This document provides six easy steps to using the Member Focused Viewing function in the Electronic Verification System (EVS). The Member Focused Viewing function allows providers/users to view a summary of all members’ information on one page, based on the last 10 members previously viewed in EVS. For more details regarding Member Focused Viewing, please review Chapter 2 of the EVS User Manual at: https://www.medicaid.nv.gov/providers/evsusermanual.aspx

1. Log into the Electronic Verification System (EVS) portal at: https://www.medicaid.nv.gov/hcp/provider/Home/tabid/135/Default.aspx

2. Select “Member Focused Viewing” from the Provider Services section of the EVS home page, located on the left-hand side of the page.

3. Input Recipient Medicaid ID or Last Name, First Name and Birth Date. Select the “Search” tab.

   User can also select “Last Members Viewed” if looking up previously searched recipient information.
4. Results will then appear below the search criteria. Click on the recipient’s name to view additional information.

5. On the Member in Focus page, users can:
   - Verify Coverage Details
   - Submit and View Claims
   - Submit and View Prior Authorizations

6. Select “Change” or “Close Member Focus” to start a new search for a different recipient.