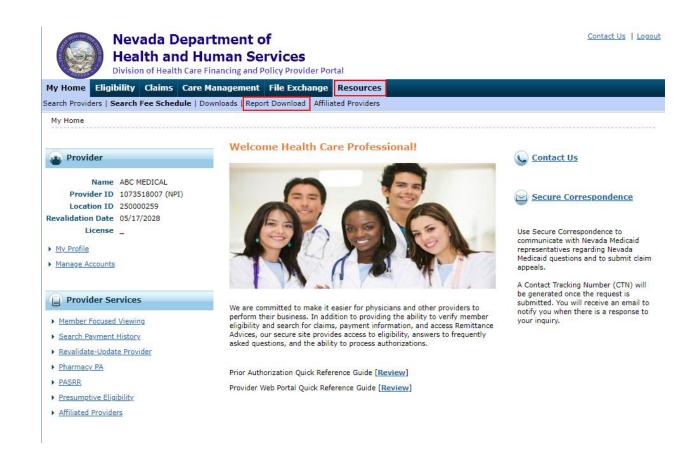# Chapter 10. Report Download

The Nevada Medicaid and Nevada Check Up Provider Web Portal allows providers, or their delegates, the ability to download and print out provider letters and documents.

10.1 Gaining access to Report Download

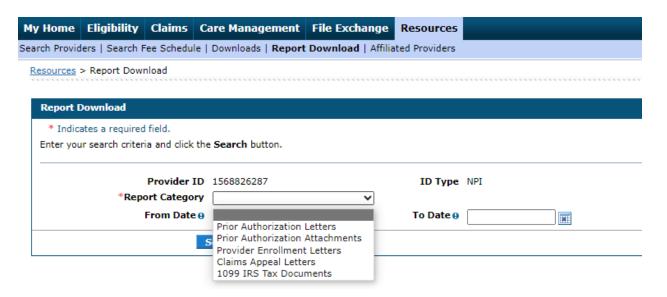To access the Report Download page of the Provider Web Portal:
1. Log into the Provider Web Portal.
2. On the "My Home" page, under Resources click the **Report Download** link to open the Report Download page:

10.2 Letters and Documents available for download

The five (5) Report Categories are:

1. Prior Authorization Letters
2. Prior Authorization Attachments
3. Provider Enrollment Letters
4. Claim Appeal Letters
5. 1099 IRS Tax Documents

| My Home | Eligibility | Claims | Care Management | File Exchange | Resources |

Search Providers | Search Fee Schedule | Downloads | **Report Download** | Affiliated Providers

Resources > Report Download

Report Download

* Indicates a required field.

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

Provider ID 1568826287   **ID Type** NPI

*Report Category ⌄

From Date ℹ   To Date ℹ [   ] 🔢

| Prior Authorization Letters |
| Prior Authorization Attachments |
| Provider Enrollment Letters |
| Claims Appeal Letters |
| 1099 IRS Tax Documents |

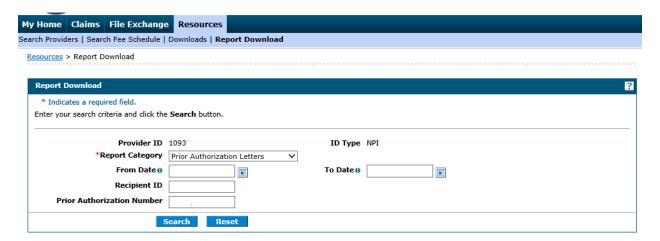The required search options will change based on the Report Category selected.

10.2.1 Prior Authorization Letters

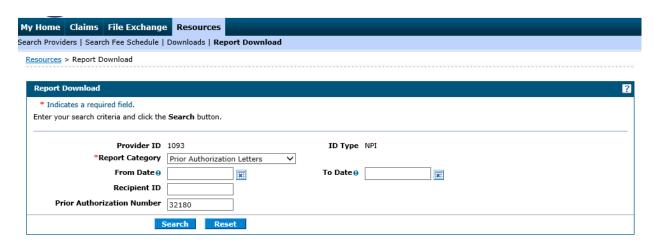The following Prior Authorization Letters are available in the Provider Web Portal:

- PAU-0020-D – Notice of Decision (NODs)
- PAU-0024-D – Notice of Termination (NOTs)
- PAU-0040-D – Request for Additional Information
- PAU-0120-D – Rendering Notice of Decision (NODs)
- PAU-0124-D – Rendering Notice of Termination (NOTs)
- PAU-0140-D – Rendering Request for Additional Information

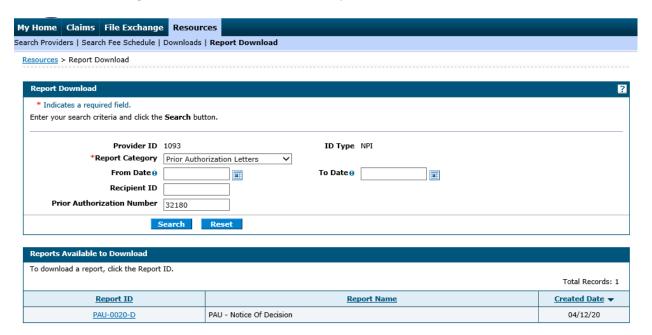To search for available Prior Authorization Letters, users will need to search using either:

- From Date, To Date and Recipient ID
  or
- PA Number

1. Enter the required search criteria and then click the "Search" button.

2. The matching letters will be returned in the Reports Available to Download section.

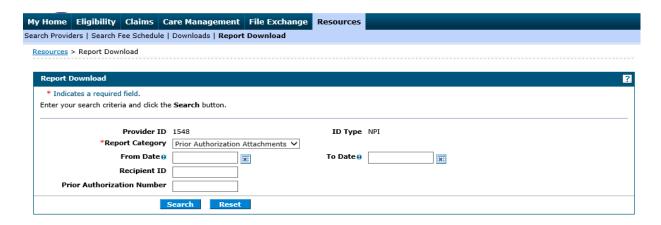3. Click the Report ID hyperlink to download and view the letter.

10.2.2 Prior Authorization Attachments

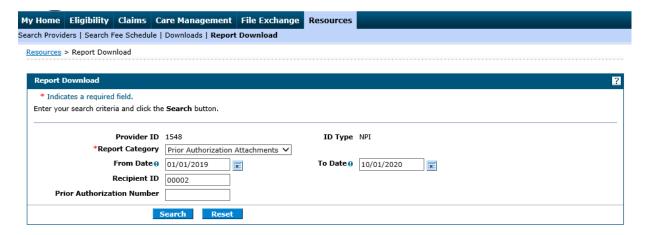The following Prior Authorization Attachments are available in the Provider Web Portal:

- FA-29B – Prior Authorization Reconsideration Request
- PCS-0010-O – Personal Care Services (PCS) Service Plan
- NMO-7073 – Functional Assessment Service Plan (FASP)

To search for available Prior Authorization Attachments, users will need to search using either:
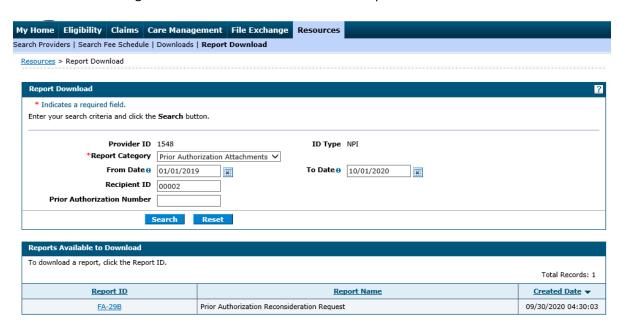
- From Date, To Date and Recipient ID
  or
- PA Number

1. Enter the required search criteria and then click the "Search" button.

2. The matching attachments will be returned in the Reports Available to Download section.

Report ID	Report Name	Created Date ▼
FA-29B	Prior Authorization Reconsideration Request	09/30/2020 04:30:03

3. Click the Report ID hyperlink to download and view the attachment.

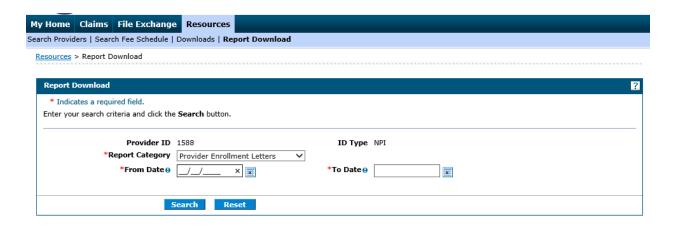| Reports Available to Download		
To download a report, click the Report ID.		
		Total Records: 1
Report ID	**Report Name**	**Created Date** ▼
FA-29B	Prior Authorization Reconsideration Request	09/30/2020 04:30:03

10.2.3 Provider Enrollment Letters

The following Provider Enrollment Letters are available in the Provider Web Portal:

- PRV-9009-R Provider Change Notification Letter
- PRV-9012-R File Update Request Return To Provider Letter
- PRV-9020-R Provider Termination Letter
- PRV-9021-R 20 Day Advance Notification of Termination
- PRV-9040-R Medicaid Initial Enrollment Welcome Letter
- PRV-9060A-R Provider Revalidation Letter - 30 Days Final Notice
- PRV-9060-R Provider Revalidation Notice - 60 Days First Notice
- PRV-9062-R Revalidation Approval Letter
- PRV-9064-R Revalidation Return To Provider Letter
- PRV-9067-R Revalidation Termination Letter
- PRV-9068-R Provider 20-Day License Expiring Letter
- PRV-9069-R Provider 60-Day License Expiring Letter
- PRV-9200-R Individual letter for Individual linking to a group
- PRV-9201-R Group letter for an individual linking to a group
- PRV-9210-R Individual letter when a group links Individual to their group
- PRV-9211-R Group letter when they link an Individual to their group
- PRV-9220-R Individual letter for Individual end dating their group linkage
- PRV-9221-R Group letter for Individual end dating their group linkage to the group
- PRV-9230-R Individual letter when a group end dates their linkage to their group
- PRV-9231-R Group letter when they end dated an individual from their group
- Provider Enrollment Contract

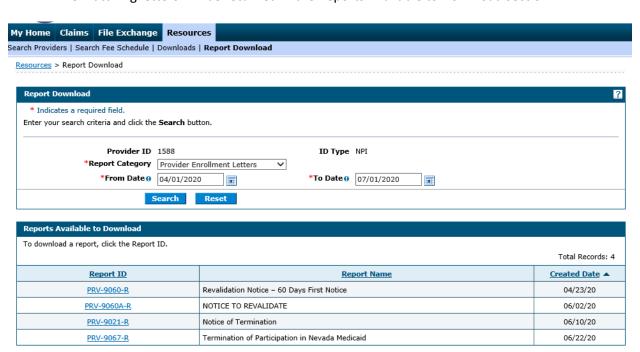To search for available Provider Enrollment Letters, users will need to search using:
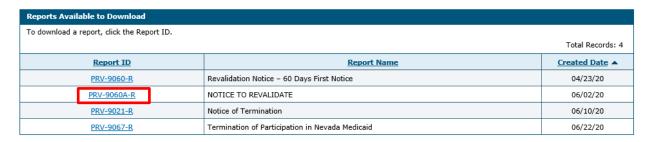
- From Date and To Date

1. Enter the required search criteria and then click the "Search" button.

2. The matching letters will be returned in the Reports Available to Download section.

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3. Click the Report ID hyperlink to download and view the letter.

Report ID	Report Name	Created Date ▲
PRV-9060-R	Revalidation Notice – 60 Days First Notice	04/23/20
PRV-9060A-R	NOTICE TO REVALIDATE	06/02/20
PRV-9021-R	Notice of Termination	06/10/20
PRV-9067-R	Termination of Participation in Nevada Medicaid	06/22/20

Reports Available to Download
To download a report, click the Report ID.
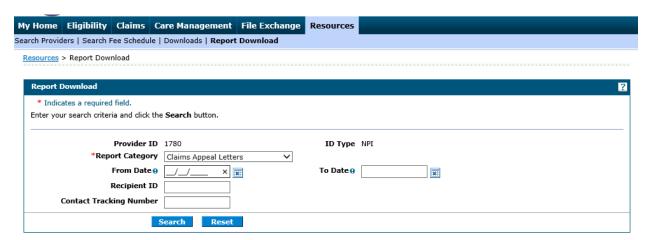Total Records: 4

10.2.4 Claims Appeal Letters

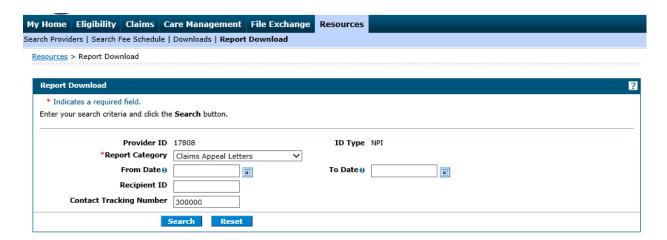The following Claims Appeal Letters are available in the Provider Web Portal:

- CTM-AREC-R Appeal Received
- CTM-AREJ-R Appeal Rejected
- CTM-AAPR-R Appeal Approved
- CTM-ADEN-R Appeal Denied

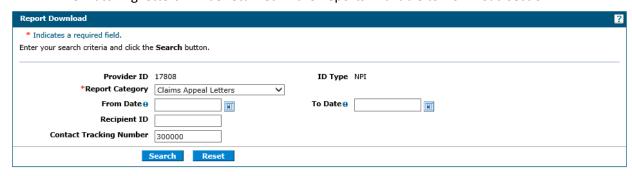To search for available Provider Enrollment Letters, users will need to search using either:

- From Date, To Date and Recipient ID
  or
- Contact Tracking Number (CTN)

My Home	Eligibility	Claims	Care Management	File Exchange	Resources

Search Providers | Search Fee Schedule | Downloads | **Report Download**

Resources > Report Download

Report Download

* Indicates a required field.
Enter your search criteria and click the **Search** button.

Provider ID 1780	ID Type NPI
*Report Category Claims Appeal Letters	
From Date ❶ __/__/____	To Date ❶
Recipient ID	
Contact Tracking Number	

Search   Reset

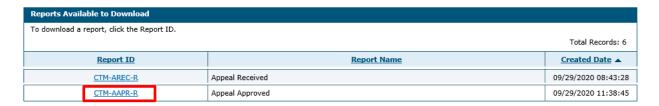1. Enter the required search criteria and then click the "Search" button.

2. The matching letters will be returned in the Reports Available to Download section.
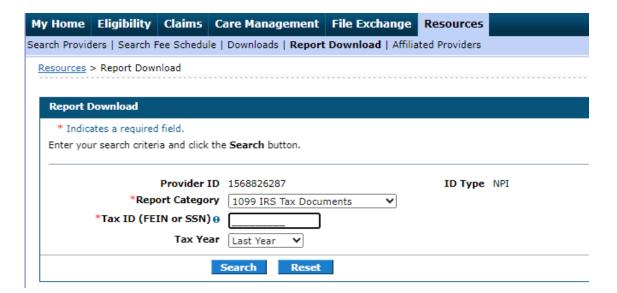

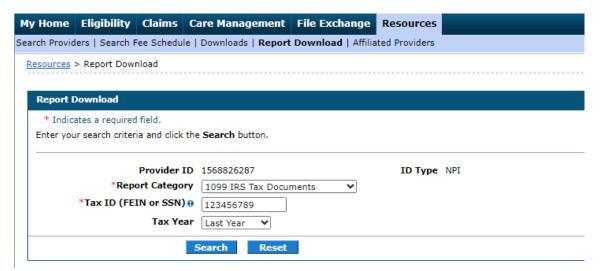3. Click the Report ID hyperlink to download and view the letter.

10.2.5 1099 IRS Tax Documents

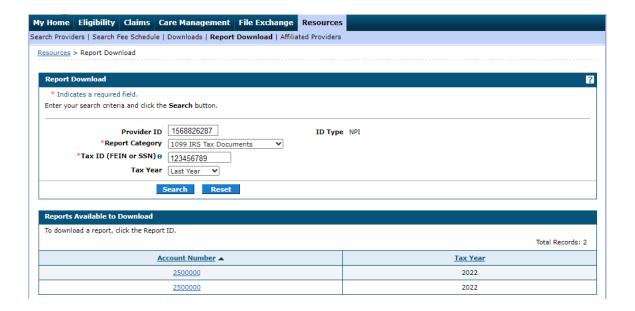To search for available 1099 IRS Tax Documents, users will need to search using:

- Tax ID (FEIN or SSN) and Tax Year

1. Enter the required search criteria and then click the "Search" button.
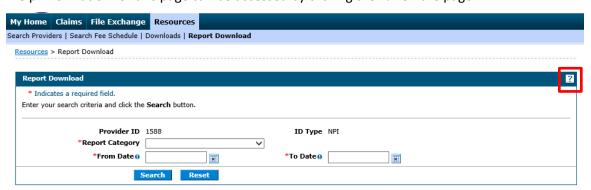

2. The matching documents will be returned in the Reports Available to Download section.

10.3 Access Help Page

Help information for this page can be accessed by clicking the "?" on the page.

10.4 Tips for Report Download

- Enter as much search criteria as possible to help narrow your search results.
- The search results are based on the logged in National Provider Identifier (NPI) that appears as the Provider ID.
- A message will appear if reports meet your search criteria.