

Chapter 8. File Exchange

The Nevada Medicaid and Nevada Check Up Provider Web Portal (PWP) allows providers, or their delegates, the ability to upload forms online through the Provider Web Portal.

8.1 Forms that can be submitted online

The following forms can be submitted online using the Upload Files page on the Provider Web Portal:

- FA-21 PASRR and LOC Data Correction Form
- FA-34 Written Notice of Provider Termination
- FA-60 MAC Pricing Appeal Form
- NMO7073 Functional Assessment Service Plan
- FA-29B Prior Authorization Reconsideration Request

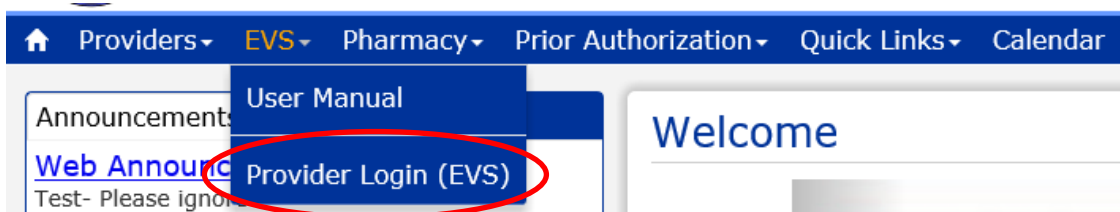
The following types of forms may not be uploaded using the Upload Files page:

- **Prior Authorization Forms:** Submit through the Web Portal Care Management tab as attachments when prior authorization requests are created. Note: This does not apply to PASRR prior authorizations that cannot be submitted using the Provider Web Portal.
- **Sterilization/Abortion Forms:** Submit with appropriate claim form.
- **Appeal Forms:** Submit electronically using Secure Correspondence. For more information on Secure Correspondence, refer to EVS User Manual Chapter 1.
- **Initial Emergency Dialysis Case Certification FA-100:** Submit with appropriate claim form.

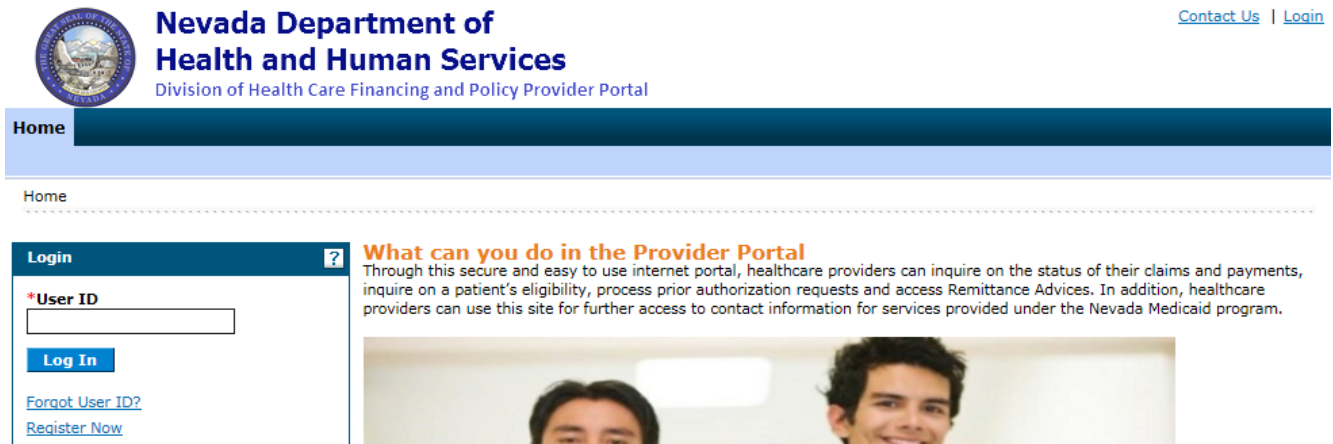
8.2 Instructions for Uploading Forms using the Provider Web Portal

To upload forms using the Provider Web Portal:

1. Open a web browser such as Internet Explorer or Firefox.
2. Enter www.medicaid.nv.gov in the address bar.
3. The Provider Web Portal Home page opens as shown below. Click **EVS**. The submenu displays "User Manual" or "Provider Login (EVS)."

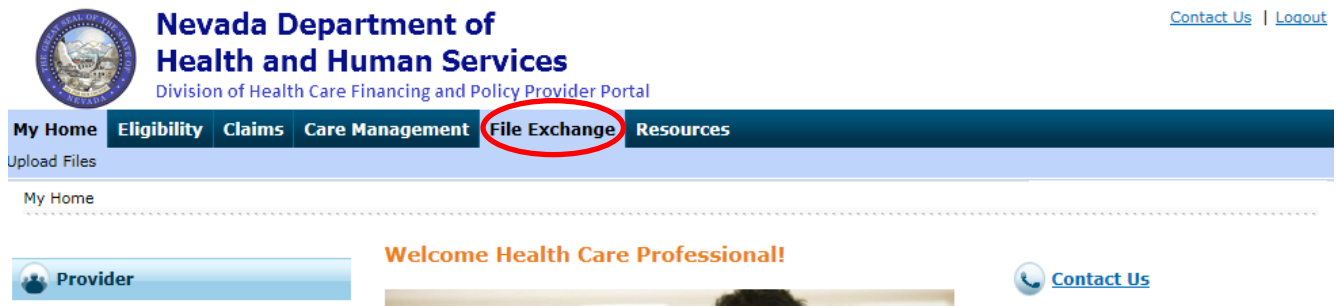


- Click **Provider Login (EVS)**. The EVS Home page opens.



The screenshot shows the top of the Nevada Department of Health and Human Services website. The header includes the state seal, the department name, and the subtitle "Division of Health Care Financing and Policy Provider Portal". Navigation links for "Contact Us" and "Login" are in the top right. A dark blue banner with the word "Home" is below the header. Underneath, a "Home" link is visible. On the left, a "Login" section contains a "User ID" input field, a "Log In" button, and links for "Forgot User ID?" and "Register Now". To the right, a heading "What can you do in the Provider Portal" is followed by a paragraph describing the portal's functions for healthcare providers. Below the text is a partial image of two people.

- Log into the Provider Web Portal.
- On the "My Home" page, click the "File Exchange" tab to open the "Upload Files" page.



This screenshot shows the "My Home" page of the provider portal. The header is identical to the previous screenshot. Below the header, a navigation bar contains tabs for "My Home", "Eligibility", "Claims", "Care Management", "File Exchange", and "Resources". The "File Exchange" tab is highlighted with a red circle. Below the navigation bar, there is an "Upload Files" section and a "My Home" link. A "Welcome Health Care Professional!" message is displayed in the center, with a partial image of a person below it. On the left, there is a "Provider" button with a user icon. On the right, there is a "Contact Us" button with a phone icon.

Upload Files Page for providers and delegates

My Home **Eligibility** **Claims** **Care Management** **File Exchange** **Resources**

Upload Files

[File Exchange](#) > Upload Files

File Upload ? **c**

* Indicates a required field.

This page allows upload of Nevada forms that have been completed and saved by the user. Please select the appropriate form type from the list below. The following types of forms may NOT be uploaded here:

Prior authorization forms - submit through the Web Portal Care Management tab as attachments when prior authorization requests are created. Note: This does not apply to PASRR prior authorizations that can't be submitted using the Web Portal.

Sterilization/Abortion Forms - submit with appropriate claim form.

Appeal Forms - submit electronically using Secure Correspondence.

Initial Emergency Dialysis Case Certification FA-100 - submit with appropriate claim form.

a *File Type

b *Upload File

Upload Files Page for Trading Partners:

My Home **Eligibility** **Claims** **Care Management** **File Exchange** **Resources**

Upload Files

[File Exchange](#) > Upload Files

File Upload ? **c**

* Indicates a required field.

Transaction files uploaded here must be in a HIPAA format -- Health Insurance Portability and Accountability Act.

HIPAA is the United States Health Insurance Portability and Accountability Act of 1996. There are two sections to the Act. HIPAA Title I deals with protecting health insurance coverage for people who lose or change jobs. HIPAA Title II includes an administrative simplification section which deals with the standardization of healthcare-related information systems. In the information technology industries, this section is what most people mean when they refer to HIPAA.

HIPAA establishes mandatory regulations that require extensive changes to the way that health providers conduct business. HIPAA seeks to establish standardized mechanisms for electronic data interchange (EDI), security, and confidentiality of all healthcare-related data. The Act mandates: standardized formats for all patient health, administrative, and financial data; unique identifiers (ID numbers) for each healthcare entity, including individuals, employers, health plans and healthcare providers; and security mechanisms to ensure confidentiality and data integrity for any information that identifies an individual.

The upload file must be in one of these formats: .txt, .dat, .zip

a *File Type

b *Upload File

- File Type – The drop-down list contains all of the forms that can be uploaded using the Provider Web Portal.
- Upload File – Click on the “Browse” button to select the file you are uploading.
- Click on the (?) to display the Help page.

Note: Prior authorization forms will require additional input of the appropriate authorization tracking number and recipient ID.

- d. Recipient ID – Enter the recipient ID associated with the authorization tracking number.
- e. Authorization Tracking Number – Enter the authorization tracking number for the prior authorization.

File Upload ?

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Appeal Forms - submit electronically using Secure Correspondence.

Initial Emergency Dialysis Case Certification FA-100 - submit with appropriate claim form.

d

e

*File Type

FA-29B Prior Authorization Reconsideration Request ▼

*Recipient ID

*Tracking Number

*Upload File

Upload

Reset

7. File Type – Select the form that will be uploaded using the drop-down list.

Providers and Delegates

File Upload

* Indicates a required field.

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Sterilization/Abortion Forms - submit with appropriate claim form.

Appeal Forms - submit electronically using Secure Correspondence.

Initial Emergency Dialysis Case Certification FA-100 - submit with appropriate claim form.

* **File Type** Select

* **Upload File** Browse...

File Type Options:

- FA-21 PASRR and LOC Data Correction Form
- FA-34 Written notice of provider termination
- FA-60 MAC Pricing Appeal Form
- NMO 7073 Functional Assessment Service Plan
- FA-29B Prior Authorization Reconsideration Request

Buttons: Upload, Reset

Trading Partners

File Upload

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Transaction files uploaded here must be in a HIPAA format -- Health Insurance Portability and Accountability Act. HIPAA is the United States Health Insurance Portability and Accountability Act of 1996. There are two sections to the Act. HIPAA Title I deals with protecting health insurance coverage for people who lose or change jobs. HIPAA Title II includes an administrative simplification section which deals with the standardization of healthcare-related information systems. In the information technology industries, this section is what most people mean when they refer to HIPAA.

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The upload file must be in one of these formats: **.txt, .dat, .zip**

* **File Type** Select

* **Upload File** Browse...

File Type Options:

- 270/271 Health Care Eligibility Request/Response Batch
- 276/277 Health Care Claim Status Request/Response Batch
- 837D Health Care Claim: Dental
- 837I Health Care Claim: Institutional
- 837P Health Care Claim: Professional
- D.0 - NCPDP - Batch Standard 1.2

Buttons: Upload, Reset

8. Upload File – Upload the form from your computer to start the upload process. **Please note:** If multiple documents are being uploaded, please place all forms in a WinZip® file. For example, if a form needs to be signed please scan the signature page(s) and include that scan along with the completed PDF in the same WinZip file.

*File Type

FA-60 MAC Pricing Appeal Form

* Upload File

C:\Users\Documents\ doc.pdf

Browse...

Upload

Reset

- Click the “Upload” button to upload the form. The following confirmation message will display to confirm the file was successfully uploaded.

File Upload

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Sterilization/Abortion Forms - submit with appropriate claim form.

Appeal Forms - submit electronically using Secure Correspondence.

Initial Emergency Dialysis Case Certification

*File Type

FA

* Upload File

Browse...

Upload

Reset

Upload File Confirmation

The file was successfully uploaded.

OK

EVS User Manual, Chapter 8
Updated 02/06/2019 (pv12/28/2018) MODERNIZATION

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