

# Chapter 10. Report Download

The Nevada Medicaid and Nevada Check Up Provider Web Portal allows providers, or their delegates, the ability to download and print out provider letters and documents.

## 10.1 Gaining access to Report Download

To access the Report Download page of the Provider Web Portal:

1. Log into the Provider Web Portal.
2. On the “My Home” page, under Resources click the **Report Download** link to open the Report Download page:

**Nevada Department of Health and Human Services**  
Division of Health Care Financing and Policy Provider Portal

[Contact Us](#) | [Logout](#)

**My Home** | [Eligibility](#) | [Claims](#) | [Care Management](#) | [File Exchange](#) | [Resources](#)

[Search Providers](#) | [Search Fee Schedule](#) | [Downloads](#) | **Report Download**

My Home

**Provider**

**Name** JOHN FLOWER  
**Provider ID** 1427124858 (NPI)  
**Location ID** 250000087  
**Revalidation Date** 09/04/2024  
**License** \_

▶ [My Profile](#)  
▶ [Manage Accounts](#)

**Provider Services**

▶ [Member Focused Viewing](#)  
▶ [Search Payment History](#)  
▶ [Revalidate-Update Provider](#)  
▶ [Pharmacy PA](#)  
▶ [PASRR](#)  
▶ [EHR Incentive Program](#)  
▶ [Presumptive Eligibility](#)

**Welcome Health Care Professional!**

[Contact Us](#)

[Secure Correspondence](#)

All Claim Inquiries should be submitted to the following Address:

Nevada Medicaid Administration  
P.O.Box 30042  
Reno, NV 89520-3042

We are committed to make it easier for physicians and other providers to perform their business. In addition to providing the ability to verify member eligibility and search for claims, payment information, and access Remittance Advices, our secure site provides access to eligibility, answers to frequently asked questions, and the ability to process authorizations.

Prior Authorization Quick Reference Guide [\[Review\]](#)  
Provider Web Portal Quick Reference Guide [\[Review\]](#)

## 10.2 Letters and Documents available for download

The four (4) Report Categories are:

1. Prior Authorization Letters
2. Prior Authorization Attachments
3. Provider Enrollment Letters
4. Claim Appeal Letters

The screenshot shows the 'Report Download' page of the Nevada Department of Health and Human Services. The page header includes the department logo and name, along with navigation links for 'Contact Us' and 'Logout'. Below the header is a menu bar with options: 'My Home', 'Eligibility', 'Claims', 'Care Management', 'File Exchange', and 'Resources'. A secondary navigation bar contains links for 'Search Providers', 'Search Fee Schedule', 'Downloads', and 'Report Download'. The main content area is titled 'Report Download' and includes a search instruction: 'Enter your search criteria and click the Search button.' The search form contains several fields: 'Provider ID' with the value '1427', 'ID Type' with the value 'NPI', and 'From Date'. The 'Report Category' field is highlighted with a blue border and shows a dropdown menu with four options: 'Prior Authorization Letters', 'Prior Authorization Attachments', 'Provider Enrollment Letters', and 'Claims Appeal Letters'. The 'To Date' field is empty and includes a calendar icon. A red asterisk indicates that the 'Report Category' field is required.

The required search options will change based on the Report Category selected.

## 10.2.1 Prior Authorization Letters

The following Prior Authorization Letters are available in the Provider Web Portal:

- PAU-0020-D – Notice of Decision (NODs)
- PAU-0024-D – Notice of Termination (NOTs)
- PAU-0040-D – Request for Additional Information
- PAU-0120-D – Rendering Notice of Decision (NODs)
- PAU-0124-D – Rendering Notice of Termination (NOTs)
- PAU-0140-D – Rendering Request for Additional Information

To search for available Prior Authorization Letters, users will need to search using either:

- From Date, To Date and Recipient ID  
or
- PA Number

**My Home** **Claims** **File Exchange** **Resources**

Search Providers | Search Fee Schedule | Downloads | **Report Download**

[Resources](#) > Report Download

**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

**Provider ID** 1093 **ID Type** NPI

\***Report Category** Prior Authorization Letters

**From Date**  **To Date**

**Recipient ID**

**Prior Authorization Number**

**Search** **Reset**

1. Enter the required search criteria and then click the “Search” button.

**My Home** **Claims** **File Exchange** **Resources**

Search Providers | Search Fee Schedule | Downloads | **Report Download**

[Resources](#) > Report Download

**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

**Provider ID** 1093 **ID Type** NPI

\***Report Category** Prior Authorization Letters

**From Date**  **To Date**

**Recipient ID**

**Prior Authorization Number** 32180

**Search** **Reset**

2. The matching letters will be returned in the Reports Available to Download section.

Resources > Report Download

**Report Download** ?

\* Indicates a required field.  
 Enter your search criteria and click the **Search** button.

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Provider ID 1093      ID Type NPI  
 \*Report Category       To Date   
 From Date       Recipient ID   
 Prior Authorization Number

**Search**    **Reset**

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 1

<a href="#">Report ID</a>	<a href="#">Report Name</a>	<a href="#">Created Date</a> ▼
<a href="#">PAU-0020-D</a>	PAU - Notice Of Decision	04/12/20

3. Click the Report ID hyperlink to download and view the letter.

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 1

<a href="#">Report ID</a>	<a href="#">Report Name</a>	<a href="#">Created Date</a> ▼
<a href="#">PAU-0020-D</a>	PAU - Notice Of Decision	04/12/20

## 10.2.2 Prior Authorization Attachments

The following Prior Authorization Attachments are available in the Provider Web Portal:

- FA-29B – Prior Authorization Reconsideration Request
- PCS-0010-O – Personal Care Services (PCS) Service Plan

To search for available Prior Authorization Attachments, users will need to search using either:

- From Date, To Date and Recipient ID
- or
- PA Number

Resources > Report Download

**Report Download** ?

\* Indicates a required field.  
 Enter your search criteria and click the **Search** button.

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Provider ID 1548      ID Type NPI  
 \*Report Category       To Date   
 From Date       Recipient ID   
 Prior Authorization Number

**Search**    **Reset**

1. Enter the required search criteria and then click the "Search" button.

[My Home](#) | [Eligibility](#) | [Claims](#) | [Care Management](#) | [File Exchange](#) | [Resources](#)

[Search Providers](#) | [Search Fee Schedule](#) | [Downloads](#) | [Report Download](#)

[Resources](#) > Report Download

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**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

**Provider ID** 1548      **ID Type** NPI  
**\*Report Category**

**From Date**        **To Date**

**Recipient ID**   
**Prior Authorization Number**

  

2. The matching attachments will be returned in the Reports Available to Download section.

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[Search Providers](#) | [Search Fee Schedule](#) | [Downloads](#) | [Report Download](#)

[Resources](#) > Report Download

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**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

**Provider ID** 1548      **ID Type** NPI  
**\*Report Category**

**From Date**        **To Date**

**Recipient ID**   
**Prior Authorization Number**

  

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**Reports Available to Download**

To download a report, click the Report ID. Total Records: 1

<a href="#">Report ID</a>	<a href="#">Report Name</a>	<a href="#">Created Date</a> ▼
<a href="#">FA-29B</a>	Prior Authorization Reconsideration Request	09/30/2020 04:30:03

3. Click the Report ID hyperlink to download and view the attachment.

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 1

<a href="#">Report ID</a>	<a href="#">Report Name</a>	<a href="#">Created Date</a> ▼
<span style="border: 2px solid red; padding: 2px;"><a href="#">FA-29B</a></span>	Prior Authorization Reconsideration Request	09/30/2020 04:30:03

## 10.2.3 Provider Enrollment Letters

The following Provider Enrollment Letters are available in the Provider Web Portal:

- PRV-9009-R Provider Change Notification Letter
- PRV-9012-R File Update Request Return To Provider Letter
- PRV-9020-R Provider Termination Letter
- PRV-9021-R 20 Day Advance Notification of Termination
- PRV-9040A-R Medicaid Prescribing Referring Ordering Welcome Letter
- PRV-9040-R Medicaid Initial Enrollment Welcome Letter
- PRV-9060A-R Provider Revalidation Letter - 30 Days Final Notice
- PRV-9060-R Provider Revalidation Notice - 60 Days First Notice
- PRV-9062-R Revalidation Approval Letter
- PRV-9064-R Revalidation Return To Provider Letter
- PRV-9067-R Revalidation Termination Letter
- PRV-9068-R Provider 20-Day License Expiring Letter
- PRV-9069-R Provider 60-Day License Expiring Letter
- Provider Enrollment Contract

To search for available Provider Enrollment Letters, users will need to search using:

- From Date and To Date

**My Home** **Claims** **File Exchange** **Resources**

Search Providers | Search Fee Schedule | Downloads | **Report Download**

[Resources](#) > Report Download

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**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

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**Provider ID** 1588      **ID Type** NPI

\***Report Category** Provider Enrollment Letters

\***From Date**         \***To Date**

 

1. Enter the required search criteria and then click the “Search” button.

**My Home** **Claims** **File Exchange** **Resources**

Search Providers | Search Fee Schedule | Downloads | **Report Download**

[Resources](#) > Report Download

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**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

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**Provider ID** 1588      **ID Type** NPI

\***Report Category** Provider Enrollment Letters

\***From Date** 04/01/2020       \***To Date** 07/01/2020

2. The matching letters will be returned in the Reports Available to Download section.

**My Home** | **Claims** | **File Exchange** | **Resources**

Search Providers | Search Fee Schedule | Downloads | **Report Download**

[Resources](#) > Report Download

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**Report Download** ?

\* Indicates a required field.  
Enter your search criteria and click the **Search** button.

Provider ID 1588      ID Type NPI

\*Report Category       \*From Date       \*To Date

  

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**Reports Available to Download**

To download a report, click the Report ID. Total Records: 4

Report ID	Report Name	Created Date ▲
<a href="#">PRV-9060-R</a>	Revalidation Notice – 60 Days First Notice	04/23/20
<a href="#">PRV-9060A-R</a>	NOTICE TO REVALIDATE	06/02/20
<a href="#">PRV-9021-R</a>	Notice of Termination	06/10/20
<a href="#">PRV-9067-R</a>	Termination of Participation in Nevada Medicaid	06/22/20

3. Click the Report ID hyperlink to download and view the letter.

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 4

Report ID	Report Name	Created Date ▲
<a href="#">PRV-9060-R</a>	Revalidation Notice – 60 Days First Notice	04/23/20
<a href="#">PRV-9060A-R</a>	NOTICE TO REVALIDATE	06/02/20
<a href="#">PRV-9021-R</a>	Notice of Termination	06/10/20
<a href="#">PRV-9067-R</a>	Termination of Participation in Nevada Medicaid	06/22/20

## 10.2.4 Claims Appeal Letters

The following Claims Appeal Letters are available in the Provider Web Portal:

- CTM-AREC-R Appeal Received
- CTM-AREJ-R Appeal Rejected
- CTM-AAPR-R Appeal Approved
- CTM-ADEN-R Appeal Denied

To search for available Provider Enrollment Letters, users will need to search using either:

- From Date, To Date and Recipient ID  
or
- Contact Tracking Number (CTN)





- Click the Report ID hyperlink to download and view the letter.

Reports Available to Download		
To download a report, click the Report ID.		Total Records: 6
Report ID	Report Name	Created Date ▲
<a href="#">CTM-AREC-R</a>	Appeal Received	09/29/2020 08:43:28
<a href="#">CTM-AAPR-R</a>	Appeal Approved	09/29/2020 11:38:45

## 10.3 Access Help Page

Help information for this page can be accessed by clicking the “?” on the page.

[My Home](#) | [Claims](#) | [File Exchange](#) | [Resources](#)

[Search Providers](#) | [Search Fee Schedule](#) | [Downloads](#) | [Report Download](#)

[Resources](#) > [Report Download](#)

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**Report Download** ?

\* Indicates a required field.

Enter your search criteria and click the **Search** button.

Provider ID 1588      ID Type NPI

\*Report Category

\*From Date        \*To Date

  

## 10.4 Tips for Report Download

- Enter as much search criteria as possible to help narrow your search results.
- The search results are based on the logged in National Provider Identifier (NPI) that appears as the Provider ID.
- A message will appear if reports meet your search criteria.