Chapter 3. Revalidation and Updates

The Nevada Medicaid and Nevada Check Up Health Care Online Provider Enrollment Portal allows providers, or their delegates, to revalidate enrollment, and update their previously submitted provider enrollment information.

The Provider Revalidation Application is to be used by active providers who have received a revalidation letter. The online revalidation application will allow providers to revalidate and update their provider enrollment information, with the exception of ownership changes. Once a provider submits a revalidation application, a new revalidation application cannot be submitted. If a revalidation application has already been submitted and a provider attempts to begin a new one, the current application status will display. Revalidations are required only once every five years (three years for Durable Medical Equipment (provider type 33) providers).

The Provider Update Application is to be used by active providers to report any changes to their provider enrollment information, with the exception of ownership changes. Once a provider submits an update application, a new update application cannot be submitted until the application in process reaches a finalized status. If an update application is in process and a provider attempts to begin a new one, the current application status will display along with the message: "The provider NPI has a change/update application in process. A new change/update application cannot be started until the current application is finalized."
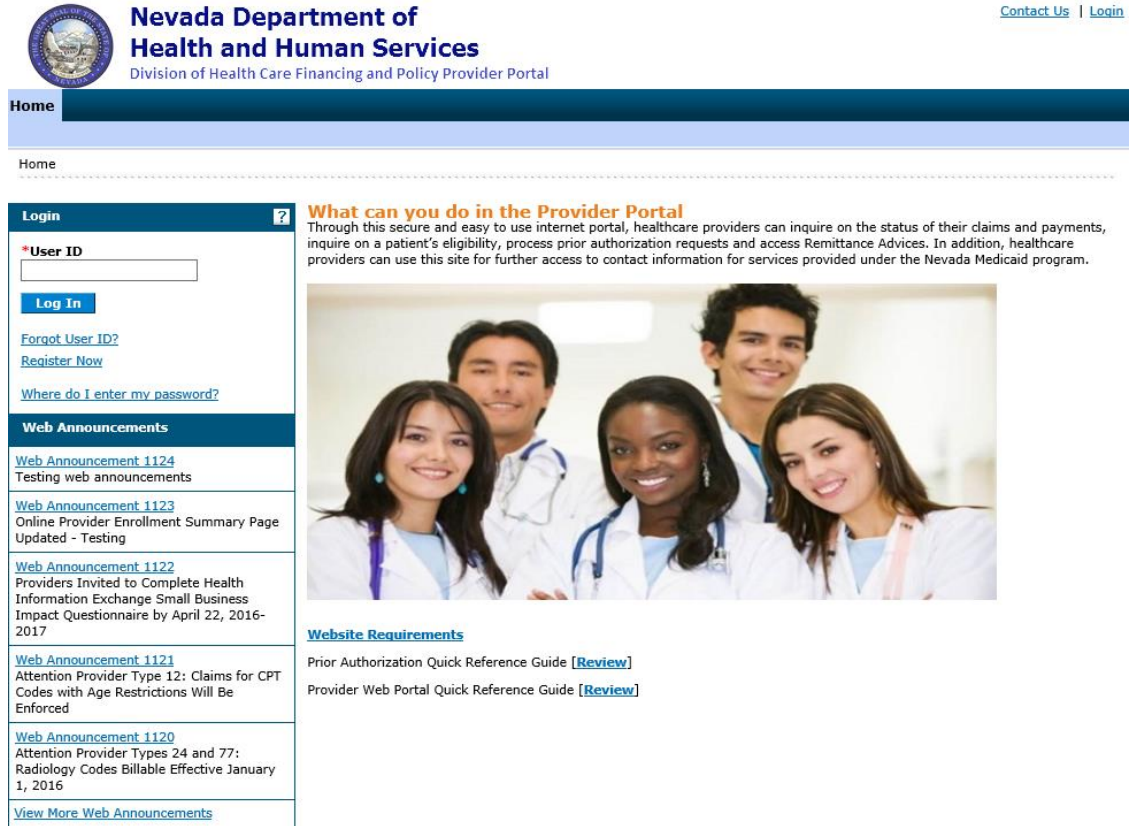
Besides initiating revalidate and update applications, providers also have the option to update demographics. The "Update Demographics" link redirects providers back to the Nevada Medicaid and Nevada Check Up Provider Web Portal (PWP) where they can update certain demographic data in real time. However, if an update application is already in process, demographic data cannot be updated until that application is finalized. For further instructions on how to update provider demographics, see the Electronic Verification System (EVS) User Manual Chapter 12.

Change of ownership must be reported within 35 days of completion by completing an Initial Enrollment application.

3.1   Online Provider Revalidation Application

To begin the Online Provider Revalidation Application:

1. Log in to the Provider Web Portal.

2. Provider My Home page is displayed.

3. Click on the "Revalidate-Update Provider" link under Provider Services.

4. Revalidate-Update Provider page is displayed with list of locations linked to the NPI. It will also display the revalidation due date, license effective dates, and contract information for each service location.

5. Click "Revalidate Provider" under Action.

6. Click "Proceed" on the redirect page.

7. The Provider Enrollment Welcome page is displayed. Click Continue to open the Revalidation application.

Provider Enrollment: Welcome

Welcome
Request Information
Addresses
Provider Identification
Other Information
Ownership & Disclosure
Agreement
Attachments
Summary

Welcome to the Online Provider Enrollment System

Thank you for your interest in the Nevada Medicaid and Nevada Check Up Program. To bill for services rendered to Nevada Medicaid recipients, you must enroll as a Nevada Medicaid Provider. Gainwell Technologies is the current fiscal agent for the Nevada Medicaid and Nevada Check Up program. Hereafter, Gainwell Technologies is referred to as Nevada Medicaid.

All of the materials within this document must be completed and submitted to Nevada Medicaid for your request to be processed. A checklist of required documentation has been provided for your convenience. Please review the Provider Information Enrollment Booklet for additional information.

Submission of incomplete materials will delay your request. In addition to required documentation, additional supporting documentation can be uploaded with your application if necessary. If your responses to any questions on this enrollment application did not fit into the field on the page, type the question and response and upload the documentation using Other as the attachment type on the Attachments page of this online application. All documents must be uploaded at the time of provider enrollment forms submission in order for your application to be considered complete. Please retain copies of your materials for your records. You will receive written notification upon approval or denial of your request.

Urgent/Emergency Enrollment

If you are requesting urgent/emergency enrollment as an individual provider and have a separate billing provider, they will need to enroll with Nevada Medicaid as a billing provider. Once they are enrolled, you will then need to be linked to the group for claims to process appropriately. The group can be a fully enrolled provider or an urgent/emergency provider.

If you are requesting urgent/emergency enrollment as a group provider, and have a separate servicing provider, they will need to enroll with Nevada Medicaid as individual provider and be linked to the group for claims to process. The individual can be a fully enrolled provider or an urgent/emergency provider.

You can verify if a provider is enrolled using the Provider Search tool
https://www.medicaid.nv.gov/hcp/provider/Resources/SearchProviders/tabid/220/Default.aspx

Once both the servicing and billing provider are enrolled you will need to submit the claim for payment. Billing instructions can be found on https://www.medicaid.nv.gov/providers/BillingInfo.aspx.

If you have questions concerning enrollment, contact Provider Enrollment at (877) 638-3472 (select options for "Provider Enrollment") between 8:00 a.m. and 5:00 p.m. PT Monday through Friday.

Please click the **"Continue"** to proceed.

[Continue] [Cancel]

8. The Request Information page is displayed to begin the revalidation application.

9. Navigate through each page of the online application to add required information and make any necessary changes to the information on file.

   Note: The Enrollment Type, Provider Type and Social Security Number (SSN) fields will display as "read only" and can't be changed during the revalidation process.

3.2 Provider Updates

To begin the Online Provider Update Application:

1. Log in to the Provider Web Portal.

2. Provider My Home page is displayed.

3. Click the "Revalidate-Update Provider" link under Provider Services.

4. Revalidate-Update Provider page is displayed with list of locations linked to the NPI. It will also display the revalidation due date, license effective dates, and contract information for each service location.

5. Click "Update Provider" under Action.

6. Click "Proceed" on the redirect page.

7. The Provider Enrollment Welcome page is displayed. Click "Continue" to begin.

Provider Enrollment: Welcome

- ▶ **Welcome**
- Request Information
- Addresses
- Provider Identification
- Other Information
- Ownership & Disclosure
- Agreement
- Attachments
- Summary

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Please click the **"Continue"** to proceed.

[Continue] [Cancel]

8. The Request Information page is displayed to begin the update application.

9. Navigate through each page of the online application to add required information and make any necessary updates to the information on file.

    Note: The Enrollment Type, Provider Type and SSN fields will display as read only and can't be changed during the revalidation process.