



June 22, 2012
Announcement 490

Automated Provider Training Registration Process Implemented

A new automated training registration process has been implemented that makes it easier for providers to register for training workshops and October's Annual Medicaid Conference. The [2012 Training Registration Form \(FA-41\)](#) link on the Provider Web Portal now opens a new Medicaid Provider Training Registration webpage, instead of a two-page form.

The location of FA-41 on the Provider Web Portal has not changed. At www.medicaid.nv.gov, select "Forms" or "Provider Training" from the "Providers" tab. Providers do not have to log in to use the form. Navigation is easy! Simply use the left navigation window to select the options you want: "Welcome," "Workshop Locations," "Workshop Descriptions," "Conference Agenda," "Contact Information" or "Register Here."

To register for a workshop or the Annual Medicaid Conference, start by selecting the city where you would like to attend the training. Your training options will appear. Be sure to scroll to the bottom of the page to enter all of the appropriate fields to register (NPI/API, provider type, organization name, county, contact information, email address, registrant's name and title). There is also a place for special requirements, such as "wheelchair accessible."

After you enter the required information and click "Submit Registration," you will receive a confirmation page. Print this confirmation page for your records. You can use the confirmation number to make changes to your reservation.

If a workshop you select is full or in the past, you will receive an error message informing you to select another workshop or day.

For questions, contact the HP Enterprise Services (HPES) Training Department at NevadaProviderTraining@hp.com or (877) 638-3472, option 2, then option 5.