

# 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:

The screenshot shows the 'My Home' page of the Nevada Department of Health and Human Services Provider Portal. At the top left is the state seal and the department name. A navigation bar includes 'My Home', 'Eligibility', 'Claims', 'Care Management', 'File Exchange', and 'Resources', with 'Resources' highlighted. Below this is a secondary navigation bar with 'Search Providers', 'Search Fee Schedule', 'Downloads', 'Report Download' (highlighted with a red box), and 'Affiliated Providers'. The main content area is titled 'Welcome Health Care Professional!' and features a photo of five healthcare professionals. On the left, a 'Provider' profile for 'ABC MEDICAL' is shown with details like Provider ID, Location ID, and Revalidation Date. Below this is a 'Provider Services' section with links for 'Member Focused Viewing', 'Search Payment History', 'Revalidate-Update Provider', 'Pharmacy PA', 'PASRR', 'Presumptive Eligibility', and 'Affiliated Providers'. On the right, there are links for 'Contact Us' and 'Secure Correspondence', with a brief explanation of the latter. At the bottom, there are links for 'Prior Authorization Quick Reference Guide' and 'Provider Web Portal Quick Reference Guide', both with 'Review' links.



## 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

**My Home** **Claims** **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** 1093 **ID Type** NPI

\***Report Category** Prior Authorization Letters

**From Date**  **To Date**

**Recipient ID**

**Prior Authorization Number**

**Search** **Reset**

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

**My Home** **Claims** **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** 1093 **ID Type** NPI

\***Report Category** Prior Authorization Letters

**From Date**  **To Date**

**Recipient ID**

**Prior Authorization Number** 32180

**Search** **Reset**

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

**My Home** **Claims** **File Exchange** **Resources**

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

[Resources](#) > Report Download

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**Report Download** ?

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

**Provider ID** 1093      **ID Type** NPI  
**\*Report Category**    
**From Date**   **To Date**    
**Recipient ID**   
**Prior Authorization Number**

**Search**   **Reset**

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**Reports Available to Download**

To download a report, click the Report ID. Total Records: 1

<a href="#">Report ID</a>	<a href="#">Report Name</a>	<a href="#">Created Date</a> ▼
<a href="#">PAU-0020-D</a>	PAU - Notice Of Decision	04/12/20

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

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 1

<a href="#">Report ID</a>	<a href="#">Report Name</a>	<a href="#">Created Date</a> ▼
<a href="#">PAU-0020-D</a>	PAU - Notice Of Decision	04/12/20

## 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

Resources > Report Download

**Report Download** ?

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

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**Provider ID** 1548 **ID Type** NPI  
**\*Report Category** Prior Authorization Attachments ▼  
**From Date**   **To Date**    
**Recipient ID**    
**Prior Authorization Number**  

**Search**   **Reset**

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

Resources > Report Download

**Report Download** ?

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

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**Provider ID** 1548 **ID Type** NPI  
**\*Report Category** Prior Authorization Attachments ▼  
**From Date** 01/01/2019 **To Date** 10/01/2020  
**Recipient ID** 00002  
**Prior Authorization Number**  

**Search**   **Reset**

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

Resources > Report Download

**Report Download** ?

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

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**Provider ID** 1548 **ID Type** NPI  
**\*Report Category** Prior Authorization Attachments ▼  
**From Date** 01/01/2019 **To Date** 10/01/2020  
**Recipient ID** 00002  
**Prior Authorization Number**  

**Search**   **Reset**

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 1

Report ID	Report Name	Created Date ▼
<a href="#">FA-29B</a>	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 ▼
<a href="#">FA-29B</a>	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

**Report Download** ?

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

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**Provider ID** 1588                      **ID Type** NPI  
**\*Report Category** Provider Enrollment Letters ▼  
**\*From Date**                         **\*To Date**

  

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

**Report Download** ?

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

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**Provider ID** 1588                      **ID Type** NPI  
**\*Report Category** Provider Enrollment Letters ▼  
**\*From Date**                        **\*To Date**

  

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

**Report Download** ?

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

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**Provider ID** 1588                      **ID Type** NPI  
**\*Report Category** Provider Enrollment Letters ▼  
**\*From Date**                        **\*To Date**

  

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 4

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





Resources > Report Download

**Report Download** ?

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

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Provider ID 17808      ID Type NPI  
 \*Report Category Claims Appeal Letters      To Date  #  
 From Date  #  
 Recipient ID   
 Contact Tracking Number 300000

**Search**    **Reset**

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

**Report Download** ?

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

---

Provider ID 17808      ID Type NPI  
 \*Report Category Claims Appeal Letters      To Date  #  
 From Date  #  
 Recipient ID   
 Contact Tracking Number 300000

**Search**    **Reset**

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 6

Report ID	Report Name	Created Date ▲
<a href="#">CTM-AREC-R</a>	Appeal Received	09/29/2020 08:43:28
<a href="#">CTM-AAPR-R</a>	Appeal Approved	09/29/2020 11:38:45

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

**Reports Available to Download**

To download a report, click the Report ID. Total Records: 6

Report ID	Report Name	Created Date ▲
<a href="#">CTM-AREC-R</a>	Appeal Received	09/29/2020 08:43:28
<span style="border: 2px solid red; padding: 2px;"><a href="#">CTM-AAPR-R</a></span>	Appeal Approved	09/29/2020 11:38:45

## 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

[My Home](#) | [Eligibility](#) | [Claims](#) | [Care Management](#) | [File Exchange](#) | [Resources](#)

[Search Providers](#) | [Search Fee Schedule](#) | [Downloads](#) | [Report Download](#) | [Affiliated Providers](#)

[Resources](#) > Report Download

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**Report Download**

\* Indicates a required field.

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

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**Provider ID** 1568826287 **ID Type** NPI

**\*Report Category** 1099 IRS Tax Documents ▼

**\*Tax ID (FEIN or SSN)**

**Tax Year** Last Year ▼

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

[My Home](#) | [Eligibility](#) | [Claims](#) | [Care Management](#) | [File Exchange](#) | [Resources](#)

[Search Providers](#) | [Search Fee Schedule](#) | [Downloads](#) | [Report Download](#) | [Affiliated Providers](#)

[Resources](#) > Report Download

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**Report Download**

\* Indicates a required field.

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

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**Provider ID** 1568826287 **ID Type** NPI

**\*Report Category** 1099 IRS Tax Documents ▼

**\*Tax ID (FEIN or SSN)**

**Tax Year** Last Year ▼

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

[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  ID Type NPI  
 \*Report Category   
 \*Tax ID (FEIN or SSN)   
 Tax Year

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**Reports Available to Download**

To download a report, click the Report ID. Total Records: 2

Account Number ▲	Tax Year
<a href="#">2500000</a>	2022
<a href="#">2500000</a>	2022

## 10.3 Access Help Page

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

[My Home](#) | [Claims](#) | [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  ID Type NPI  
 \*Report Category   
 \*From Date    
 \*To Date

## 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.