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.
2. Provider My Home page is displayed.

   Welcome Health Care Professional!

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

   Provider Web Portal Quick Reference Guide [Review]

   My Profile
   Manage Accounts

   Provider Services
   - Member Focused Viewing
   - Search Payment History
   - Revalidate Update Provider
   - Pharmacy PA
   - PASRR
   - EHR Incentive Program
   - EPSDT

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.
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.

   ![My Home Page](image)

   **Provider**
   - Name: ABC MEDICAL GROUP
   - Provider ID: 195245304 (NPI)
   - Location ID: 10004
   - Revalidation Date: 12/01/2020
   - License: 19320
   - 03/21/2016-12/30/2020

   ![Provider Services](image)

   **Provider Services**
   - Member Focused Viewing
   - Search Payment History
   - Revalidate Update Provider
   - Pharmacy PA
   - PASRR
   - EHR Incentive Program
   - EPSDT

3. Click the “Revalidate – Update Provider” link under Provider Services.

   ![Revalidation Page](image)

   **Revalidate – Update Provider**

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 “Update Provider” under Action.

6. Click “Proceed” on the redirect page.

7. The Provider Enrollment Welcome page is displayed. Click “Continue” to begin.
Welcome to the Online Provider Enrollment System

Thank you for your interest in the Nevada Medicaid and Nevada Check Up Program. To bill for services rendered to Nevada Medicaid recipients, you must enroll as a Nevada Medicaid Provider. DXC Technology is the current fiscal agent for the Nevada Medicaid and Nevada Check Up program. Hereafter, DXC Technology is referred to as Nevada Medicaid.

All of the materials within this document must be completed and submitted to Nevada Medicaid for your request to be processed. A checklist of required documentation has been provided for your convenience. Please review the Provider Information Enrollment Booklet for additional information.

Submission of incomplete materials will delay your request. In addition to required documentation, additional supporting documentation can be uploaded with your application if necessary. If your responses to any questions on this enrollment application did not fill in the field on the page, type the question and response and upload the documentation using either as the attachment type on the Attachments page of this online application. All documents must be uploaded at the time of provider enrollment forms submission in order for your application to be considered complete. Please retain copies of your materials for your records. You will receive written notification upon approval or denial of your request.

Urgent/Emergency Enrollment

If you are requesting urgent/emergency enrollment as an individual provider and have a separate billing provider, they will need to enroll with Nevada Medicaid as a billing provider. Once they are enrolled, you will then need to be linked to the group for claims to process appropriately. The group can be a fully enrolled provider or an urgent/emergency provider.

If you are requesting urgent/emergency enrollment as a group provider, and have a separate servicing provider, they will need to enroll with Nevada Medicaid as individual providers and be linked to the group for claims to process. The individual can be a fully enrolled provider or an urgent/emergency provider.

You can verify if a provider is enrolled using the Provider Search tool https://www.medicaid.nv.gov/hco/provider/Resource/55SearchSearchSubmitTable220/Default.aspx.

Once both the servicing and billing provider are enrolled you will need to submit the claim for payment. Billing instructions can be found on https://www.medicaid.nv.gov/providers/DBRS/psf.aspx.

If you have questions concerning enrollment, contact Provider Enrollment at (877) 638-3472 (select options for “Provider Enrollment”) between 9:00 a.m. and 5:00 p.m. PT Monday through Friday.

Please click the “Continue” to proceed.
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.