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Web Announcement 2693

Attention All Providers: Refer to Electronic Verification System (EVS) User Manual to Assist with Navigating EVS

The Division of Health Care Financing and Policy (DHCFP) and Nevada Medicaid would like to remind all providers, delegates and staff that the Electronic Verification System (EVS) User Manual provides step-by-step processes and procedures on navigating the EVS portal. Contents in the chapters include screenshots of each step to assist you in following the correct process.

The EVS User Manual is online on the [EVS User Manual](#) webpage. The table below lists some of the contents of each chapter of the manual.

| EVS User Manual Chapter | Topic(s) Covered | |
|---|--|---|
| Chapter 1: Getting Started | <ul style="list-style-type: none"> • Accessing and logging into EVS • Updating Provider Profile • Adding a Trading Partner • Resetting your password • Secure Correspondence | <ul style="list-style-type: none"> • Registering as a provider • Home Page overview • Adding a Delegate • Retrieving your User ID |
| Chapter 2: Eligibility Benefit Verification | <ul style="list-style-type: none"> • Verifying recipient eligibility • Coverage / benefit plans • Coverage codes | <ul style="list-style-type: none"> • Viewing recipient's Other Insurance / Third Party Liability • Member Focused Viewing overview |
| Chapter 3: Claims | <ul style="list-style-type: none"> • Submitting dental, institutional and professional claims • Viewing a claim • Voiding a claim • Appealing a claim • Checking claim status | <ul style="list-style-type: none"> • Submitting secondary claims • Adding National Drug Code (NDC) information • Adjusting a claim • Copying a claim • Obtaining a claim appeal letter |
| Chapter 4: Prior Authorization | <ul style="list-style-type: none"> • Creating and submitting a prior authorization (PA) • Submitting additional information | <ul style="list-style-type: none"> • Copying an authorization • Checking PA status • Using the Authorization Criteria tool |
| Chapter 5: Searching Payment History and RA Access | <ul style="list-style-type: none"> • Accessing payment history | <ul style="list-style-type: none"> • Viewing your Remittance Advice (RA) |
| Chapter 6: Search Fee Schedule | <ul style="list-style-type: none"> • Accessing the Search Fee Schedule tool | <ul style="list-style-type: none"> • Viewing search results |
| Chapter 7: Search Provider | <ul style="list-style-type: none"> • Accessing the Search Provider tool | <ul style="list-style-type: none"> • Viewing search results |
| Chapter 8: File Exchange | <ul style="list-style-type: none"> • Uploading forms | |
| Chapter 9: Treatment History | <ul style="list-style-type: none"> • Viewing a recipient's treatment history for Durable Medical Equipment (DME), Vision, Audiology or Dental services | |
| Chapter 10: Report Download | <ul style="list-style-type: none"> • Viewing and downloading reports/letters for Prior Authorizations, Provider Enrollment and Claim Appeals | |