terminate the fee assignment.	The End Date is displayed.
4	Click the <b>Continue</b> button.	The Review Your Changes window opens. Click <b>Continue</b> to return to the Enrollment Information window.

### Other Options

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

Step	Action	Result
5	Click the <b>Exit</b> 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	Activates 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





<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001 123 HOPE RD, HARRISBURG, PA 17011-			
<b>Provider Type</b>	31	PHYSICIAN	<a href="#">(View Specialties)</a>	

**Manage NPI and Taxonomy Codes**

1. Select one or more applicable taxonomy codes.
2. Click "Continue".
3. Review Request and Submit.

**NPI:**

193200000X - GROUP : MULTI-SPCLTY : DEFAULT SPCLTY CD	<input checked="" type="checkbox"/>
193400000X - GROUP : SINGLE-SPCLTY : DEFAULT SPCLTY CD	<input checked="" type="checkbox"/>
202K00000X - ALLOPATHIC & OSTEO. PHYSICIANS : PHLEBOLOGY : DEFAULT SPCLTY CD	<input checked="" type="checkbox"/>
208D00000X - ALLOPATHIC & OSTEO. PHYSCNS : GENERAL PRACTICE : DEFAULT SPCLTY CD	<input type="checkbox"/>

**Note:** Once you have associated an NPI with your Provider ID and Service Location, it cannot be updated or removed via ePEAP. Instead, it will be necessary to mail a written request to DPW with supporting documentation for review.

### 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](mailto: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](mailto: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 PROMISe™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Enrollment Information</b> option.	The ePEAP Enrollment Information window opens.
4	Click the <b>Manage NPI / Taxonomy</b> 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 <a href="mailto:PROMISE@state.pa.us">PROMISE@state.pa.us</a> , with a subject line "Taxonomy Discrepancy," to verify the provider type and specialty codes associated with this service location.	
3	Click the <b>Continue</b> button.	The Review Your Changes window opens.
4	Review the entered information. If ready to process, click <b>Submit Changes</b> .	The Contact Information window opens.
5	Complete the requested contact information fields. (Name, Phone, and E-Mail are required fields.) Click <b>Submit</b> .	The following confirmation window is displayed:

Step	Action	Result
	 <p>The screenshot shows the ePEAP main menu for provider DOGOOD JAMES L. The provider information includes: Your Provider ID 300180963, Pending NPI 1234567893 (with a red 'Pending' label), Service Location 0001 123 HOPE RD, HARRISBURG, PA 17011, and Provider Type 31 PHYSICIAN. A confirmation message states: '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 1090-64324. Thank you for using ePEAP.' Below this is a notice about NPI validation, providing an address for documentation: Bureau of Fee-For-Service Programs, Division of Operations, Provider Enrollment Section, PO BOX 8045, Harrisburg, PA 17105-8045. It states that until NPI validation is received, claims may not process correctly. A 'Continue' button is visible at the bottom of the message box. At the very bottom of the screenshot are buttons for 'ePEAP Menu', 'Help', and 'Exit'.</p>	
6	<p>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.</p>	
7	<p>Click the <b>Continue</b> button.</p>	<p>The ePEAP Main Menu window opens.</p>
<p><b>Note:</b> Until the NPI number is validated by DPW, a red “<b>Pending</b>” label will display next to the NPI field on all window headers.</p>		

## To Add or Change Taxonomy Codes

Step	Action	Result
1	Click the <b>Manage NPI / Taxonomy</b> 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 <b>Continue</b> button.	The Review Your Changes window opens.
4	Review the entered information. If ready to process, click <b>Submit Changes</b> .	The Contact Information window opens.
5	Complete the requested contact information fields. (Name, Phone, and E-Mail are required fields.) Click <b>Submit</b> .	The following Changes are Complete window is displayed:
<div style="border: 1px solid black; padding: 10px; background-color: #ffffcc;"> <p><b>Changes Are Complete:</b> 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. <b>Thank you for using ePEAP.</b></p> <p style="text-align: center;"><a href="#">Continue</a></p> </div>		
3	Click the <b>Continue</b> button.	The ePEAP Main Menu window opens.

## Other Options

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

Step	Action	Result
6	Click the <b>Reset</b> 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<sup>e</sup>™ Internet Provider Main Page by selecting ePEAP (Provider Enrollment Automation Project). From here, select Enrollment Information and then click the **Review/Submit** 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



<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

**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 300180963, DOGOOD JAMES L

Service Location 0001

---

**Change Medicare Number**   0122245678

	Current	Requested
<b>Medicare Type</b>	Railroad	DME

[Continue to Make Changes](#)   [Cancel All Changes](#)   [Submit Changes](#)

[ePEAP Menu](#)   [Help](#)   [Exit](#)

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** \*

\* = Required

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





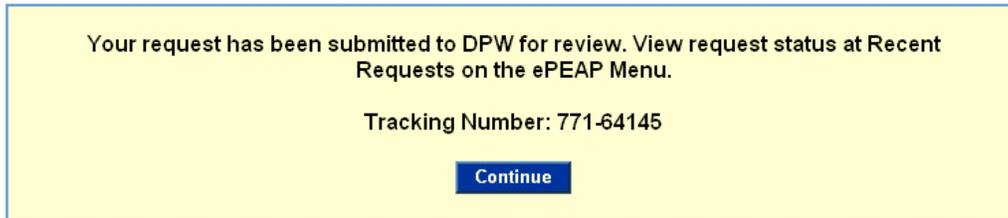
<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001 123 HOPE RD, HARRISBURG, PA 17011-			
<b>Provider Type</b>	31	PHYSICIAN	<a href="#">(View Specialties)</a>	

**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.**

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



### 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 PROMISE™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> 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 <b>Submit Changes</b> button.	The Contact Information window is displayed.
3	If additional changes are required, click the <b>Continue to Make Changes</b> button.	The previous maintenance window will be displayed.
4	To cancel all entered changes, click the <b>Cancel</b> 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: <ul style="list-style-type: none"> <li>• Name (required)</li> <li>• Phone (required)</li> <li>• Fax</li> <li>• E-mail (required)</li> </ul>	
2	If the displayed information is correct, click the <b>Submit</b> button.	The message “Changes Are Complete” is displayed.
3	To clear the entered information, click the <b>Reset</b> button.	
4	To cancel the requested changes, click the <b>Cancel</b> 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 PROMISE™ Internet Provider Main Page and then select ePEAP (Provider Enrollment Automation Project). From here, select Recent Requests to display the Recent Requests window.

### Layout

<b>Year Provider ID</b>	300180953	DOGWOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	(View Taxonomy)	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA. 17011		
<b>Provider Type</b>	31	PHYSICIAN		(View Specialties)

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

ePEAP Menu | Help | Exit

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

Your Provider ID	300180963	DOGGOOD JAMES L	Status	Active
HPI	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	
<a href="#">View</a>	<a href="#">Contact</a>	636-64096	9/28/2005 3:08:30 PM	In-Process
<a href="#">View</a>	<a href="#">Contact</a>	637-64097	10/3/2005 3:39:47 PM	In-Process
<a href="#">View</a>	<a href="#">Contact</a>	639-64098	10/7/2005 8:36:02 AM	In-Process
<a href="#">View</a>	<a href="#">Contact</a>	771-64145	4/24/2006 4:06:50 PM	In-Process
<a href="#">View</a>		921-64230	11/20/2006 3:35:46 PM	Complete
<a href="#">View</a>		922-64231	11/20/2006 3:42:17 PM	Complete
<a href="#">View</a>		923-64232	11/20/2006 3:43:37 PM	Complete
<a href="#">View</a>		947-64240	11/21/2006 1:16:51 PM	Complete
<a href="#">View</a>		949-64241	11/21/2006 1:19:36 PM	Complete
<a href="#">View</a>		954-64243	11/21/2006 2:30:20 PM	Complete
<a href="#">View</a>		956-64244	11/21/2006 2:48:45 PM	Complete
<a href="#">View</a>		1027-64288	12/8/2006 11:08:34 AM	Complete
<a href="#">View</a>		1073-64307	1/19/2007 9:20:09 AM	Complete
<a href="#">View</a>	<a href="#">Cancel</a> <a href="#">Contact</a>	1074-64308	1/19/2007 9:25:31 AM	Received
<a href="#">View</a>		1089-64323	1/23/2007 11:21:45 AM	Complete
<a href="#">View</a>		1090-64324	1/24/2007 8:27:18 AM	Complete
<a href="#">View</a>		1091-64325	1/24/2007 8:40:50 AM	Complete

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

Changes Requested

For Provider ID 300180963, DOGOOD JAMES L

Service Location 0001

---

**Change Address**

234 NEW HAVEN RD,  
CAMP HILL, PA 17011

<b>Phone</b>	<b>Current</b>	717-975-9876	<b>Requested</b>	717-975-1234
<b>Phone Ext</b>				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 <b>Recent Requests</b> from the ePEAP Menu.	The Recent Requests window opens.

#### View Recent Requests

Step	Action	Result
1	Click the <b>View</b> 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 <b>Contact</b> link.	The Contact DPW message form opens.
2	Type the message in the Message field.	
3	To clear any entered text, click the <b>Clear Message</b> button.	The entered text is erased.
4	To send the message to DPW, click the <b>Send Message</b> button.	The message is forwarded to DPW for review.

## Cancel Requests

Step	Action	Result
1	Click the <b>Cancel</b> link next to the request to be cancelled.	The request you selected will be cancelled.

## Other Options

Step	Action	Result
1	Click the <b>ePEAP Menu</b> button.	Opens the ePEAP Menu.
2	Click the <b>Help</b> button.	Describes the fields on the Recent Requests window.
3	Click the <b>Exit</b> button.	Opens the PA PROMIS <sup>e</sup> ™ 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

<b>Field</b>	<b>Description</b>	<b>Data Type</b>	<b>Length</b>
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

**PENNSYLVANIA** Department of Public Welfare  
Office of Medical Assistance Programs (OMAP)

electronic Provider Enrollment Automation Program  
**ePEAP**

<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

**Terminate Medical Assistance Participation**

*To terminate your participation as an MA Provider at this Service Location:*

1. Enter an End Date.
2. Optionally, enter Comment.

**Provider ID:** 300180963

**Service Location:** 0001

**Effective End Date:** April 17 2007

### 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 PROMISE™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP Menu window opens.
3	Select the <b>Terminate MA Enrollment</b> 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 <b>Effective End Date</b> (month, day, and year) from the drop-down box.	
2	Click the <b>Continue</b> button.	The Review Your Changes window opens to verify your request.
3	Click the <b>Cancel</b> button.	This enrollment termination process will be ended and will not complete.
4	Click the <b>Continue To Make Changes</b> button to make additional changes.	Opens the ePEAP Menu.
5	Click the <b>Cancel All Changes</b> button to cancel all changes.	The message “This request has been cancelled” is displayed. Click the <b>Continue</b> button to return to the ePEAP menu window.
6	Click the <b>Submit Changes</b> button to submit the changes.	Request for MA enrollment termination is submitted.

### Other Options

Step	Action	Result
1	Click the <b>ePEAP Menu</b> button.	Opens the ePEAP Menu window.
2	Click the <b>Help</b> button.	Describes the fields on the Recent Requests window.
3	Click the <b>Exit</b> button.	Opens the PA PROMISe™ 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 Bulletins/Remittance Advice

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

This window is accessed by clicking the **Manage Bulletins/Remittance Advice** link in the ePEAP Menu.

If a logged-on provider does not normally receive Medical Assistance Bulletins from the Pennsylvania Department of Public Welfare, only the Manage Remittance Advice (RA) window below will be displayed. If the provider receives both RAs and MA Bulletins, the second window below, Manage Bulletins/Remittance Advice, will display. This will allow the provider to manage the delivery of both the MA Bulletins and Remittance Advices.

### Layout (Manage Remittance Advice Only)



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

### Manage Remittance Advice (RA)

#### Remittance Advice:

1. Select an RA option.
2. If the 'On-Line' option is selected, you will not receive RAs by mail.
3. If 'US Mail' is selected, the RAs will be sent by mail, after your request has been processed.

NOTE: With either RA option, you can still view your RAs on this website.

After making changes, please click the 'Continue' button to complete your request.

#### REMITTANCE ADVICE

Remittance advices are available on-line through the PROMISE website. Do you wish to:

- Access RAs on-line through PROMISE and eliminate receipt of paper RAs
- Receive paper RAs via US mail

Continue

Cancel

ePEAP Menu

Help

Exit

## Layout (Manage Bulletins and Remittance Advice)





<b>Your Provider ID</b>	300276278	DOGOD MEDICAL ASSOCIATES	<b>Status</b>	Active
<b>NPI</b>	1384654368	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 E MAIN ST, CAMP HILL, PA 17011-6312		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

### Manage Bulletins/Remittance Advice (RA)

**Bulletins:**

- Select bulletin delivery method.
- If 'Email' option is selected, an email address is required, and will be used as your 'mail to' email address.
- If 'US Mail' is selected, the bulletin will be sent to your 'mail to' address.

NOTE: To view bulletins on the web, [click here](#).

**Remittance Advice:**

- Select an RA option.
- If the 'On-Line' option is selected, you will not receive RAs by mail.
- If 'US Mail' is selected, the RAs will be sent by mail, after your request has been processed.

NOTE: With either RA option, you can still view your RAs on this website.

After making changes, please click the 'Continue' button to complete your request.

**BULLETINS**

How do you want to receive newly issued bulletins?

By Email

My Email address is:

Retype Email address:

By US Mail to your mail-to address

**REMITTANCE ADVICE**

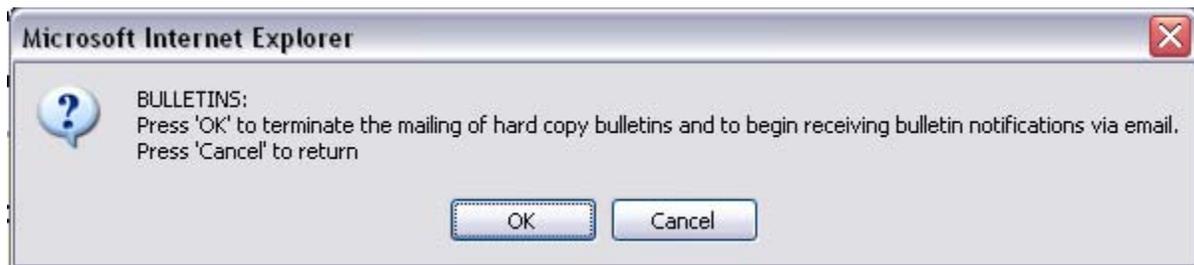
Remittance advices are available on-line through the PROMISe website. Do you wish to:

Access RAs on-line through PROMISe and eliminate receipt of paper RAs

Receive paper RAs via US mail

ePEAP Menu
Help
Exit

## Confirmation Window – Bulletins



## Confirmation Window – Remittance Advice



## Accessibility and Use

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

### To Access the ePEAP Manage Bulletins/Remittance Advice Window

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

### To Discontinue Delivery of Paper Medical Assistance Bulletins

Step	Action	Result
1	Under the <b>How do you want to receive newly issued bulletins?</b> heading, click the <b>By Email</b> radio button to discontinue delivery of paper MA Bulletins.	
2	Type your email address in the <b>My Email address is</b> field	
3	Retype your email address in the <b>Retype Email address</b> field.	
4	Click <b>Continue</b> to process the request.	The Bulletins Confirmation pop-up window appears.
5	Press <b>OK</b> to terminate the mailing of paper MA Bulletins or <b>Cancel</b> to return.	The Review Your Changes window is displayed.

### To Restart Delivery of Paper Medical Assistance Bulletins

Step	Action	Result
1	Under the <b>How do you want to receive newly issued bulletins?</b> heading, click the <b>By US Mail to your mail-to address</b> radio button to resume delivery of paper MA Bulletins to your mailing address..	
2	Click <b>Continue</b> to process the request.	The following confirmation window is displayed.
		
3	Click <b>OK</b> .	The Review Your Changes window is displayed.

### To Discontinue Delivery of Paper Remittance Advices

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

### To Restart Delivery of Paper Remittance Advices

Step	Action	Result
1	Click on the <b>Receive paper RAs via US mail</b> radio button to restart delivery of paper RAs.	
2	Click <b>Continue</b> 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
By Email	Select to receive Bulletins by email.	Radio Button	0

<b>Field</b>	<b>Description</b>	<b>Data Type</b>	<b>Length</b>
By US Mail to your mail-to address	Select to receive Bulletins by US mail.	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. Valid 'mail-to' email address is required to receive Bulletins by email.	Character	100
NPI	NPI of the group.	Character	10
Receive paper RAs via US mail	Select to receive RAs by US mail.	Radio Button	0
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



<b>Your Provider ID</b>	300180963	DOGOOD JAMES L	<b>Status</b>	Active
<b>NPI</b>	1234567893	<a href="#">(View Taxonomy)</a>	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 HOPE RD, HARRISBURG, PA 17011-		
<b>Provider Type</b>	31	PHYSICIAN		<a href="#">(View Specialties)</a>

#### Active Service Locations for MAID # 300180963

<u>Service Location</u>	<u>NPI</u>	<u>Physical Site Address</u>	<u>Options</u>	<u>Medicare Indicator</u>
0001 (Currently Logged In)	1234567893	DOGOOD JAMES L 123 HOPE RD HARRISBURG, PA 17011-	<a href="#">(View Specialties)</a> <a href="#">(View Taxonomy)</a>	X
0002	1234567893 <b>(Pending)</b>	DOGOOD JAMES L 234 NEW HAVEN RD CAMP HILL, PA 17011-	<a href="#">(View Specialties)</a> <a href="#">(View Taxonomy)</a>	
0003		DOGOOD PHYSICIAN SERVICES 123 HOPE RD HARRISBURG, PA 17011-	<a href="#">(View Specialties)</a>	

<a href="#">ePEAP Menu</a>	<a href="#">Help</a>	<a href="#">Exit</a>
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### Accessibility and Use

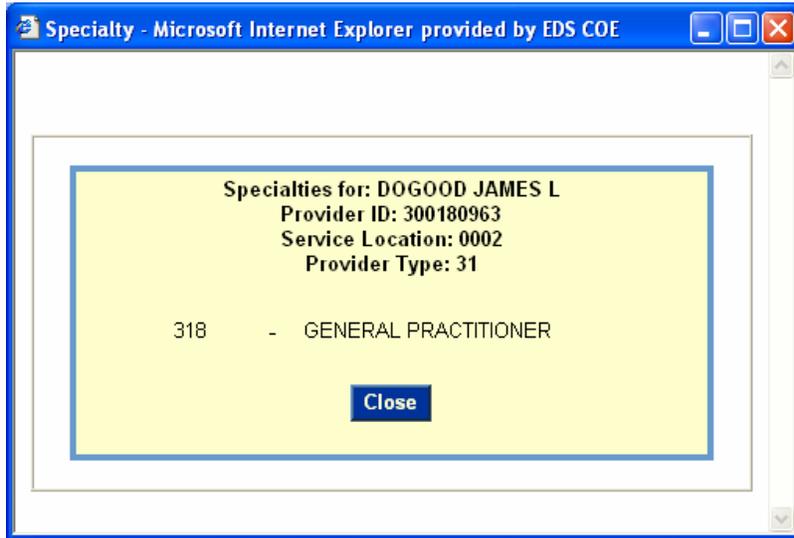
To access the ePEAP Active Service Locations window, view all service locations associated with a provider ID, and review specialties or taxonomy codes associated with a service location, complete the steps in the following step/action tables.

### To Access the ePEAP Active Service Locations Window

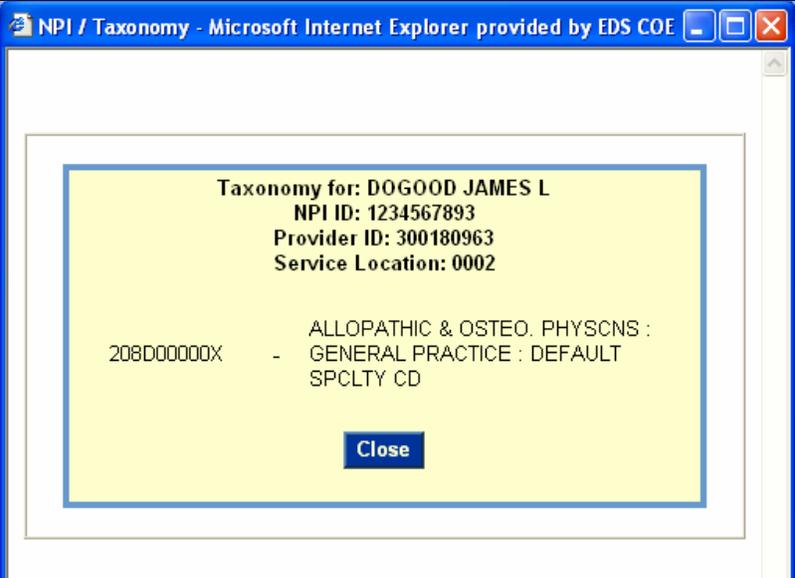
Step	Action	Result
1	Sign on to the PA PROMISe™ Internet application using instructions provided in Section 1.5 of this manual.	The Provider Main Page appears on the desktop.
2	Click on the <b>ePEAP (Provider Enrollment Automation Project)</b> link in the Other Links section of the window.	The ePEAP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

### To View Specialties Associated With a Service Location

Step	Action	Result
1	Click on the <b>View Specialties</b> 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 <b>View Taxonomy</b> 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: <ul style="list-style-type: none"> <li>Name</li> <li>Address Line 1</li> <li>Address Line 2</li> <li>City</li> <li>State</li> <li>Zip (10 digit)</li> </ul>		
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 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

<b>Your Provider ID</b>	000276278	DOGWOOD MEDICAL ASSOCIATES	<b>Status</b>	Active
<b>NPI</b>	1334954060	(View Taxonomy)	<b>ePEAP Access</b>	Full Access
<b>Service Location</b>	0001	123 E MAIN ST, CAMP HILL, PA 17011-6312		
<b>Provider Type</b>	01	PHYSICIAN		(View Specialties)

**Verify Provider Membership in My Group**

**Instructions**  
To check whether a Provider is a member of your Group:

1. Enter the Provider's ID and Service Location.
2. Click the "Check" button.

Provider ID:  Service Location:

Provider ID: 300180963 Service Loc: 0001 is a member of your Group.

Provider ID	Svc Loc	Provider Name	Membership Dates
300180963	0001	DOGWOOD JAMES L	01/24/2007 - 12/31/2299

### 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 <b>Verify Provider Membership</b> 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 <b>Provider ID</b> and <b>Service Location</b> in the corresponding fields.	
2	Click the <b>Check</b> button.	The verification is displayed.

### Other Options

Step	Action	Result
1	Click the <b>ePEAP Menu</b> button.	Opens the ePEAP Menu window.
2	Click the <b>Help</b> button.	Describes the fields on the Recent Requests window.
3	Click the <b>Exit</b> button.	Opens the PA PROMIS <sup>e</sup> ™ 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

## 9 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

Member Number	Service Location	Provider Type	Effective Date	End Date	Member Name
300180963	0001	31	04/01/2006	04/11/2006	DOGOOD JAMES L
300180963	0001	31	04/19/2006	01/19/2007	DOGOOD JAMES L
300180963	0001	31	01/24/2007	12/31/2299	DOGOOD JAMES L

### 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 <b>View Provider Group Members</b> 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 <b>Displaying results</b> drop-down list.	
2	Click <b>View Results</b> .	The selected block of records is displayed in the Provider Group Members window.

## Other Options

Step	Action	Result
1	Click the <b>Close</b> 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

## 10 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

<b>Field</b>	<b>Error Code</b>	<b>Error Message</b>	<b>To Correct</b>
	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.

<b>Field</b>	<b>Error Code</b>	<b>Error Message</b>	<b>To Correct</b>
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.