

Step 1

Getting Started

The Resource Developer (RD) or Service Coordinator (SC) contacts the provider to start the enrollment process.

The provider receives a referral number and will be instructed to work with Maximus to complete an application.

Step 2

Completing an Application

The provider completes an application online.

There are 7 sections on the application, each section must be completed in full then submitted. Each section has a radial dial that will be blue, when completed correctly the dial will turn green.

At the end of the application "submit" will have to be chosen again to submit the full application.

Independent HBCS Providers

Can complete the paper application and email it to NebraskaMedicaidPSE@Maximus.com. A paper application will take longer than electronic enrollment.

Step 3

Uploading Documents and Completing APS/CPS Screenings

Providers need to upload all of the necessary documents for the services they will be providing.

Providers will also get an invitation from Maximus to complete their APS/CPS screening. Providers who use this invitation do not need to do anything else.

TIP

Providers who request their own APS/CPS screening must upload it to Maximus.

Step 4

Fingerprinting

Providers who need to have their fingerprints ran based on their provided services will receive a packet from Nebraska Medicaid Provider Relations.

Reminder

This process is not completed through Maximus

The packet has a lot of information but it is important to follow the instructions correctly.

If you have questions about fingerprinting, please contact Provider Relations by calling (402) 471-9018.

STEP 5

Confirmation of Enrollment

The Provider Relations team will review each provider's information and decide if they are eligible to be a Nebraska Medicaid Provider. They will then notify the provider of the final determination.

If the provider is eligible, they can begin billing Nebraska Medicaid based on the authorization.

TIP

Providers should update Maximus as soon as possible if any of their information changes:

- Their name
- Address
- Phone Number
- Email

If the provider does not agree with the eligibility determination, they can submit an appeal.