Hewlett Packard Enterprise

Online Provider Enrollment Reminders and Helpful Tips

The Nevada Medicaid and Nevada Check Up Online Provider Enrollment Portal allows providers, or their delegates, to enter all pertinent provider enrollment information using an online application. The online application captures key provider data such as contact information, provider type, specialties, and provider demographics such as names and locations. Below are some important reminders and helpful tips to help providers submit a complete online application.

1. Make sure to upload all of the required attachments when you submit the online enrollment application. The Provider Enrollment Checklists contain a list of required documentation based on provider type and are available on the Nevada Medicaid website at https://www.medicaid.nv.gov/providers/checklist.aspx. All documents must be uploaded at the time you submit the provider enrollment forms in order for your application to be considered complete.

2. All providers are required to attach a signed Provider Declaration Statement and Nevada Medicaid and Nevada Check Up Provider Contract with the online provider enrollment application. These forms can be downloaded and printed out from the Agreements page on the online provider enrollment application.

3. The EFT form needs to be signed prior to uploading it to the online enrollment application.

4. On the Managing Individuals page when you are providing ownership information, you need to make sure to add all of the individuals and/or corporations that own 5% or more.
   - To add an individual as an owner, select "Owner" from the drop-down list and then enter the individual's First Name, Last Name and other required information.
   - To add a corporation as an owner, select "Corporation" from the drop-down list and enter the corporation name and individuals owning 5% or more of the named corporation.
   - To add a board member as an owner, select "Board Member" from the drop-down list and then enter the individual's First Name, Last Name and other required information.
   - If no one owns 5% or more, an explanation is required in the explanation box provided or attach a letter describing why no individuals own 5% or more.

5. Make sure the legal name on the online application matches the W-9 that is submitted with the online enrollment application.

6. If your responses to any questions on the online enrollment application do not fit into the field on the page, you can put your response on a separate document. Type the question as it is shown on the application and your response, and then upload the documentation using "Other" as the attachment type on the Attachments page of the online application.