



May 9, 2024

Nevada Medicaid Web Announcement 3350

Attention All Providers: Top Enrollment Return Reasons and Resolutions for January 2024 Submissions

The Division of Health Care Financing and Policy and the Nevada Medicaid Fiscal Agent have reviewed all provider enrollment submissions from January 2024 and have compiled a list of the top reasons for which enrollment documents have been returned to providers. The table below lists the top reasons for the returns and instructions on how to resolve the returns.

Note: Several provider enrollment training resources are located on the [Provider Enrollment webpage](#) and on the [Nevada Medicaid YouTube Channel](#).

Group Enrollments	
Return Reason	Resolution
The Nevada Secretary of State (SOS) license is required to be attached	Obtain the most up-to-date copy of your Nevada SOS license and verify it is attached to your enrollment application.
EFT Authorization form is required to be attached	Ensure that the required Electronic Funds Transfer (EFT) Authorization Form is completed and attached to your enrollment application. This can be found within the application or via the Electronic Funds Transfer (EFT) Authorization Form .
License issue/end date listed on the application does not match attached NV SOS licensure	Ensure that the issue and end dates on the application match the formation/annual report due date on the Nevada Secretary of State website.

Individual Enrollments	
Return Reason	Resolution
Signature in the "Terms of Agreement" is not an authorized signor	The signature in the "Terms of Agreement" section of the application is required to be that of the provider, managing employee, or authorized user.
License issue/end date listed on the application does not match licensing board website	Verify that the issue and end dates listed on the applicable state board website match the dates on your enrollment application.
Attached license does not match enrollment	Ensure that any attached licensure is for the provider enrolling and that the name, license number, and the beginning and ending dates of the license match the information entered on the online enrollment.

Ordering, Prescribing and/or Referring (OPR) Provider Enrollments	
Return Reason	Resolution
Signature in the "Terms of Agreement" is not an authorized signor	The "Provider or Authorized Representative Signature" in the application needs to be that of the provider. The signature of the Managing Employee or Authorized User on an OPR application is not acceptable.

Ordering, Prescribing and/or Referring (OPR) Provider Enrollments

License issue/end date listed on the application does not match licensing board website	Verify that the issue and end dates listed on the applicable state board website match the dates on your enrollment application.
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Urgent/Emergent Enrollments

Return Reason	Resolution
EFT Authorization form is required to be attached	Ensure that the required EFT Authorization form is completed and attached to your enrollment application. This can be found within the application or via the Electronic Funds Transfer (EFT) Authorization Form .
Per the checklist, please attach a "Letter of Intent"	When submitting your urgent/emergent enrollment application, a "Letter of Intent" including information on the recipient, such as name, Nevada Medicaid ID number, dates of service, procedure/revenue codes, etc., is required. Verify the enrollment checklist associated with the provider type you are enrolling as it may provide additional details and/or requirements for your application.
Proof of Medicaid Enrollment in home state required	Proof of Medicaid enrollment in your home state is required to be attached to your enrollment application. Acceptable documentation includes copies of a welcome letter/revalidation letter or remittance advice. Documentation must show that the provider was enrolled with their home state Medicaid for the requested date of enrollment.