

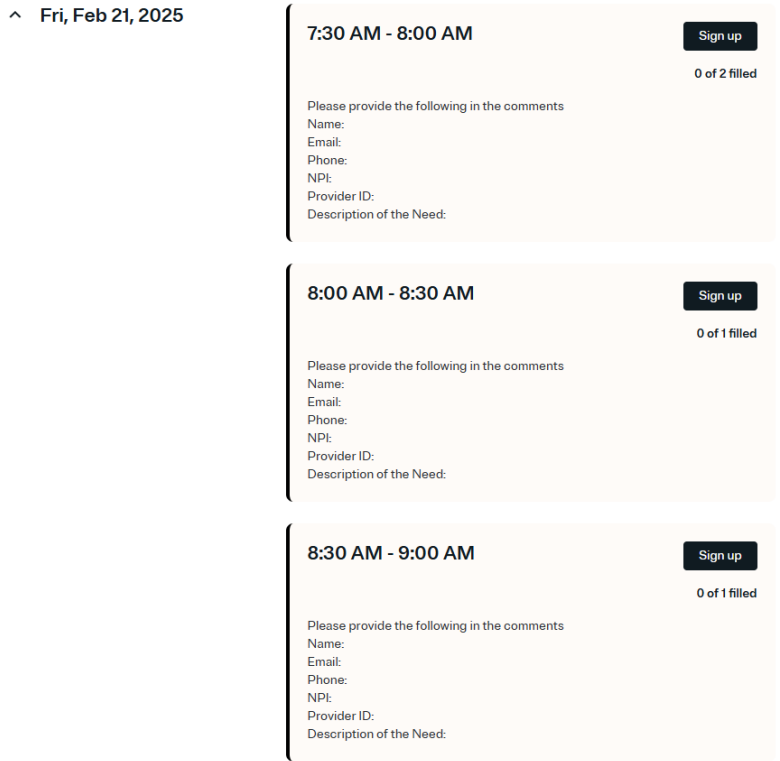
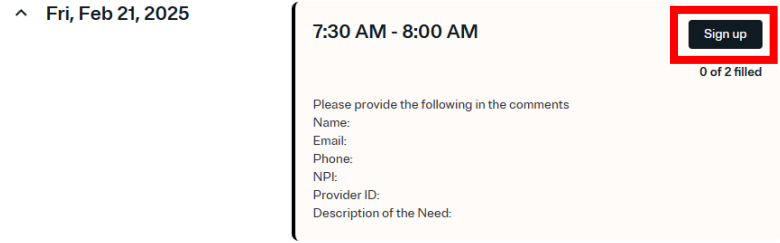
How Do I Request an Appointment on Evite? Participant User Guide

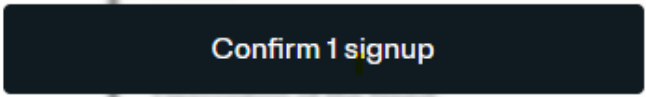
1 Introduction

Providers may request an appointment with Medicaid Provider Relations staff using Evite.

2 Requesting an Appointment on Evite

To request an appointment on Evite, do the following:

Step	Screenshot/Link (if applicable)
1. Navigate to Evite.	https://evite.me/m49neEBTNs
2. Review the available appointment time slots. Note: <i>Appointments must be scheduled at least 24 hours in advance.</i>	 <p>^ Fri, Feb 21, 2025</p> <p>7:30 AM - 8:00 AM Sign up 0 of 2 filled</p> <p>Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:</p> <p>8:00 AM - 8:30 AM Sign up 0 of 1 filled</p> <p>Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:</p> <p>8:30 AM - 9:00 AM Sign up 0 of 1 filled</p> <p>Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:</p>
3. Select the Sign up button on the desired time slot. Note: <i>Users may select multiple time slots.</i>	 <p>^ Fri, Feb 21, 2025</p> <p>7:30 AM - 8:00 AM Sign up 0 of 2 filled</p> <p>Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:</p>

<p>4. Select the Confirm signup button at the bottom of the page.</p> <p>Note: The Confirm signup button displays the number of time slots selected.</p>	
<p>5. Fill in your Name, Email Address, applicable information in the Comment field, and select the Save button.</p> <p>Note: Medicaid Provider Relations staff will review the appointment request(s) and schedule a Teams meeting for that appointment time.</p>	