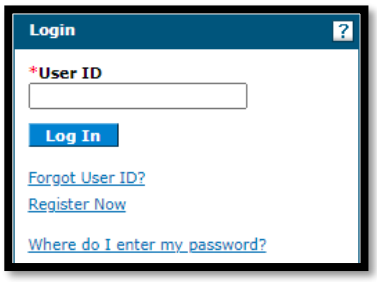
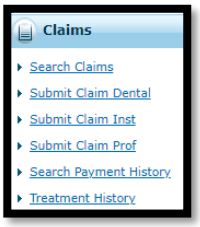
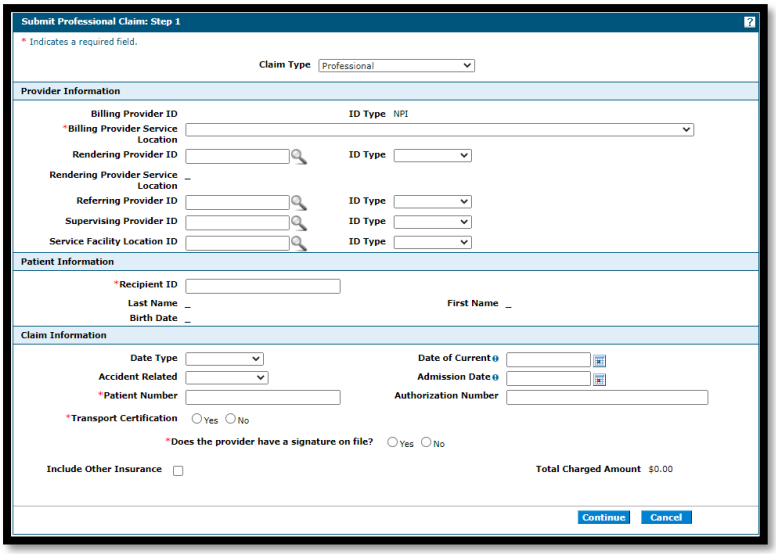
Nevada Medicaid/Nevada Check Up

CLAIM SUBMISSION TIP SHEET:
Professional Claims

	Log into the EVS portal at: https://www.medicaid.nv.gov/hcp/provider/Home/tabid/135/Default.aspx
  	Select or hover over “Claims” from the top tool bar. If “Claims” is selected, a page with claim options will appear. If the user only hovers over the claims tab, the options will appear in the ribbon just below the tool bar.
	Step 1 of the Professional Claim consists of completing the following information: • Claim Type • Provider Information • Patient Information • Claim Information Some fields are marked with a red asterisk and are required. Other fields may not have an asterisk, but **may be required** depending on services rendered. If there is other insurance on file, select “Include Other Insurance” and review the Submitting Secondary Claims provider training presentation.

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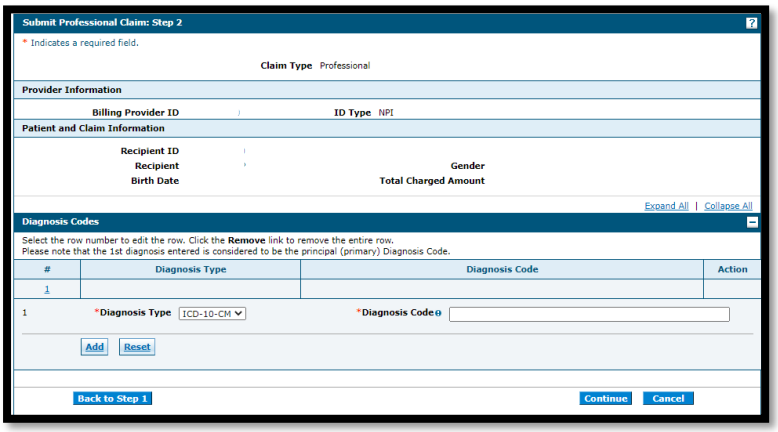
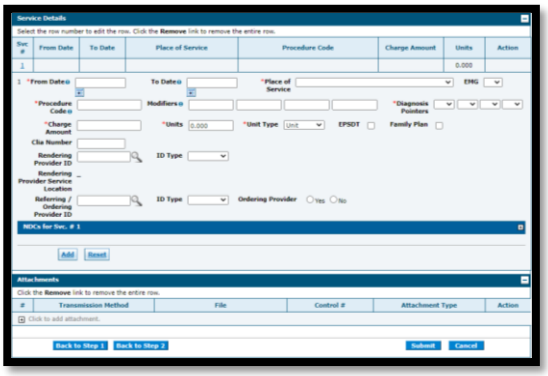
	Step 2 of the Professional Claim consists of completing the following information: • Diagnosis Information Note: Whenever the "Add" button is available, regardless of which step the user is on, ensure that the "Add" button is selected to populate the information into the claim.
	Step 3 of the Professional Claim consists of completing the following information: • Service Details • National Drug Code (NDC) • Attachments (if applicable) After all steps have been completed, select "Submit" to review the claim. User will then select "Confirm" to submit the claim and receive Claim ID and Adjudication information.

For more details regarding submitting claims, please visit Chapter 3 of the EVS User Manual at: https://www.medicaid.nv.gov/providers/evsusermanual.aspx