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.

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.

Change of ownership must be reported within 5 days 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.

   ![Login Screen](image.png)

   **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.

   ![Portal Screenshot](image.png)

   **Website Requirements**


   Provider Web Portal Quick Reference Guide [Review]
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.
5. Click “Revalidate Provider” under Action.

![Revalidate Provider](image)

6. Click “Proceed” on the redirect page.

![Proceed](image)

7. The Provider Enrollment Welcome page is displayed. Click Continue to open the Revalidation application.

![Revalidation Application](image)
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.
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.
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.

![Image of Provider Enrollment Request Information page]

- **Initial Enrollment Information**
  - **Enrollment Type**: Group
  - **Provider Type**: 11-HOSPITAL INPATIENT

- **Provider Information**
  - A Federal Tax Identification Number, also known as an Employer Identification Number (EIN), is used to identify a business entity.
  - **Federal Tax ID**: [enter]

- **Contact Information**
  - *Last Name*: Jones
  - *First Name*: Michael
  - *Telephone Number*: [enter]
  - *Fax Number*: [enter]
  - *Contact Email*: [enter]
  - *Confirm Email Address*: [enter]

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.