



Nevada Medicaid Trading Partner User Guide

January 20, 2023

Medicaid Management Information System (MMIS)
Department of Health and Human Services (DHHS)
Division of Health Care Financing and Policy (DHCFP)

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Change History

The following change history log contains a record of changes made to this document.

Published/ Revised	Section and Nature of Change
08/06/2018	Initial creation.
09/05/2018	Added additional information in section 4.1, first paragraph. Removed "Other Conditions" comment in section 5.2 for 837s, Web Portal.
02/01/2019	Updated the link to the Provider Web Portal in section 2. Updated the email address in section 3.1, 3.4 and 5. Added notes to the table in section 5.2 for 270 Batch SFTP and 837s Web Portal.
05/10/2019	Added sections regarding updating contact information and adding transaction types.
01/20/2023	Updated email addresses and webpage links throughout; updated screenshots as needed; added sample naming standards for Test Files in section 7.1.

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1 Introduction

Information in this Nevada Medicaid Trading Partner User Guide is provided to Nevada Medicaid Trading Partners who intend to exchange electronic health care transactions with Nevada Medicaid.

Before Nevada Medicaid can process transactions, the submitter is required to obtain a Trading Partner ID using the Nevada Medicaid Provider Web Portal (PWP) and complete Certification testing.

1.1 Purpose and Scope

This Trading Partner User Guide is intended to assist Trading Partners with the Trading Partner Enrollment Application process on the PWP and selecting the appropriate connectivity method.

1.2 References

The Nevada Medicaid Companion Guides provide specific requirements to be used when preparing and processing electronic health care administrative data.

The Nevada Medicaid Companion Guides are available electronically at <https://www.medicaid.nv.gov/providers/edi.aspx>.

1.3 Additional Information

The intended audience for this document is the office manager, operational staff, or technical staff who will be responsible for completing the Trading Partner Enrollment Application and submitting electronic health care transactions.

2 Trading Partner Enrollment

This section demonstrates the process by which a user may enroll as a Trading Partner with Nevada Medicaid.

The Provider Web Portal is a web-based software that allows Medicaid providers to manage their profiles, look up benefit information for their patients, and submit claims and prior authorizations for services. Additionally, the PWP will allow delegates and Trading Partners to perform various tasks on behalf of a provider, such as uploading and downloading files.

To access the PWP, users must have internet access and a computer with a web browser. (Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox or Google Chrome are recommended).

The Provider Web Portal is located at the following location:

<https://www.medicaid.nv.gov/hcp/provider/Home/tabid/135/Default.aspx>.

The screenshot shows the homepage of the Nevada Department of Health and Human Services Provider Portal. At the top left is the Nevada state seal. The header includes the text "Nevada Department of Health and Human Services" and "Division of Health Care Financing and Policy Provider Portal". Navigation links for "Contact Us" and "Login" are in the top right. A "Home" button is located in a blue bar below the header. The main content area features a "Provider Login" section with a text input field for the "User ID" and a "Log In" button. Below the login field are links for "Forgot User ID?", "Register Now", and "Where do I enter my password?". To the right of the login section is a heading "What can you do in the Provider Portal" followed by a paragraph describing the portal's capabilities. Below this text is a photograph of five diverse healthcare professionals in white coats. At the bottom of the page, there is a "Web Announcements" section with three entries: "Web Announcement 1123: Online Provider Enrollment Summary Page Updated", "Web Announcement 1122: Providers Invited to Complete Health Information Exchange Small Business Impact Questionnaire by April 22, 2016", and "Web Announcement 1121: Attention Provider Type 12: Claims for CPT Codes with Age Restrictions Will Be". A "Website Requirements" link is located at the bottom right of the page.

To begin using the PWP, users will first need to submit a Trading Partner Enrollment Application. From the PWP “Home” page:

1. Scroll to the bottom of the “Home” page
2. Click the **Trading Partner Enrollment** link on the bottom left side of the screen

The screenshot shows the Nevada Medicaid Trading Partner Portal Home page. On the left side, there is a navigation menu with links for 'Log in', 'Forgot User ID?', 'Register Now', and 'Where do I enter my password?'. Below this is a 'Web Announcements' section with several links to various announcements, including 'Web Announcement 1123' and 'Web Announcement 1122'. A red dashed line with a '1' in a hexagon points to the 'Trading Partner Enrollment' link in the 'Featured Links' section. The right side of the page features a 'What can you do in the Provider Portal' section with a photo of healthcare providers and a 'Website Requirements' section with links to 'Prior Authorization Quick Reference Guide [Review]' and 'Provider Web Portal Quick Reference Guide [Review]'. A red box with a '2' in a hexagon highlights the 'Trading Partner Enrollment' link.

Once the user clicks the **Trading Partner Enrollment** link, the “Trading Partner Enrollment” page will appear. From here the user will need to:

- 3. Click the **Trading Partner Enrollment Application** link

The screenshot shows the Nevada Department of Health and Human Services website. At the top left is the state seal. The header includes the text "Nevada Department of Health and Human Services" and "Division of Health Care Financing and Policy Provider Portal". On the top right are links for "Contact Us" and "Login". Below the header is a dark blue bar with the word "Home". A breadcrumb trail reads "Home > Trading Partner Enrollment". The main content area has a sub-header "Trading Partner Enrollment" and three links: "Trading Partner Enrollment Application" (highlighted with a red box), "Trading Partner Enrollment Status", and "Trading Partner Information". To the right of these links is a grey hexagonal icon containing the number "3".

Once the user clicks **Trading Partner Enrollment Application**, the “Trading Partner Enrollment Welcome” page will appear. From here the user will need to:

4. Read the welcome information/instructions
5. Click the **Continue** button when ready

NOTE: At any point prior to submission, the user may click the **Cancel** button to discard the enrollment and the information will not be submitted.

Nevada Department of Health and Human Services
Division of Health Care Financing and Policy Provider Portal

Home > [Trading Partner Enrollment](#) > Trading Partner Enrollment Welcome

Tuesday 01/03/2023 09:21 AM PST

Trading Partner Enrollment: Welcome

Welcome

- Profile Information
- Transaction Sets
- Agreement
- Summary

Welcome to the Online Trading Partner Enrollment Process

This online series will help you complete your Trading Partner Profile (TPP) and walk you through the enrollment process. Select the Continue button below when you are ready to move to the next page. You may also go back to previously viewed pages by selecting them from the page listings in the navigational menu to your left.

- ▶ This online form is intended for clearinghouses, billing services, and software companies seeking to become trading partners. If you have previously received a trading partner ID and want to update your TPP, log on to your secure portal account. Providers will also use this online form to enroll as a Trading Partner.
- ▶ Personally identifiable information about providers is used for purposes directly related to health care program administration, such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested may result in denial of payment for the services.
- ▶ Trading Partners are required to complete a trading partner profile containing specific transaction and contact information as the first step in the Electronic Data Interchange (EDI) enrollment process. The EDI Department must receive and process the profile request before trading partners may begin testing.
- ▶ Only one TPP needs to be completed for each trading partner, even if the trading partner represents multiple providers. Billing providers that have multiple billing provider numbers, or billing services and clearinghouses that exchange the electronic transactions on behalf of trading partners need only complete one profile form. Accurate and timely completion of the profile form will prevent delays in testing and approval for production processing.
- ▶ Trading Partners (including clearinghouses, billing agents, and software vendors) are required to create their own trading partner profile and obtain their unique trading partner ID for access to the provider portal. Clearinghouses, billing agents, and software vendors are not permitted to use a provider's trading partner ID in order to perform services on behalf of the provider.

Please click the "continue" button to start the enrollment application.

4

5 **Continue** **Cancel**

Once the user clicks **Continue**, the “Trading Partner Enrollment Profile Information” page will be displayed. The user may then begin filling out the application. The user will need to:

6. Complete all required fields, indicated with a red asterisk (*)
7. Click **Continue**

Trading Partner Enrollment: Profile Information

[Welcome](#)

Profile Information

Transaction Sets

Agreement

Summary

Complete the fields in each section and select the Continue button to move forward to the next page.

The contact person will be contacted through the email address below to confirm the enrollment application. The contact person listed is also the person who can answer any questions regarding the information provided in this enrollment application and is the authorized Trading Partner representative.

* Indicates a required field.

Initial Enrollment Information

*Trading Partner Name

*Address

*City

*State

*Zip Code

*Type of Business

Enrollment Contact Information

This information will help us contact you during enrollment processing.

*Contact Name

*Contact Phone Ext

*Contact Email

*Confirm Contact Email

EDI Information

This information will help us contact you with EDI questions and maintain transaction information.

*EDI Contact Name

*EDI Contact Phone Ext

*EDI Contact Email

*Confirm EDI Contact Email

6

7

After clicking **Continue**, the user will be prompted to check all transaction sets that will be exchanged:

8. Place a checkmark next to each transaction set the user will exchange
9. Click **Continue**

Home > Trading Partner Enrollment > Trading Partner Enrollment Transaction Sets Monday 05/14/2018 03:03 PM PST

Trading Partner Enrollment: Transaction Sets ?

[Welcome](#) | Check each transaction that you will be exchanging.

[Profile Information](#)

Transaction Sets | [Select All](#) | [Deselect All](#)

Agreement

Summary

- 270/271 Health Care Eligibility Request/Response Batch
- 275/277 Health Care Claim Status Request/Response Batch
- 270/271 Health Care Eligibility Request/Response Interactive
- 275/277 Health Care Claim Status Request/Response Interactive
- 820 Payroll Deducted and Other Group Premium Payment for Insurance Products
- 834 Benefit Enrollment and Maintenance
- 835 Health Care Claim Payment/Advice
- 837D Health Care Claim: Dental
- 837I ? Health Care Claim - Institutional
- 837P Health Care Claim: Professional
- D.O - NCPDP - Batch Standard 1.2

Continue **Cancel**

The “Trading Partner Enrollment Agreement” page is displayed after **Continue** was clicked on the previous screen. After the transaction sets are selected, users will:

10. Click the **Trading Partner Agreement** link to read the agreement
11. Once the user has read the agreement, click the **I accept** checkbox, if the user agrees to the terms
12. Type the name of the individual completing the enrollment into the **Your Signature** field
13. Click **Submit**

Nevada Department of Health and Human Services
Division of Health Care Financing and Policy Provider Portal

[Contact Us](#) | [Login](#)

Home


Home > [Trading Partner Enrollment](#) > Trading Partner Enrollment Agreement Monday 05/14/2018 03:07 PM PST

Trading Partner Enrollment: Agreement	
Welcome	Please review the following Trading Partner Agreement (TPA).
Profile Information	Trading Partner Agreement
Transaction Sets	
Agreement	Electronic Signature Agreement
Summary	You will be submitting the Trading Partner Enrollment application electronically. Therefore your signature on this application will be electronic. By submitting this application electronically, you acknowledge that your electronic signature is binding to the same extent as your written signature.
	11 *I accept <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.
	*Your Signature <input type="text" value="Trader 1"/> 12
	(Entering your name in the box to the right will constitute your electronic signature.)
	Signed Date 05/14/2018
	13 <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Once the user clicks **Submit**, the “Trading Partner Enrollment Summary” page will be displayed. From there, the user will have the opportunity to review the application.

- A. To edit information, in one of the sections, users will click the **section title** in the left navigation panel to go to that section and make any desired edits
- B. To print the application summary, users will click the **Print Preview** button

Monday, 05/14/2018 03:12 PM PST

 [Print Preview](#)

Trading Partner Enrollment: Summary ?


[Welcome](#)

[Profile Information](#)

[Transaction Sets](#)


[Agreement](#)


Summary



Please review and make revisions to previous pages as needed. Once you have reviewed all data, print a copy and then select the Confirm button. Once you have selected the Confirm button no more changes will be allowed.

Profile Information	
Trading Partner Name	Trader 1
Address	111 Trade Ave
City	Reno
State	NEVADA
Zip Code	11111-1111
Type of Business	Other




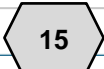
Enrollment Contact Information	
Contact Name	Test Trader
Contact Phone	1-111-111-1111  Ext _
Contact Email	aaron.barger@hpe.com

EDI Information	
EDI Contact Name	Test Tester
EDI Contact Phone	1-111-111-1111  Ext _
EDI Contact Email	aaron.barger@hpe.com

Transaction Sets
270/271 Health Care Eligibility Request/Response Batch
276/277 Health Care Claim Status Request/Response Batch
270/271 Health Care Eligibility Request/Response Interactive
276/277 Health Care Claim Status Request/Response Interactive
820 Payroll Deducted and Other Group Premium Payment for Insurance Products
834 Benefit Enrollment and Maintenance
835 Health Care Claim Payment/Advice
837D Health Care Claim: Dental
837I ? Health Care Claim - Institutional
837P Health Care Claim: Professional

If the application is satisfactory, users will:

14. Scroll to the bottom of the page
15. Click the **Confirm** button. Once the terms and conditions are accepted in the “Agreement” page, the contents of this page must be accepted by selecting **Confirm**.

Enrollment Contact Information		
Contact Name	Test Trader	
Contact Phone	1-111-111-1111  Ext _	
Contact Email	aaron.barger@hpe.com	
EDI Information		
EDI Contact Name	Test Tester	
EDI Contact Phone	1-111-111-1111  Ext _	
EDI Contact Email	aaron.barger@hpe.com	
Transaction Sets		
270/271 Health Care Eligibility Request/Response Batch		
276/277 Health Care Claim Status Request/Response Batch		
270/271 Health Care Eligibility Request/Response Interactive		
276/277 Health Care Claim Status Request/Response Interactive		
820 Payroll Deducted and Other Group Premium Payment for Insurance Products		
834 Benefit Enrollment and Maintenance		
835 Health Care Claim Payment/Advice		
837D Health Care Claim: Dental		
837I ? Health Care Claim - Institutional		
837P Health Care Claim: Professional		
D.0 - NCPDP - Batch Standard 1.2		
Instructions for Summary Page		
<p>If changes are required when viewing the Summary page, please select the appropriate link in the Table of Contents panel, navigate back to that page, and make changes. Once the terms and conditions are accepted in the Agreement page, the contents of this page must be accepted by selecting "Confirm" below. Please print a copy of this summary for your records.</p>		
 Confirm Cancel		

Once the user clicks **Confirm**, a message explaining that the application is complete will be sent to the user. The user will then need to:

16. Take note of the automatically generated Trading Partner ID. This ID will be needed when registering in the portal.
17. Read the **“What happens next”** section, which will provide further instructions for completing the registration process
18. Click **Exit**

[Home](#) > [Trading Partner Enrollment](#) > Trading Partner Enrollment Confirmation

Monday 05/14/2018 03:21 PM PST

Trading Partner Enrollment: Confirmation

Your Trading Partner Profile (TPP) application has been submitted.

You have been assigned the following Trading Partner ID **23113726** **16**

Please retain the Trading Partner ID for your records. The ID will be used as the key for tracking the status of the application.

A confirming e-mail has also been sent to the contact person's e-mail provided on the enrollment application: aaron.barger@hpe.com

17

What happens next?

- ▶ After reviewing your Trading Partner Profile and Enrollment Application, a letter or e-mail with final confirmation of approval will be sent to your designated contact for use in setting up your secure portal account.
- ▶ In order to complete your TPP application, we require each Trading Partner to submit a public SSH 2 RSA 1024 key file. For further information, please refer to your enrollment email confirmation.
- ▶ Once registered and logged in as a Trading Partner, you can designate a representative to access account information. These representatives are called delegates.
- ▶ For detailed testing instructions, go to Trading Partner Information and refer to the Trading Partner User Guide. You can access Trading Partner Information any time by selecting Trading Partner from the Enrollment selections on the public provider Welcome page before you are registered on the secure area of the portal.
- ▶ Estimated processing time is five (5) days for your enrollment application. You may check your TPP status by logging on to the public Welcome page, selecting the link for Trading Partner Enrollment, and then selecting Enrollment Status.

18 **Exit**

Once the user clicks **Exit**, an email indicating that the submission was successful is sent to the user. The email includes the tracking number, which will be the same as the Trading Partner ID received previously. To complete the application, the user will:

19. Send an email to the address provided in the confirmation email containing their public "SSH 2 RSA 1024" key file.

Once the "SSH 2 RSA 1024" is received, the application will be reviewed for completion.

NOTE: The application can take up to 5 business days to process.

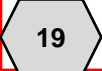
Dear Trading Partner,

Thank you for submitting your Trading Partner Profile application (TPP) with Nevada Medicaid. Your contact email information was provided to us during the application process initiated from the Nevada Medicaid Provider Web Portal. The following is the tracking number assigned to this application: "12345678".

As a Trading Partner, you can use this tracking number to check on the status of your Trading Partner Enrollment application or to register with the Nevada Medicaid Provider Web Portal which is located at: <https://www.medicaid.nv.gov/hcp/provider/Home/tabid/135/Default.aspx>

In order to complete your TPP application we require each Trading Partner to submit a public SSH 2 RSA 1024 key file. If we do not receive your public SSH key file, we will not be able to process your TPP application.

Note: Please send an email containing your public SSH 2 RSA 1024 key file to NVMMIS.EDIsupport@gainwelltechnologies.com.

 Include your Trading Partner name and your new Trading Partner ID in the subject line.
Example: Public Key / Disney Hospital / 10000001

After we have received your public SSH 2 RSA 1024 key file, we will complete the TPP application. Please allow an estimated time of five business days to process your application. We will notify the designated contact person via email with confirmation that your TPP application has been approved.

This is an automatically generated email, please do not reply. If you believe you have received this email in error or need further assistance, please contact the Nevada Medicaid EDI Help Desk at: (877) 638-3472 options 2, 0, and then 3, Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Time, or send an email to: NVMMIS.EDIsupport@gainwelltechnologies.com.

Sincerely,
Nevada Medicaid Provider Web Portal

2.1 Viewing Trading Partner Application Status

This section demonstrates the process by which a user may check the status of their Trading Partner Enrollment Application.

A user may view the status of their submitted application by:

1. Clicking **the link** located in the confirmation email

NOTE: The email shown here is an example.

Dear Trading Partner,

Thank you for submitting your Trading Partner Profile application (TPP) with Nevada Medicaid. Your contact email information was provided to us during the application process initiated from the Nevada Medicaid Provider Web Portal. The following is the tracking number assigned to this application: "12345678".

As a Trading Partner, you can use this tracking number to check on the status of your Trading Partner Enrollment application or to register with the Nevada Medicaid Provider Web Portal which is located at: <https://www.medicaid.nv.gov/hcp/provider/Hubid/135/Default.aspx>

In order to complete your TPP application we require each Trading Partner to submit a public SSH 2 RSA 1024 key file. If we do not receive your public SSH key file, we will not be able to process your TPP application.

Note: Please send an email containing your public SSH 2 RSA 1024 key file to NVMMIS.EDIsupport@gainwelltechnologies.com.

Include your Trading Partner name and your new Trading Partner ID in the subject line.

Example: Public Key / Disney Hospital / 10000001

After we have received your public SSH 2 RSA 1024 key file, we will complete the TPP application. Please allow an estimated time of five business days to process your application. We will notify the designated contact person via email with confirmation that your TPP application has been approved.

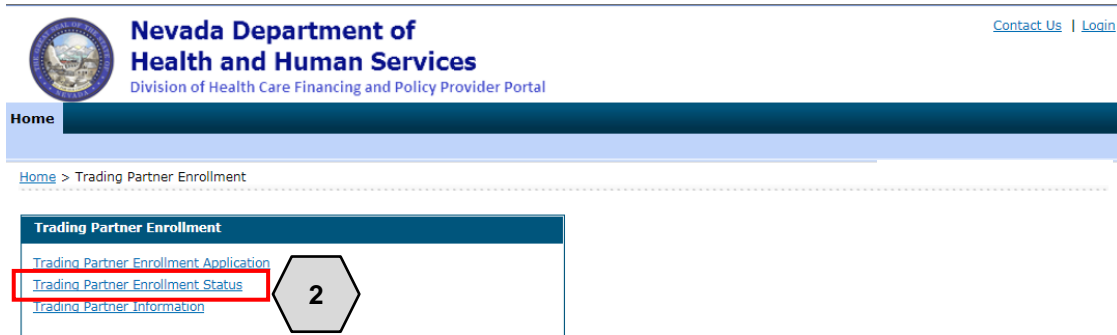
This is an automatically generated email, please do not reply. If you believe you have received this email in error or need further assistance, please contact the Nevada Medicaid EDI Help Desk at: (877) 638-3472 options 2, 0, and then 3, Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Time, or send an email to: NVMMIS.EDIsupport@gainwelltechnologies.com.

Sincerely,
Nevada Medicaid Provider Web Portal

Once the user clicks **the link**, the “Trading Partner Enrollment” page will appear. From there, the user will:

2. Click the **Trading Partner Enrollment Status** link

NOTE: This page can also be accessed by clicking the **Trading Partner Enrollment** link located on the home page. See the previous section.

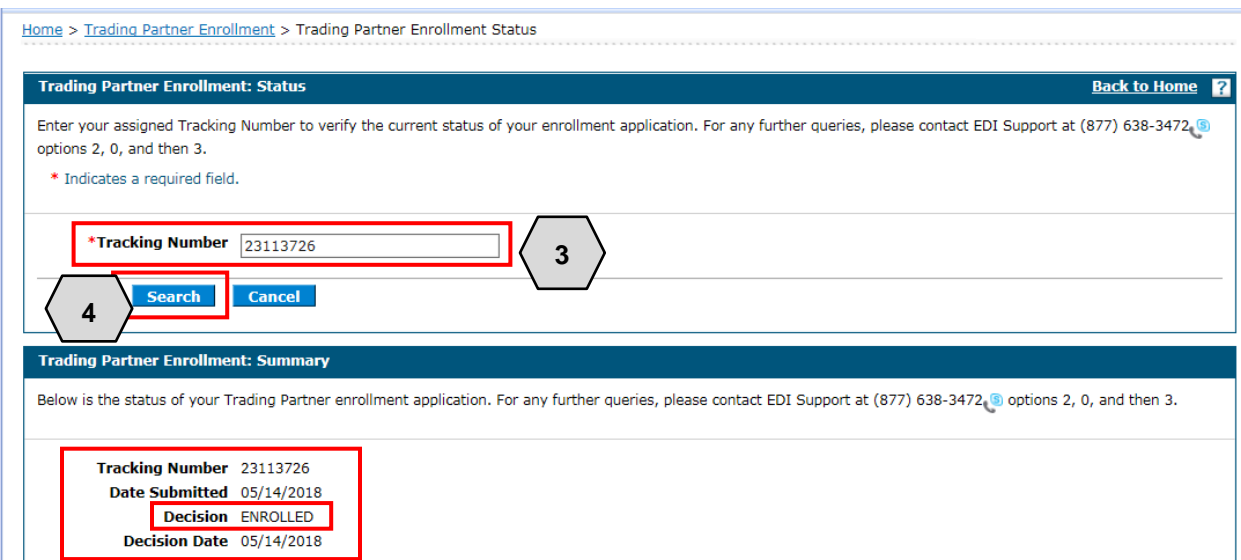


Once the user clicks the **Trading Partner Enrollment Status** link, users will be prompted to:

3. Enter the **Tracking Number** that was received in the confirmation email
4. Click **Search**

The information will populate below. When first submitted, the **Decision** field will read “ENROLLED.”

NOTE: Once registered, the user may give the Trading Partner ID to any providers that will be exchanging files.



Once the Trading Partner submits an SSH key, as shown in the previous section, the EDI Help Desk will change the status from “ENROLLED” to “TESTING”, and the Trading Partner receives via email the EDI Trading Partner Welcome Letter indicating the Trading Partner Profile (TPP) has been approved for testing. Users may now submit the transactions through the Secure File Transfer Protocol (SFTP) or the PWP.

February 1, 2019

Trading Partner Contact Name
Trading Partner Business Name
Trading Partner Address
Trading Partner City, State and Zip Code

Trading Partner ID: 12345678

Dear Nevada Medicaid Trading Partner:

Nevada Medicaid has processed your Trading Partner Profile (TPP) application. You may now begin the testing process. All Nevada Medicaid Trading Partners must successfully pass the testing process in order to be approved to submit Production transactions.

You have chosen to enroll into the following transactions:
5010-Professional (837P)

In order to ensure a smooth testing process, please review the Trading Partner User Guide and the Nevada Medicaid Companion Guides located at:
<https://www.medicaid.nv.gov/providers/edi.aspx>.

The connection to the Nevada Medicaid SFTP Testing server is sftptest3.medicaid.nv.gov. Please be sure to use your SSH private key and your assigned username, which is your Trading Partner ID. There is no password for the connection. Make sure your setup is listed with SFTP and use port 22 for the login.

After you have submitted a test file to Nevada Medicaid, please notify the Nevada Medicaid EDI Help Desk via email at: NVMMIS.EDIsupport@gainwelltechnologies.com. Please make sure to include the file name for the test file you have submitted.

If you have questions, please contact the Nevada Medicaid EDI Help Desk at: (877) 638-3472 options 2, 0, then 3, Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Time, with the exception of Nevada State holidays, or send an email to:
NVMMIS.EDIsupport@gainwelltechnologies.com.

Thank you for participating as a Trading Partner with Nevada Medicaid. We look forward to working with you.

Sincerely,
Nevada Medicaid EDI Help Desk

If a Trading Partner wishes to submit transactions via PWP, real-time 270/271 and/or 276/277 transactions, they will need to register as a Trading Partner. Trading Partner Registration also allows the Trading Partner the option to add transaction types, update enrollment and/or EDI contact information as demonstrated in section 3.2.

Once the testing process is complete and all transaction types for which the Trading Partner enrolled have been tested, the Trading Partner will be set to a final status of "APPROVED". If the Trading Partner has not completed testing for all transaction types for which the Trading Partner enrolled, the status will remain in "PENDING APPROVED." The Trading Partner will receive the Production Authorization Letter via mail containing the list of approved transactions that could be submitted to the production environment. The email will contain the connection to the Nevada Medicaid SFTP Production Server.

3 Connectivity Options

This section describes the connectivity options from which a Trading Partner will need to choose for the submission of transactions.

Nevada Medicaid supports multiple methods for exchanging electronic healthcare transactions depending on Trading Partner needs.

For transactions, the following can be used:

- Secure File Transfer Protocol (SFTP) (this only applies to batch transactions)
- Nevada Medicaid Provider Web Portal (this only applies to batch transactions and is restricted to the transmission file size limits in Section 5.2)
- CORE-certified multi-format network Interface (this applies to real-time and batch 270/271 and 276/277 transactions)

3.1 Secure File Transfer Protocol

This section describes the Secure File Transfer Protocol (SFTP) which a Trading Partner can select as a connectivity option.

If the Trading Partner will be exchanging files using SFTP, after the TPP Agreement has been completed the Trading Partner must submit a Secure Shell (SSH) public key file to Nevada Medicaid to complete their enrollment. Once the SSH key is received, users will be contacted to initiate the process to exchange the directory structure and authorization access on the Nevada Medicaid external SFTP servers.

Failure to provide the SSH key file to Nevada Medicaid will result in the TPP application request being rejected and the Trading Partner will be unable to submit transactions electronically to Nevada Medicaid. Trading Partners should submit the SSH public key via email within five business days of completing the TPP application.

What is a public SSH key?

SSH is used for managing networks, operating systems and configurations. It is also inside many file transfer tools and configuration management tools. Every major corporation uses it in every data center.

SSH Keys enable the automation that makes modern cloud services and other computer-dependent services possible and cost-effective. They offer convenience and improved security when properly managed.

Functionally, SSH keys resemble passwords. They grant access and control who can access what. The private key is kept secret and stored on the computer used to connect to the remote system. The public key can be shared with everyone.

How do I create an SSH public key?

Puttygen is a utility for creating public Keys.

- In the “Key” section choose SSH-2 RSA and press **Generate**.
- Move your mouse randomly in the small screen in order to generate the key pairs.
- Enter a key comment which will identify the key (useful when you use several SSH keys)
- Type in the passphrase and confirm it. The passphrase is used to protect your key. You will be asked for it when you connect via SSH.
- Click “Save private key” to save your private key.

- Click “Save public key” to save your public key.

Once you have created the public key, send an email to the EDI Help Desk at NVMMIS.EDIsupport@gainwelltechnologies.com. In the subject line, enter ‘Public Key/Your Trading Partner Name/your 8-digit Trading Partner ID’. (Example: Public Key/Disney Hospital/12345678).

After the public key has been received, Nevada Medicaid will complete the TPP application. Please allow an estimated time of five business days to process the application. The designated contract person will be notified via email with confirmation when the TPP application has been approved and the testing process may begin.

3.2 Provider Web Portal

This section describes the Prover Web Portal (PWP), which a Trading Partner can select as a connectivity option.

In order to submit transactions using the Provider Web Portal, or real-time transactions, the Trading Partner, having an approved application, will need to register on the PWP.

To register for a PWP account, the user will:

1. Return to the “Home” page
2. Click the **Register Now** link

The screenshot shows the Nevada Medicaid Provider Web Portal home page. At the top left, the 'Home' link is highlighted with a red box and a '1' callout. Below the navigation bar, the 'Login' section contains a 'User ID' input field and a 'Log In' button. A 'Register Now' link is highlighted with a red box and a '2' callout. To the right, there is a 'Broadcast Messages' section with 'Hours of Availability' information and a 'What can you do in the Provider Portal' section with a photograph of healthcare providers.

Once the user clicks the **Register Now** link, they will be taken to the “Registration Selector” page. From here, a role type prompt will appear and users will then need to:

3. Click Trading Partner

Home > Registration Selector Tuesday 05/15/2018 01:31 PM PST

Registration

Select one of the following options that best describes your role.

 Provider An individual, state or local agency, corporate, or business entity that is enrolled in the Healthcare program as a provider of services.	 Delegate An individual Designated by the Provider for the sole purpose of performing clerical functions and is responsible for ensuring patient privacy information accessed via this website is to be used only for legitimate business reasons. Note that although there can only be one provider administrator (who registered as a provider), the administrator can register many delegates to utilize the website from different physical locations. These delegates must be identified and registered by the provider administrator.
 Trading Partner An entity with whom an organization exchanges data electronically. The trading partner may send or receive information electronically.	 Managed Care Org An entity, authorized by the state, to operate a prepaid healthcare delivery plan (as a health maintenance organization - HMO). This entity arranges, administers, and pays for the delivery of healthcare services to members, as designated by the state.

After clicking **Trading Partner**, the user will be prompted to enter their **Trading Partner ID**. This is the unique ID received after the application submission step.

- 4. Enter the **Trading Partner ID**
- 5. Click **Continue**

Home

Home > Registration Selector > Registration Tuesday 05/15/2018 01:35 PM PST

Registration Step 1 of 2 - Personal Information ?

* Indicates a required field.


Please provide the following information to get started!
Important: If you are registering as a provider, enter the provider's first and last name, or split the facility or organization name across the first and last names. If you have chosen to register as a delegate, you must have already provided your birth date and driver's license number (DLN) to a registered provider, who will add you as a delegate and obtain the delegate code for you.
If you have chosen to register as a Trading Partner, enter the Trading Partner ID.
If you have chosen to register as a Managed Care Org, enter the NPI/Provider ID and Zip Code.

4

5

6. Create a **User ID** (this is different from the Trading Partner ID)
7. Create a **Password**
8. Enter **Contact Information**

NOTE: The user may click the **Check Availability** button to determine whether the User ID entered is available.

 **Nevada Department of Health and Human Services**
Division of Health Care Financing and Policy Provider Portal [Contact Us](#) | [Logi](#)

Home

[Home](#) > [Registration Selector](#) > Registration Tuesday 05/15/2018 01:47 PM PST

Registration Step 2 of 2 - Security Information ?

* Indicates a required field.

The User ID and Password cannot be the same and the password must be 8-20 characters in length, contain a minimum of 1 numeric digit, 1 uppercase letter and 1 lowercase letter

6 *User ID **Check Availability**

7 *Password
*Confirm Password

Please provide your contact information below.

*Display Name **8**
*Phone Number
*Email
*Confirm Email

Please choose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal

Next, the user will:

9. Select a **Site Key** image
10. Enter a unique **Passphrase**
11. Choose 3 **Challenge Questions** from the drop-down list and create a unique answer for each
12. Click **Submit**

Once the user clicks the **Submit** button, PWP registration is complete.

The screenshot shows a registration form with the following sections:

- Registration Information:** Fields for Display Name (TestTrade1), Phone Number (1111111111), Email (aaron.barger@hpe.com), and Confirm Email (aaron.barger@hpe.com).
- Site Key Selection:** A section titled "Please choose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal." It features a "Site Key" dropdown menu with five options: Apple (selected), Balloon, Balloons, Baseball, and Billiards. Below the menu is a "Passphrase" field containing "Passphrase1234".
- Challenge Questions:** A section titled "Please select a unique challenge question and provide an answer for each of the question groups below." It contains three challenge questions, each with a dropdown menu and a text input field for the answer. The first question is "What is your favorite sports team?" with a dropdown menu open showing options like "In what city were you born?".
- Submission:** At the bottom, there are "Submit" and "Cancel" buttons.

Numbered callouts (9-12) are placed over the form to indicate the user's actions: 9 points to the Site Key selection, 10 points to the Passphrase field, 11 points to the Challenge Question dropdowns, and 12 points to the Submit button.

3.3 Navigating the PWP

This section demonstrates how to log in and use the basic navigational features of the PWP for a Trading Partner.

From the PWP “Home” page, registered users may access their accounts by:

1. Entering their **User ID**
2. Clicking **Log In**

Nevada Department of Health and Human Services
Division of Health Care Financing and Policy Provider Portal

Home

Home

Login ?

*User ID
Test_Trader1 1

Log In 2

[Forgot User ID?](#)
[Register Now](#)
[Where do I enter my password?](#)

Web Announcements

[Web Announcement 1123](#)
Online Provider Enrollment Summary Page Updated - Testing

[Web Announcement 1122](#)
Providers Invited to Complete Health Information Exchange Small Business Impact Questionnaire by April 22, 2016-2017

Broadcast Messages

Hours of Availability
The Nevada Provider Web Portal is unavailable between 12:25 AM PST on Sunday.

What can you do in the Provider Portal?
Through this secure and easy to use internet portal, health providers can use this site for further access to contact information, inquire on a patient's eligibility, process prior authorization, and more.

Once the user has clicked the **Log In** button, identity verification is required. Users will:

3. Type in the answer to their **Challenge Question** to verify their identity
4. Choose logging in method as either with a **personal computer** or a **public computer**
5. Click the **Continue** button

NOTE: Users will need to answer the Challenge Question only for the first-time log in from a personal computer and every time from a public computer.

Computer and Challenge Question

Site Key
The HealthCare Portal uses a personalized site key to protect your privacy online. To use a site key, you are asked to respond to your Challenge question the first time you use a personal computer, or every time you use a public computer. When you type the correct answer to the Challenge question, your site key token displays which ensures that you have been correctly identified. Similarly, by displaying your personalized site key token, you can be sure that this is the actual HealthCare Portal and not an unauthorized site.

If this is your personal computer, you can register it now by selecting: **This is a personal computer. Register it now.**

Answer the challenge question to verify your identity.

Challenge Question In what city were you born?

3 ***Your Answer**

[Forgot answer to challenge question?](#)


4 **Select** This is a personal computer. Register it now.
 This is a public computer. Do not register it.

5 **Continue**

6. To confirm that the Site Key token and Passphrase are correct, the user should recognize the Site Key token and Passphrase to be assured that it is the valid PWP website, and safe to enter their password.
7. Enter **Password**
8. Click the **Sign In** button

NOTE: If users do not recognize their **Site Key** or **Passphrase**, users should not enter their password. Instead, users should contact the Help Desk.

Home > Challenge Question > Site Token Password Mo


 **Confirm Site Key Token and Passphrase**

Confirm that your site key token and passphrase are correct.

If you recognize your site key token and passphrase, you can be more comfortable that you are at the valid HealthCare Portal site and therefore is safe to enter your password.

Make sure your site key token and passphrase are correct.

If the site key token and passphrase are correct, type your password and click **Sign In**.
If this is not your site key token or passphrase, do not type your password.
Call the [customer help desk](#) to report the incident.

Site Key: 

Passphrase Answer

***Password**

8 Sign In [Forqot Password?](#)

Once the user has confirmed identity verification successfully and entered their password, the “My Home” page will display. From there, users will need to:

9. Verify all Trading Partner information located on the left margin of the screen

NOTE: It is important for the user to verify all of the information to ensure they are logged in correctly. If this information is incorrect, another log in attempt may be required or the user may need to contact support by clicking the **Contact Us** link in the right margin of the page.

Nevada Department of Health and Human Services
Division of Health Care Financing and Policy Provider Portal

[Contact Us](#) | [Logout](#)

My Home File Exchange

My Home Tuesday 05/15/2018 03:03 PM PST

User Details
Welcome TestTrade1
▶ [My Profile](#)

Trading Partner
Name Trader 1
Trading Partner ID 23113726
▶ [Trading Partner Information](#)
▶ [Trading Partner Profile](#)

Broadcast Messages
Hours of Availability
The Nevada Provider Web Portal is unavailable between midnight and 12:25 AM PST Monday-Saturday and between 8 PM and 12:25 AM PST on Sunday.

Contact Us

Secure Correspondence

All Claim Inquiries should be submitted to the following Address:
Nevada Medicaid Administration
P.O.Box 30042
Reno, NV 89520-3042

Welcome Health Care Professional!

We are committed to make it easier for physicians and other providers to perform their business. In addition to providing the ability to verify member eligibility and search for claims, payment information, and access Remittance Advices, our secure site provides access to eligibility, answers to frequently asked questions, and the ability to process authorizations.

Prior Authorization Quick Reference Guide [\[Review\]](#)
Provider Web Portal Quick Reference Guide [\[Review\]](#)

Once the information has been verified, the user may explore the portal. Some features the user will find include:

- A. A tab for accessing File Exchange functions
- B. A panel that displays informative Broadcast Messages
- C. Links to contact customer support services
- D. Links to manage user account settings, such as passwords and contact information
- E. Links to additional PWP resources
- F. Links to contact information and transaction sets

The screenshot shows the Nevada Department of Health and Human Services Division of Health Care Financing and Policy Provider Portal. The page includes a navigation bar with a 'File Exchange' tab (A). A 'Broadcast Messages' panel (B) displays 'Hours of Availability' and a 'Welcome Health Care Professional!' message. A 'Contact Us' and 'Secure Correspondence' section (C) is located on the right. The 'User Details' sidebar (left) includes 'My Profile' (D), 'Trading Partner Information', and 'Trading Partner Profile' (E). At the bottom, there is a 'Prior Authorization Quick Reference Guide' (F) with links to 'Review'.

3.4 CORE-Certified Multi-Format Network Interface

This section describes the CORE-Certified Multi-Format Network Interface which a Trading Partner can select as a connectivity option.

If you have selected the real-time option when submitting your TPP, the EDI Help Desk will contact you within five business days to provide you with additional information in order to submit CORE-Certified multi-format network Interface transactions.

If you want information on submitting batch CORE-Certified multi-format network interface, please send an email to NVMMS.EDIsupport@gainwelltechnologies.com.

4 Exchanging Files

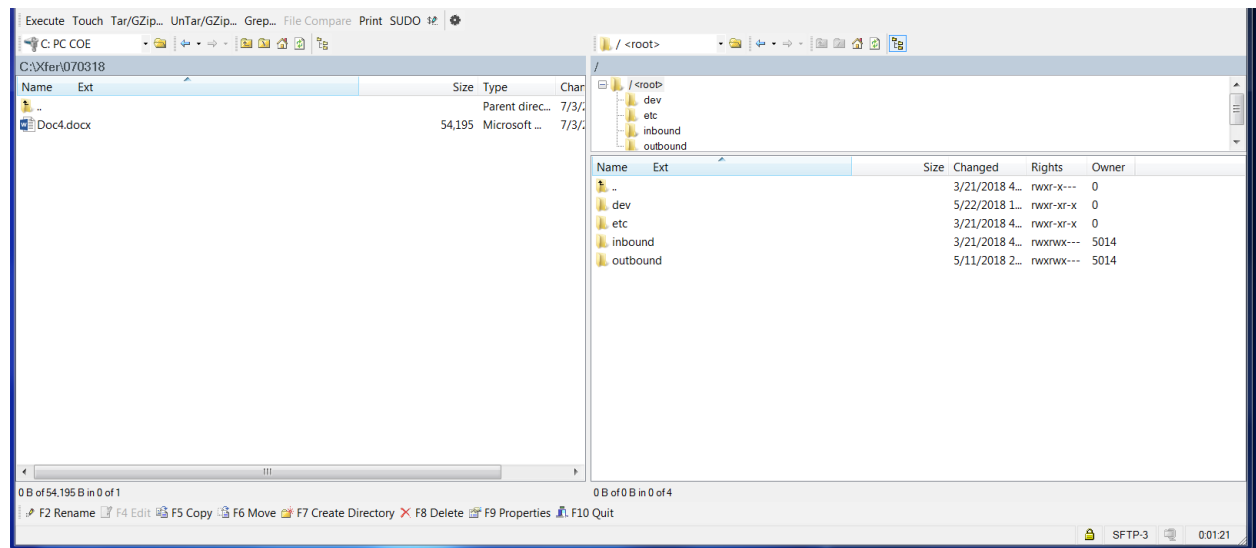
This section describes the process by which Trading Partners may upload and download files via the SFTP or PWP.

4.1 Submitting/Receiving Files using SFTP

This section demonstrates the process by which Trading Partners may upload/download files via SFTP.

In order to upload files using SFTP, users will need to use an SFTP client (like WinSCP, FileZilla, or any of their choice) and input the correct credentials, including, hostname, port and username. The connection to the Nevada Medicaid SFTP Testing server is `sftptest3.medicaid.nv.gov`. Please be sure to use your SSH private key and your assigned username, which is your Trading Partner ID. There is no password for the connection. Make sure your setup is listed with SFTP and use port 22 for the login.

Once you are logged in, you will have different folder options.



The “inbound” folder is where you will drop files needing to be processed, and the “outbound” folder is where you will pick up files such as the TA1/999 acknowledgement response and the 835.

Note: Trading Partners should delete the files from the outbound directory after picking them up. Right mouse click and delete after copying the file over from the outbound directory.

4.2 Submitting/Receiving Files using PWP

This section demonstrates the process by which Trading Partners may upload/download files via the PWP.

To upload files, users will need to:

1. Hover over the **File Exchange** tab
2. Click **Upload Files**

The screenshot displays the Nevada Medicaid Trading Partner Web Portal. At the top, the navigation bar includes 'My Home' and 'File Exchange' (highlighted with a red box and callout '1'). Below this, the 'Download Files' section contains an 'Upload Files' button (highlighted with a red box and callout '2'). The main content area is divided into several sections: 'User Details' (Welcome TestTrade1, My Profile), 'Trading Partner' (Name: Trader 1, ID: 23113726, Trading Partner Information, Trading Partner Profile), 'Broadcast Messages' (Hours of Availability), 'Contact Us', and 'Secure Correspondence'. A large image of five healthcare professionals is featured, with a 'Welcome Health Care Professional!' message below it. The page footer includes links to 'Prior Authorization Quick Reference Guide [Review]' and 'Provider Web Portal Quick Reference Guide [Review]'.

Once the user clicks **Upload Files**, the “Upload Files” page will appear. From there, the user will:

3. Review the File Upload section to ensure that any uploaded files are in a HIPAA compliant format
4. Select a **File Type**
5. Click the **Browse** button

My Home **File Exchange**

Download Files | **Upload Files**

[File Exchange](#) > Upload Files Wednesday 05/16/2018 08:11 AM PST

File Upload ?

* Indicates a required field.

Transaction files uploaded here must be in a HIPAA format -- Health Insurance Portability and Accountability Act. HIPAA is the United States Health Insurance Portability and Accountability Act of 1996. There are two sections to the Act. HIPAA Title I deals with protecting health insurance coverage for people who lose or change jobs. HIPAA Title II includes an administrative simplification section which deals with the standardization of healthcare-related information systems. In the information technology industries, this section is what most people mean when they refer to HIPAA.

HIPAA establishes mandatory regulations that require extensive changes to the way that health providers conduct business. HIPAA seeks to establish standardized mechanisms for electronic data interchange (EDI), security, and confidentiality of all healthcare-related data. The Act mandates: standardized formats for all patient health, administrative, and financial data; unique identifiers (ID numbers) for each healthcare entity, including individuals, employers, health plans and healthcare providers; and security mechanisms to ensure confidentiality and data integrity for any information that identifies an individual.

The upload file must be in one of these formats: **.txt, .dat, .zip**

4 *File Type
 * Upload File **5**

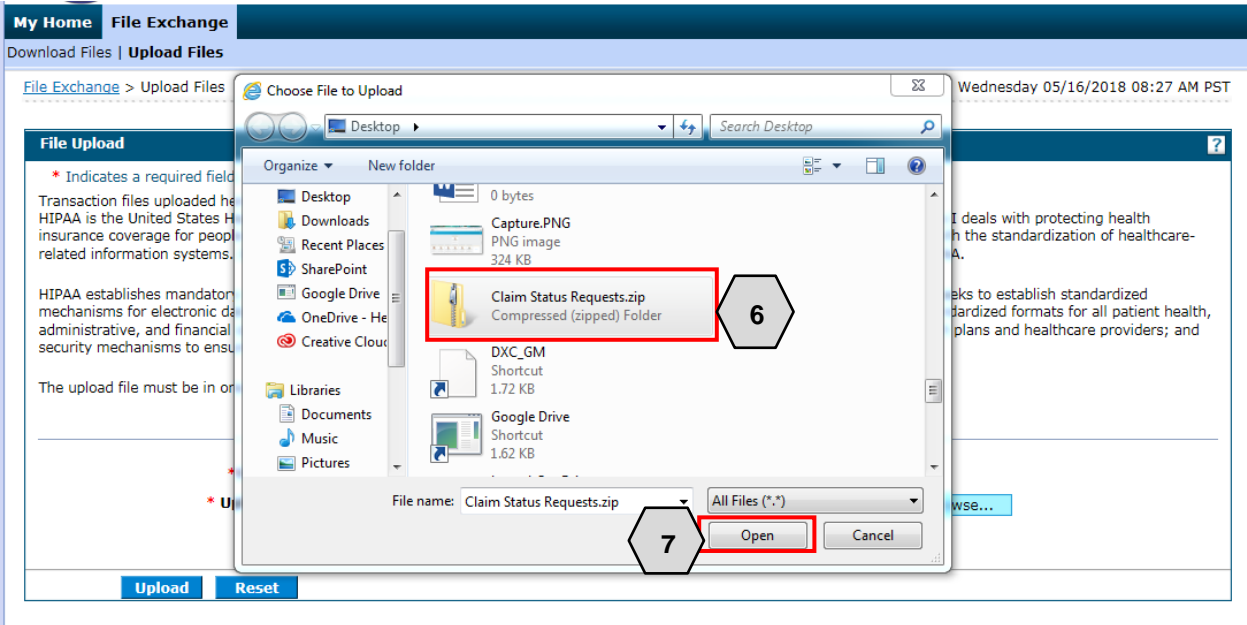
270/271 Health Care Eligibility Request/Response Batch
 276/277 Health Care Claim Status Request/Response Batch
 837D Health Care Claim: Dental
 837I ? Health Care Claim - Institutional
 837P Health Care Claim: Professional
 D.0 - NCPDP - Batch Standard 1.2

Upload **Reset**

Once the user clicks **Browse**, the “Choose File to Upload” window will pop up. From there, the user will need to:

6. Select the desired file for upload
7. Click the **Open** button

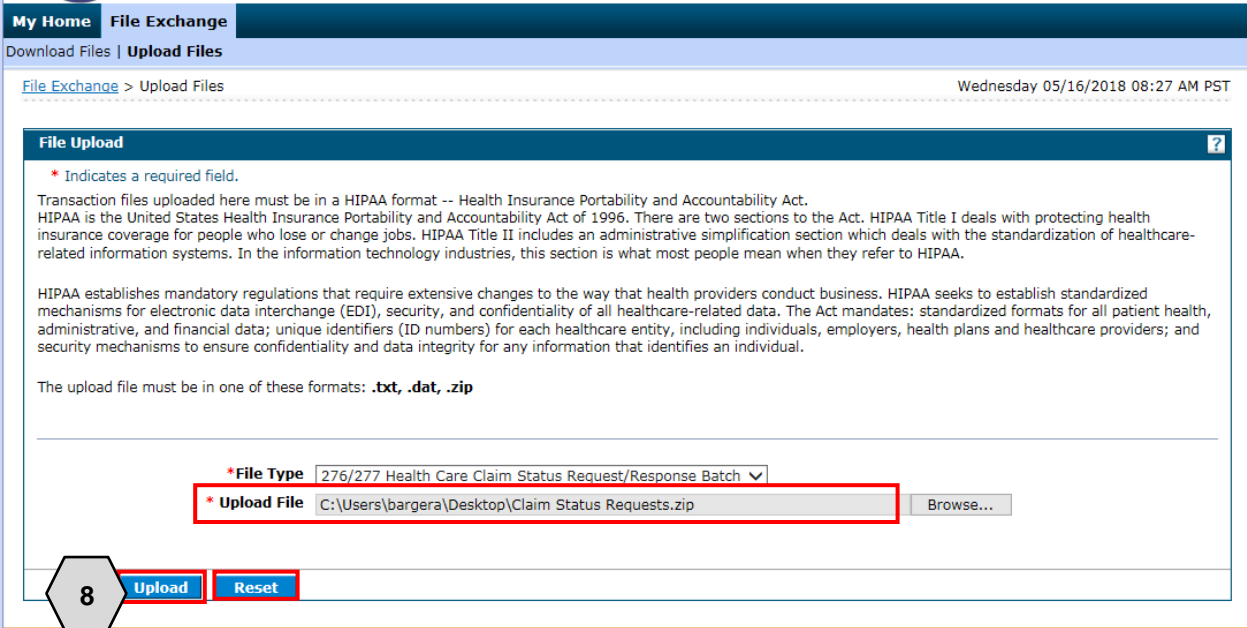
NOTE: Any files uploaded to the PWP must be in .txt, .dat, or .zip format and no larger than 4 MB. Zip files may not contain more than one file.



Once the user selects a file, it will display in the **Upload File** field. If the user is satisfied with their selections, they will:

8. Click the **Upload** button

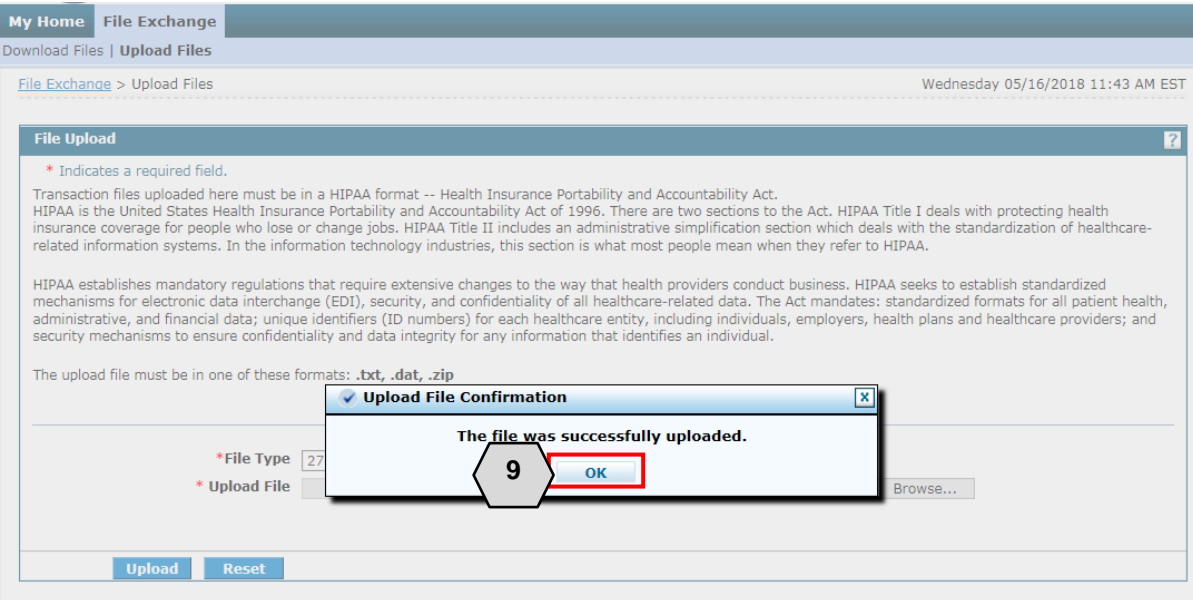
NOTE: The user may also click the **Reset** button to clear all files and start over if needed.



Once the user clicks the **Upload** button, their file will be submitted and an “Upload File Confirmation” window will appear. Once uploaded, the user will:

9. Click **OK**

Once the user clicks **OK**, they will be returned to the “Upload Files” page where users may upload more files if needed.



To download files, users will need to:

1. Hover over the **File Exchange** tab
2. Click **Download Files**

The screenshot displays the Nevada Medicaid Trading Partner User Guide interface. At the top, the header reads "Nevada Health and Human Services" and "Division of Health Care Financing and Policy Provider Portal". Below this is a navigation bar with tabs: "My Home", "File Exchange" (highlighted with a red box and a callout '1'), and "Download Files" (highlighted with a red box and a callout '2'). The "Download Files" tab is further labeled with "Upload Files". The main content area is divided into several sections: "User Details" (Welcome TestTrade1, My Profile), "Trading Partner" (Name: Trader 1, Trading Partner ID: 23113726, Trading Partner Information, Trading Partner Profile), "Broadcast Messages" (Hours of Availability: The Nevada Provider Web Portal is unavailable between midnight and 12:25 AM PST Monday-Saturday and between 8 PM and 12:25 AM PST on Sunday.), "Contact Us", and "Secure Correspondence". A "Welcome Health Care Professional!" message is displayed above a photo of five healthcare professionals. The date and time "Wednesday 05/16/2018 09:17 AM PST" are shown in the top right corner.

Once the user clicks **Download Files**, the “Download Files” page will appear. From there the user will:

3. Choose a **File Status** from the drop-down (options will be New Files or Previously Downloaded Files)
4. Choose a file **Category** from the drop-down list: Interchange Ack, Eligibility, Claim Status, Enrollment, Payment/Advice, Capitation or Functional Ack
5. Enter a date range using the **From Date** and **To Date** fields
6. Click **Search**

The screenshot displays the "File Download" section of the Nevada Department of Health and Human Services portal. The page includes a navigation bar with "My Home" and "File Exchange" tabs, and a sub-navigation bar with "Download Files" and "Upload Files" options. The main content area is titled "File Download" and contains a search form. The form includes a legend indicating that an asterisk (*) denotes a required field. Below the legend, there is a prompt: "Enter your search criteria and click the Search button." The search form contains four fields: "File Status" (a dropdown menu), "Category" (a dropdown menu showing "5010-Eligibility (271)"), "From Date" (a date field with a calendar icon, showing "03/24/2018"), and "To Date" (a date field with a calendar icon, showing "05/21/2018", and marked as required with an asterisk). A "Search" button is located at the bottom left of the form. Numbered callouts (3, 4, 5, 6) are overlaid on the image to identify the search fields and the Search button.

Once the user clicks **Search**, results will appear below. From there, the user will:

7. Select the desired option by clicking the blue link in the **File Name** column
8. Choose to **Open** or **Save** the file

File Download ?

* Indicates a required field.

Enter your search criteria and click the **Search** button.

File Status

Category

***From Date**
***To Date**

Files Available to Download From 3/24/2018 To 5/21/2018

To Download the file; click the File Name Total Records: 2

File Name	Create Date ▼	Download Date	Category
1705000_1704996_72DBABD5_271X12BATCH_1_9999.271	04/05/2018 00:00	05/18/2018 00:00	5010-Eligibility (271)
1704555_1704399_D4C462E6_271X12BATCH_1_9999.271	04/03/2018 00:00	04/30/2018 00:00	5010-Eligibility (271)

Current Procedural Terminology (CPT) and Current Dental Terminology (CDT) codes, descriptions and data are copyrighted by the American Medical Association (AMA) and the American Dental Association (ADA), respectively, all rights reserved. AMA and ADA assume no liability for data contained or not contained on this website and on documents posted here.

Do you want to open or save 1705000_1704996_72DBABD5_271X12BATCH_1_9999.271 (1.14 KB) from portalmod.medicaid.nv.gov?

5 Updating Contact Information

This section demonstrates the process by which a user may update their contact information.

To update contact information, users will need to:


1. Click the **Trading Partner Profile** link on the left side of the screen

The screenshot displays the Nevada Department of Health and Human Services File Exchange portal. The header includes the department logo and name, along with 'Contact Us' and 'Logout' links. The main navigation bar shows 'My Home' and 'File Exchange'. The page content includes a 'Welcome Health Care Professional!' message, a photo of healthcare workers, and a 'Trading Partner' section. The 'Trading Partner' section lists the user's name as 'Nevada Trading Partner' and their ID as '42562246'. A list of links is provided, with 'Trading Partner Profile' highlighted in red and a callout bubble containing the number '1'. The page also features a 'Contact Us' link, a 'Secure Correspondence' link, and contact information for the Nevada Medicaid Administration. A footer note states: 'Current Procedural Terminology (CPT) and Current Dental Terminology (CDT) codes, descriptions and data are copyrighted by the American Medical Association (AMA) and the American Dental Association (ADA), respectively, all rights reserved. AMA and ADA assume no liability for data contained or not contained on this website and on documents posted herein.'

Once the user clicks the **Trading Partner Profile** link, the “Trading Partner Profile” page will appear.

From here the user will need to:

2. Click **Edit**



Nevada Department of Health and Human Services
 Division of Health Care Financing and Policy Provider Portal

[Contact Us](#) | [Logout](#)

My Home
File Exchange

[My Home](#) > Trading Partner Profile Monday 04/22/2019 09:22 AM PST

Trading Partner Profile
[Back to My Home](#) ?

Last Updated 04/22/2019 [Expand All](#) | [Collapse All](#)

Contact Information [-]

Trading Partner Name	Nevada Trading Partner	Trading Partner ID	42562246
Address	123 Tester Ave		
City	Carson City	State	NEVADA
Type of Business	Other	Zip Code	92704

Contact Name	Nevada Enrollment Contact Name	Contact Phone	1-800-123-4567	Ext	_
Contact Email	name@yahoo.com				

EDI Contact Name	Nevada EDI Contact Name	EDI Contact Phone	1-800-123-4567	Ext	_
EDI Contact Email	ediname@yahoo.com				

Edit
2

Transaction Sets [-]

Transactions that you are approved to exchange. If you add new Transactions using this panel, the Transactions will be in Testing status and will not be listed here.

- 270/271 Health Care Eligibility Request/Response Batch
- 276/277 Health Care Claim Status Request/Response Batch
- 270/271 Health Care Eligibility Request/Response Interactive
- 276/277 Health Care Claim Status Request/Response Interactive
- 820 Payroll Deducted and Other Group Premium Payment for Insurance Products
- 834 Benefit Enrollment and Maintenance
- 835 Health Care Claim Payment/Advice

Once the user clicks **Edit**, the “Contact Information” page will be displayed. The user may begin to update the necessary information.

3. Click **Save**

The screenshot shows the 'Trading Partner Profile' page with the following details:

- Page Header:** My Home | File Exchange
- Breadcrumbs:** My Home > Trading Partner Profile
- Date/Time:** Monday 04/22/2019 09:28 AM PST
- Section:** Trading Partner Profile (with a 'Back to My Home' link)
- Last Updated:** (blank)
- Contact Information:**
 - * Indicates a required field.
 - Click 'Save' to save and review the changes or click 'Cancel' to go back.
 - *Trading Partner Name: Nevada Trading Partner
 - Trading Partner ID: 42562246
 - *Address: 123 Tester Ave
 - *City: Carson City
 - *State: NEVADA
 - *Zip Code: 92704
 - *Type of Business: Other
 - *Contact Name: Nevada Enrollment Contact Name
 - Contact Phone: 8001234567
 - Ext: (blank)
 - *Contact Email: name@yahoo.com
 - *Confirm Contact Email: name@yahoo.com
 - *EDI Contact Name: Nevada EDI Contact Name
 - EDI Contact Phone: 8001234567
 - Ext: (blank)
 - *EDI Contact Email: ediname@yahoo.com
 - *Confirm EDI Contact Email: ediname@yahoo.com
- Action Buttons:** A callout box with the number '3' points to a red-bordered 'Save' button, with a 'Cancel' button next to it.
- Transaction Sets:**
 - 270/271 Health Care Eligibility Request/Response Batch
 - 276/277 Health Care Claim Status Request/Response Batch

After clicking **Save**, the updated fields will be displayed with an icon.

4. If the information is correct, the user will select **Confirm**. If the information is not correct, the user will select **Edit** and edit the information needed.

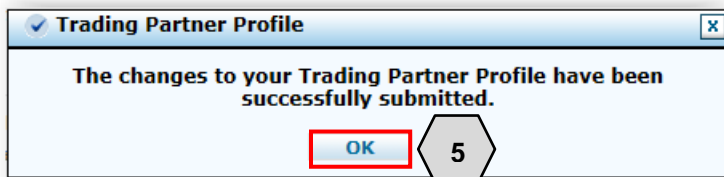
The screenshot shows the 'Trading Partner Profile' page. At the top, there is a navigation bar with 'My Home' and 'File Exchange'. Below that, a breadcrumb trail reads 'My Home > Trading Partner Profile' and the date/time is 'Monday 04/22/2019 09:30 AM PST'. The main content area is titled 'Trading Partner Profile' and includes a 'Back to My Home' link. A 'Last Updated' field is shown as empty. Below this is the 'Contact Information' section, which contains a message: 'Update field labels are marked with a "🔴" icon. Review your changes and click "Confirm" to save.' The profile details are as follows:

Trading Partner Name	Nevada Trading Partner	Trading Partner ID	42562246
Address	123 Tester Ave		
City	Carson City	State	NEVADA
Zip Code	92704		
Type of Business	Other		
Contact Name	Nevada Enrollment Contact Name	Contact Phone	1-800-123-4567
Contact Email	enrollmentname@yahoo.com	Ext	_
Confirm Contact Email	enrollmentname@yahoo.com		
EDI Contact Name	Nevada EDI Contact Name	EDI Contact Phone	1-800-123-4567
EDI Contact Email	ediname@yahoo.com	Ext	_
Confirm EDI Contact Email	ediname@yahoo.com		

At the bottom of the form, there are three buttons: 'Edit', 'Confirm', and 'Cancel'. The 'Confirm' button is highlighted with a red box, and a callout number '4' is placed over it. Below the buttons is the 'Transaction Sets' section, which lists various transaction types such as '270/271 Health Care Eligibility Request/Response Batch'.

After clicking **Confirm**, a successfully submitted message will display.

5. Click **OK**



Once the user clicks **OK**, the contact information will be updated.

6 Adding Transaction Types

This section demonstrates the process by which a user may add additional transaction types in which they want to begin submitting.

To add additional transaction types, from the Trading Partner Profile page, the user will need to:

1. Scroll to the bottom of the page under Transaction Sets
2. Select **Add**

The screenshot shows a web interface for a Trading Partner Profile. At the top, there is a section for 'Type of Business' set to 'Other'. Below this are contact details for 'Nevada Enrollment' and 'Nevada EDI'. An 'Edit' button is visible. The main section is titled 'Transaction Sets' and contains a list of transaction types. A red dashed line indicates the scroll path from the top of the page down to the 'Add' button. A hexagon labeled '1' points to the list of transaction types, and another hexagon labeled '2' points to the 'Add' button.

Type of Business		Other	
Contact Name	Nevada Enrollment Contact Name	Contact Phone	1-800-123-4567
Contact Email	enrollmentname@yahoo.com	Ext	_
EDI Contact Name	Nevada EDI Contact Name	EDI Contact Phone	1-800-123-4567
EDI Contact Email	ediname@yahoo.com	Ext	_

Transaction Sets

Transactions that you are approved to exchange. If you add new Transactions using this panel, the Transactions will be in Testing status and will not be listed here.

- 276/277 Health Care Claims Request/Response Batch
- 270/271 Health Care Claims Request/Response Interactive
- 276/277 Health Care Claim Status Request/Response Interactive
- 820 Payroll Deducted and Other Group Premium Payment for Insurance Products
- 834 Benefit Enrollment and Maintenance
- 835 Health Care Claim Payment/Advice
- 837D Health Care Claim: Dental
- 837P Health Care Claim: Professional
- D.O - NCPDP - Batch Standard 1.2

Add

Once the user clicks **Add**, the user can place a checkmark next to the transaction type(s), they wish to add.

3. Select **Save**

Trading Partner Profile [Back to My Home](#)

Last Updated _ [Expand All](#) | [Collapse All](#)

Contact Information [-]

Trading Partner Name	Nevada Trading Partner	Trading Partner ID	42562246
Address	123 Tester Ave	State	NEVADA
City	Carson City	Zip Code	92704
Type of Business	Other		

Contact Name	Nevada Enrollment Contact Name	Contact Phone	1-800-123-4567	Ext	_
Contact Email	enrollmentname@yahoo.com				

EDI Contact Name	Nevada EDI Contact Name	EDI Contact Phone	1-800-123-4567	Ext	_
EDI Contact Email	ediname@yahoo.com				

Transaction Sets [-]

* Indicates a required field.
Check the box to select the transactions for exchange or uncheck to deselect. Click 'Save' to save and review the changes or click 'Cancel' to go back.

[Select All](#) | [Deselect All](#)

- 270/271 Health Care Eligibility Request/Response Batch
- 276/277 Health Care Claim Status Request/Response Batch
- 270/271 Health Care Eligibility Request/Response Interactive
- 276/277 Health Care Claim Status Request/Response Interactive
- 820 Payroll Deducted and Other Group Premium Payment for Insurance Products
- 834 Benefit Enrollment and Maintenance
- 835 Health Care Claim Payment/Advice
- 837D Health Care Claim: Dental
- 837I Health Care Claim: Institutional

3

Note: Only transaction types will be available for which the user has yet to be approved. Transaction types which are already approved will be indicated with a checkmark.

After clicking **Save**, the updated fields will be displayed with an icon.

4. If the information is correct, the user will select **Confirm**. If the information is not correct, the user will select **Edit** and edit the information needed.

The screenshot shows the 'Trading Partner Profile' form. At the top right, there is a 'Back to My Home' link with a help icon. Below the title bar, there is a 'Last Updated' field and 'Expand All' and 'Collapse All' links. The form is divided into sections: 'Contact Information' and 'Transaction Sets'. The 'Contact Information' section contains fields for Trading Partner Name, Address, City, State, Zip Code, Trading Partner ID, Contact Name, Contact Email, Contact Phone, and Ext. The 'Transaction Sets' section contains a list of transaction types with checkboxes, and a note: 'Update field labels are marked with a "🔴" icon. Review your changes and click 'Confirm' to save.' At the bottom of the form, there are three buttons: 'Edit', 'Confirm', and 'Cancel'. The 'Confirm' button is highlighted with a red box, and a callout '4' points to it.

After clicking **Confirm**, a successfully submitted message will display.

5. Click **OK**

The screenshot shows a success message dialog box titled 'Trading Partner Profile'. The message reads: 'The changes to your Trading Partner Profile have been successfully submitted.' Below the message is an 'OK' button, which is highlighted with a red box. A callout '5' points to the 'OK' button.

Once the user clicks **OK**, the transaction type(s) will be added.

7 Testing Information

This section contains additional information needed before the Trading Partner can begin the testing phase.

Testing is conducted to ensure compliance with HIPAA guidelines. Inbound and outbound transactions are validated through Strategic National Implementation Process (SNIP) Level 4.

As related to testing, data such as provider IDs and recipient IDs will not be provided. Users should submit recipient information and provider information as done for production.

There is no limit to the number of files that may be submitted; however, it is recommended that a test file be submitted via batch that contains a minimum of 10 and maximum of 50 claims, eligibility requests or claim status requests. Results of the system's processing of transactions are reviewed by the EDI Help Desk and communicated back to the Trading Partner via email. Once a test file passes EDI compliance, a production URL and Production Authorization letter will be sent to the Trading Partner confirming certification.

The following transaction types are available for inbound testing:

- 270 Eligibility Request/271 Eligibility Response
- 276 Claim Status Request/277 Claim Status Response
- 837D Dental – Fee for Service and Encounter Claims
- 837P Professional (CMS-1500) – Fee for Service and Encounter Claims
- 837I Institutional (UB-04) – Fee for Service and Encounter Claims
- NCPDP Batch Transaction Standard Version 1.2 and Telecommunication Standard Version D.0 – (Encounters Only)

After submitting a test file to Nevada Medicaid, please notify the Nevada Medicaid EDI Testing Support Team via email at: NVMMIS.EDIsupport@gainwelltechnologies.com. Please make sure to include the file name for the test file submitted. This should include the Trading Partner ID as illustrated in Section 5.1 (File Naming Standard).

If the file is an 837 transaction, the testing is conducted to ensure compliance with HIPAA guidelines through SNIP Level 4. If the file is a 270 Eligibility Request or a 276 Claim Status Request, the file will be submitted through the test system and a 271 Eligibility Response or a 277 Claim Status Response will be created and delivered to the Trading Partners outbound folder. Nevada Medicaid will notify the Trading Partner once the 271 or the 277 batch response is available to download.

When an 837 file passes HIPAA guidelines through SNIP Level 4 compliance, the Trading Partner will be approved to submit the transaction type in the Production environment. The Trading Partner Authorization Letter will be sent to the Trading Partner via email.

7.1 File Naming Standard

Use the following naming standards when submitting files to Nevada Medicaid:

- Trading Partner ID = 8-digit assigned, example -- 01234567
- Filetype = transaction type, example -- 270, 276, 837P, 837D, 837I
- UniqueID = any unique ANSI qualifier, example -- DATETIMESTAMP [CCYYMMDDHHMMSSS as 201708301140512]

Here are some examples of appropriate file naming standards:

- 01234567_837P_201708301140512.dat
- 01234567_276_TRANS01_20170830.dat
- 01234567_270_SMALL_FILE_2017_08.txt
- 01234567_ENCOUNTERS_837P_PROD_201808301140512.dat
- 01234567_ENCOUNTERS_NCPDP_PROD_201808301140512.dat

Test files may use the following naming standards:

- 01234567_ENCOUNTERS_837P_TEST_201808301140512.dat
- 01234567_ENCOUNTERS_NCPDP_TEST_201808301140512.dat

The preferred extension is .dat; however, .txt is also allowed. Zip files (.zip) may also be submitted, but each zip file can contain only one file, either .dat or .txt. Both the zip file and the transmission file it contains must meet the file naming standards.

If the file does not meet the file naming standard, the file will not be processed. In this instance, the Nevada Medicaid EDI Help Desk will notify the submitter of the issue and request correction and resubmittal. The user will need to correct the file name and resubmit the file in order for it to process.

Note: Refer to the specific companion guide for file naming standards.

7.2 Transmission File Size

Transactions	Submission Method	File Size Limit	Other Conditions
837s	SFTP	300 MB	5,000 claims per transaction set
270 Batch	SFTP	30 MB	20,000 eligibility requests per file
276 Batch	SFTP	30 MB	
270 Real-Time	CORE		Real-time limited to 1 eligibility request per transaction
276 Real-Time	CORE		Real-time limited to 1 claim status request per transaction
837s	Web Portal	4 MB	5,000 claims per transaction set
270 Batch	Web Portal	4 MB	
276 Batch	Web Portal	4 MB	