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.

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]

Complete the fields on each screen and select the Continue button to move forward to each page. All mandatory data is required to "Finish Later". The contact person will potentially be contacted to answer any questions regarding the information provided in this request.

- Indicates a required field.
- Indicates a primary record.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click the Remove link to remove the entire row.

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital, Inpatient</td>
<td></td>
</tr>
<tr>
<td>Click to add specialty.</td>
<td></td>
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</tbody>
</table>

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* 111111111

* Billing Type  Both

Are you currently enrolled as a Provider?  Yes

Contact Information

This contact information is required for correspondence regarding the associated application. Provide the appropriate contact person and information who can assist with the request.

* Last Name  Smith
* First Name  Mike

* Telephone Number  12333121235  Telephone Number  
* Fax Number
* Contact Email  me@me.com
* Confirm Email Address  me@me.com
* Preferred Method of Communication  Email

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. 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.
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.