

"Favorite Providers" for Provider Web Portal Prior Authorizations

The online prior authorization system on the Provider Web Portal allows a provider or delegate user to store up to twenty (20) providers in the favorites list. The providers on the favorites list can be used for selection as the facility or servicing provider when creating an authorization. This favorites list is linked to the provider and is shared with all of the delegates for the provider. When a favorite provider is added or deleted from the favorite provider list, this change will affect all delegates and will be seen by all delegates of the provider.

The "Maintain Favorite Providers" page can be accessed by clicking the "Care Management" tab and selecting "Maintain Favorite Providers."

- To add a new provider to the favorites list, enter the Facility or Provider ID and ID Type, and then click "Add." If you do not know the ID and Type, click the magnifying glass for a provider look up.
- To delete a provider from the favorites list, select the "Remove" link in the row next to the provider that needs to be deleted.

Nevada Department of Health and Human Serv Division of Health Care Financing and Policy	VICES v Provider Portal				<u>Contact Us</u>	<u>Loqout</u>
My Home Eligibility Claims Care Management	Resources					
Create Authorization View Authorization Status Maintain	Favorite Provide	rs				
<u>Care Management</u> > Maintain Favorite Providers						
Favorite Providers for Authorizations						?
The providers on the list below will be available for selec	tion as the facility o	or servicing provider when you are cre	eating an authori	zation.		
You may have up to 20 providers on your favorites list.						
To add a new provider enter the Facility or Provider ID a look up. To delete a provider, select the Remove link in	and ID Type, then c the row.	lick Add. If you do not know the ID ar	nd type, click the	magnifyi	ing glass for a	a provider
* Indicates a required field.						
*Facility or Provider ID	▲ *I	D Type 💽 💌 Nam	e _			
Seg Provider Name	Provider ID	Address	City	State	Zin Code	Action
			City	orate	Lip Couc	Remove
2						Remove
3						Remove

When creating a prior authorization, the favorites list can be used for selection of the facility or servicing provider. If a favorite provider was deleted by another user delegate for your provider, it can be added back to the favorites list by searching for the missing provider and clicking on the "Add to Favorites" checkbox to add it back to the list. See the steps below for this process.

Create Authorization Step 1 (Inpatient) facility is missing from the favorites list:

Create Authorization: Step 1			?
* Indicates a required field.			
Requesting Provider Information			
General Provider Header Instructions			
Provider ID	ID Type NPI	Name	
Member Information and Authorization Type			
General Member and Auth Type Instructions			
*Recipient ID			
*Last Name	*First Name		
*Birth Date 🖲			
	*Authorization Type	Inpatient (Acute, Rehab, SNF/ICF, BH)	•
Facility Information			
General Facility Header Instructions			
Select from Favorites			
*Facility ID		d to Favorite	es 📄
*Facility Type			
1:		· ·	
		Continue Cancel	

Create Authorization Step 1 (Outpatient and Ancillary) provider is missing from the favorites list:

Create Authorization: Step 1	
* Indicates a required field.	
Requesting Provider Information	
General Provider Header Instructions	
Provider ID	ID Type NPI Name
Member Information and Authorization Type	
General Member and Auth Type Instructions	
*Recipient ID	
*Last Name	*First Name
*Birth Date 🖲	
	*Authorization Type Outpatient (Med/Surg, Referral, Therapies, HH, OB, BH) 💌
Service Provider Information	
General Service Provider Header Instructions	
Service Provider same as Requesting Provider	
Select from Favorites	▼
*Provider ID) Favorites 📄
*Service Type	
	Continue Cancel

To add a provider to the favorites list while creating a prior authorization:

1. Click the magnifying glass for a provider look up.

Inpatient:

Facility Information		
General Facility Header Instructions		
Select from Favorites		
*Facility ID	🔍 *ID Type 💽 Name _	Add to Favorites
*Facility Type		

Outpatient/Ancillary:

Service Provider Information					
General Service Provider Header Instruction	ns				
Service Provider same as Requesting Provider					
Select from Favorites					•
*Provider ID	Q	*ID Type	<table-cell> Name _</table-cell>		Add to Favorites
*Service Type	•	Location		•	

2. Then, use the Provider ID Search page to search by ID, Name or Organization.

Search By ID:

Provider ID S	earch	Back to Authorization	?
Search By ID	Search By Name Search By Organization		
* Indicates a	*Provider ID Provider ID Type		
	Search Cancel		

Enter the Provider ID and Provider ID Type and click "Search." If the Provider ID is found, select it from the list and click "Add" to add to the favorites list.

Favori	Favorite Providers for Authorizations							
The pro	The providers on the list below will be available for selection as the facility or servicing provider when you are creating an authorization.							
You ma	y have up to 20 providers on your favorites	list.						
To add look up	To add a new provider enter the Facility or Provider ID and ID Type, then click Add. If you do not know the ID and type, click the magnifying glass for a provider look up. To delete a provider, select the Remove link in the row.							
* Ind	icates a required field.							
	*Facility or Provider ID							
	Add							
Seq	Provider Name	Provider ID	Address	City	State	Zip Code	Action	
1							<u>Remove</u>	

Search By Name:

Provider ID Search	Back to Authorization
Search By ID Search By Name Search B	Organization
* Indicates a required field.	
*Last Name	First Name
Search Cancel	

Enter the Last Name and First Name and click "Search." A list of matching providers will display, select the correct provider and click "Add" to add to the favorites list.

Favori	Favorite Providers for Authorizations								
The pro	The providers on the list below will be available for selection as the facility or servicing provider when you are creating an authorization.								
You ma	y have up to 20 providers on your favorites I	ist.							
To add look up	To add a new provider enter the Facility or Provider ID and ID Type, then click Add. If you do not know the ID and type, click the magnifying glass for a provider look up. To delete a provider, select the Remove link in the row.								
* Indi	icates a required field.								
	*Facility or Provider ID	9	*ID Type NPI	Name					
	Add								
Seq	Provider Name	Provider ID	Address	City	State	Zip Code	Action		
1							<u>Remove</u>		

Search By Organization:

Provider ID Search	Back to Authorization
Search By ID Search By Name Search By Organization	
* Indicates a required field. *Organization Name	
Search Cancel	

Enter the Organization Name and click "Search." A list of matching providers will display. Select the correct provider and click "Add" to add to the favorites list.

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* Indi	icates a required field.							
	*Facility or Provider ID	9	*ID Type NPI	Name				
	Add							
Seq	Provider Name	Provider ID	Address	City	State	Zip Code	Action	
1							Remove	