

Quick Reference Guide: Converting Standard Providers to ORP

Steps:

- 1** **These steps are completed by a Medicaid enrolled Standard (FFS—Fee-for-Service) provider, if they wish to convert their Standard Medicaid record to a Medicaid enrolled Ordering, Referring, Prescribing (ORP) provider with the Ohio Medicaid program.*

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
518366	Training Trainer	Complete	27 - Chiropractor Individual	1336272129	0000203	Chiropractic Services				05/10/23	05/10/23	05/10/28

A conversion from a Standard provider to an ORP provider with Ohio Medicaid is completed as an Enrollment Action.

Click on the Reg ID or Provider name hyperlink of the provider that needs to be converted, to access the Provider Management Home page.

“This process can be completed by the Administrator or Power Agent for the Medicaid ID being converted, or a user with the Agent role if that Agent has been assigned the ‘Enrollment Agent’ action by the Administrator.”

- 2** Under the Manage Application section, click the ‘+’ icon to expand the Enrollment Action Selections.

Click on the hyperlink which says, “**Convert from Standard.**”

**This link only appears if the provider is enrolled as Standard (FFS—Fee-for-Service) provider.*

Manage Application

Enrollment Actions

+ Enrollment Action Selections:

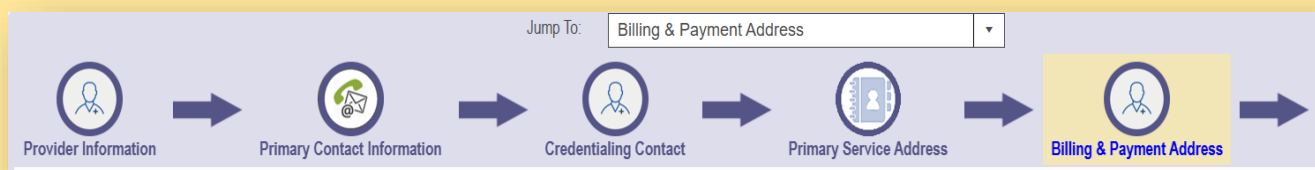
Programs

+ Program Selections:

Self Service

+ Self Service Selections:

- 3**



Review the information on each page of the application to ensure accuracy.

If information needs to be added (*Ex. Billing & Payment Address page*), enter the appropriate details.

If changes to existing details are needed, update the necessary information.

After each page has been reviewed, click **Next** to save the information and advance to the next page.

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A green checkmark displays in the navigation bar for every page that has been successfully reviewed or updated.

Continue reviewing each page of the application until each page has received a green checkmark.



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Once all pages have been reviewed, and receive a green checkmark, click **Submit for Review**.

The new 'ORP' application will be sent to the Ohio Department of Medicaid for an enrollment review.

A submission confirmation message displays indicating that the application has been submitted.

Click **Return to Home Page**, to go to your dashboard.

This screenshot shows a control panel for the application. At the top right, there are two buttons: 'Generate PDF' and 'Submit for Review'. Below these, there is a row of four buttons: 'Save', 'Cancel', 'Previous', and 'Next'.

The screenshot displays a 'Submission Confirmation' message. The text reads: 'You have successfully submitted your application to the Medicaid Program. Please allow at least 10 days for processing before attempting to submit any changes.' Below the message is a button labeled 'Return to Home Page'.

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The status for the submitted provider will display on the dashboard as **'Submitted.'**

This status will continue to update during the review process and will display as **'Complete'** once all reviews have been finalized.

Reg ID	Provider	Status	Provider Type
518366	Training Trainer	All	27 - Chiropractor Individual
518366	Training Trainer	Submitted	27 - Chiropractor Individual