



**April 24, 2025**

## **Nevada Medicaid Web Announcement 3619**

### **Attention All Providers: Provider Flex – DocuSign Email Guidelines**

The Division of Health Care Financing and Policy, Nevada Medicaid and Gainwell Technologies are excited to announce the implementation of DocuSign with Provider Flex, which will require electronic signatures on all provider enrollment documents, including the application and contract.

Key items to remember with DocuSign:

- To improve security, **only** the enrolling provider or owner may sign the DocuSign documents.
  - Authorized individuals may no longer sign an application on behalf of another individual.
  - Managing employees may only sign on behalf of government, county owned, or tribal entities.
- DocuSign verification is dependent on the email address provided. When submitting enrollment applications in Provider Flex, please ensure that the email address entered belongs to the enrolling provider, owner, and/or managing employee:
  - **Individual Providers:** The email address entered in the *Provider Identification* section must belong to the **enrolling provider**.
  - **Group Providers:** For each owner, board member, or managing employee listed, the email address provided must belong to **that specific individual**.

For additional information, please refer to [Web Announcement 3602](#).