Chapter 3. Revalidation and Updates

The Nevada Medicaid and Nevada Check Up Health Care Online Provider Enrollment Portal allows providers, or their delegates, to revalidate enrollment, and update their previously submitted provider enrollment information.

The Provider Revalidation Application is to be used by active providers who have received a revalidation letter. The online revalidation application will allow providers to revalidate and update their provider enrollment information, with the exception of ownership changes. Once a provider submits a revalidation application, a new revalidation application cannot be submitted. If a revalidation application has already been submitted and a provider attempts to begin a new one, the current application status will display. Revalidations are required only once every five years (three years for Durable Medical Equipment (provider type 33) providers).

The Provider Update Application is to be used by active providers to report any changes to their provider enrollment information, with the exception of ownership changes. Once a provider submits an update application, a new update application cannot be submitted until the application in process reaches a finalized status. If an update application is in process and a provider attempts to begin a new one, the current application status will display along with the message: “The provider NPI has a change/update application in process. A new change/update application cannot be started until the current application is finalized.”

Besides initiating revalidate and update applications, providers also have the option to update demographics. The “Update Demographics” link redirects providers back to the Nevada Medicaid and Nevada Check Up Provider Web Portal (PWP) where they can update certain demographic data in real time. However, if an update application is already in process, demographic data cannot be updated until that application is finalized. For further instructions on how to update provider demographics, see the Electronic Verification System (EVS) User Manual Chapter 12.

Change of ownership must be reported within 35 days of completion by completing an Initial Enrollment application.
3.1 Online Provider Revalidation Application

To begin the Online Provider Revalidation Application:

1. Log in to the Provider Web Portal.

What can you do in the Provider Portal

Through this secure and easy to use internet portal, healthcare providers can inquire on the status of their claims and payments, inquire on a patient’s eligibility, process prior authorization requests and access Remittance Advices. In addition, healthcare providers can use this site for further access to contact information for services provided under the Nevada Medicaid program.
2. Provider My Home page is displayed.

3. Click on the “Revalidate-Update Provider” link under Provider Services.
4. Revalidate-Update Provider page is displayed with list of locations linked to the NPI. It will also display the revalidation due date, license effective dates, and contract information for each service location.

5. Click “Revalidate Provider” under Action.

6. Click “Proceed” on the redirect page.
7. The Provider Enrollment Welcome page is displayed. Click Continue to open the Revalidation application.
8. The Request Information page is displayed to begin the revalidation application.

![Request Information Page]

8. The Request Information page is displayed to begin the revalidation application.

9. Navigate through each page of the online application to add required information and make any necessary changes to the information on file.

**Note:** The Enrollment Type, Provider Type and Social Security Number (SSN) fields will display as “read only” and can't be changed during the revalidation process.
3.2 Provider Updates

To begin the Online Provider Update Application:

1. Log in to the Provider Web Portal.

What can you do in the Provider Portal

Through this secure and easy-to-use internet portal, healthcare providers can inquire on the status of their claims and payments, inquire on a patient’s eligibility, process prior authorization requests and access Remittance Advises. In addition, healthcare providers can use this site for further access to contact information for services provided under the Nevada Medicaid program.
2. Provider My Home page is displayed.

3. Click the “Revalidate-Update Provider” link under Provider Services.
4. Revalidate-Update Provider page is displayed with list of locations linked to the NPI. It will also display the revalidation due date, license effective dates, and contract information for each service location.

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Provider Type</th>
<th>Address</th>
<th>Revalidation Date</th>
<th>License</th>
<th>Contract</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC MEDICAL</td>
<td>Hospital, Inpatient</td>
<td>1234 MAIN STREET, RENO, Nevada, 89511-3913</td>
<td>01/27/2024</td>
<td>01/01/2024-01/31/2025</td>
<td>Inpatient Hospital Effective Date: 01/27/2021</td>
<td>Update Demographics or Update Provider or Revalidate Provider</td>
</tr>
<tr>
<td>ABC MEDICAL</td>
<td>Hospital, Outpatient</td>
<td>1234 MAIN STREET, RENO, Nevada, 89511-3019</td>
<td>05/17/2026</td>
<td>01/01/2023-02/28/2023</td>
<td>Outpatient Hospital Effective Date: 01/01/2023</td>
<td>Update Demographics or Update Provider</td>
</tr>
</tbody>
</table>

5. Click “Update Provider” under Action.

6. Click “ Proceed” on the redirect page.
7. The Provider Enrollment Welcome page is displayed. Click “Continue” to begin.
8. The Request Information page is displayed to begin the update application.

9. Navigate through each page of the online application to add required information and make any necessary updates to the information on file.

   Note: The Enrollment Type, Provider Type and SSN fields will display as read only and can’t be changed during the revalidation process.