## PROVIDER QUICK REFERENCE GUIDE: Verifying A Recipient’s Eligibility

This document provides four easy steps to verifying a recipient’s eligibility in the Electronic Verification System (EVS). For more details regarding verifying recipient eligibility, please visit Chapter 2 of the EVS User Manual at: [https://www.medicaid.nv.gov/providers/evsusermanual.aspx](https://www.medicaid.nv.gov/providers/evsusermanual.aspx)

1. Log into the EVS portal at: [https://www.medicaid.nv.gov/hcp/provider/Home/tabid/135/Default.aspx](https://www.medicaid.nv.gov/hcp/provider/Home/tabid/135/Default.aspx)

2. Hover over “Eligibility” and select “Eligibility Verification”

3. Input Recipient Medicaid ID or Last Name, First Name, Social Security Number (SSN) and Birth Date.
   - Select appropriate Service Type Code from the drop-down menu.
   - Select “Submit”

4. Results will then appear below the search criteria. Click on the Coverage or Other Insurance Detail Information to view the specifics of the benefit coverage information.

   **Reminder:** Users should verify eligibility each month as eligibility is reflected for only one month at a time. After a recipient is determined eligible, it will take up to 48 hours for the EVS to reflect eligibility.