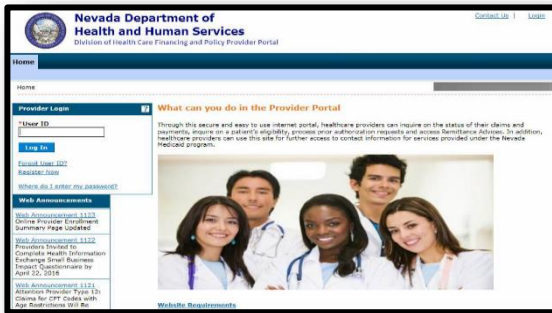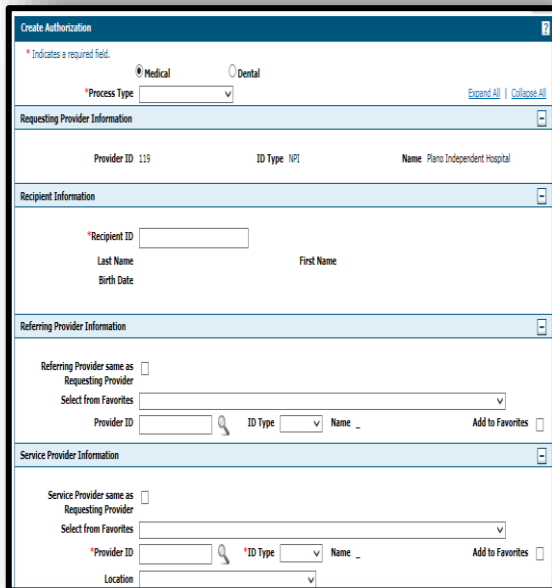# Provider Web Portal Tip Sheet:
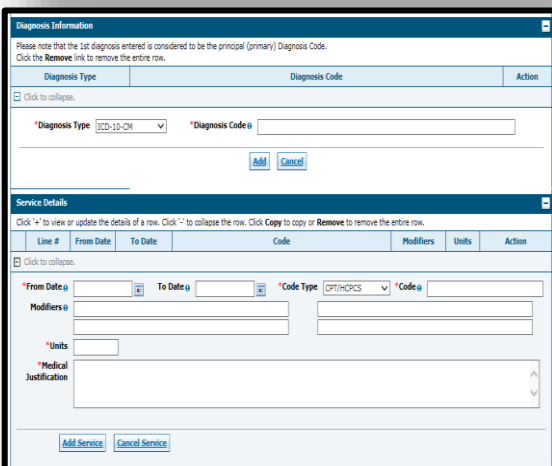## How to Create a Prior Authorization

Provider Web Portal

- Log into the Provider Web Portal.
- On the "My Home" page, under Care Management tab click the "Create Authorization" link
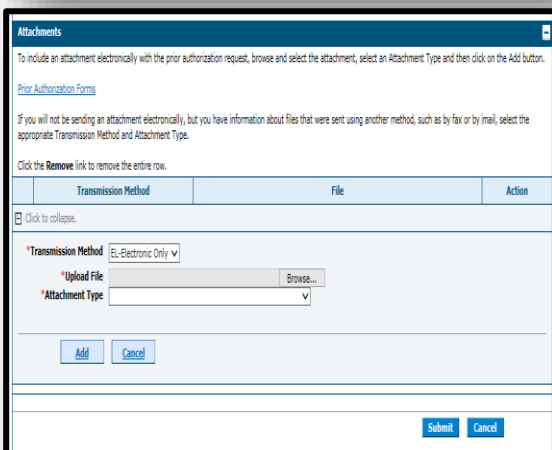

Create Authorization

- **Create Authorization** – Select Medical or Dental and then select Process Type from drop-down menu
- **Requesting Provider Information** – Populated with Provider login information
- **Recipient Information** – Input Recipient ID and demographics will auto populate
- **Referring Provider Information** – Input Referring Provider information
- **Service Provider Information** – Input Servicing Provider information

Diagnosis Information

- **Diagnosis Information** – Select your Diagnosis Type and input your Diagnosis Code without decimals
- **Service Details** – Input information into all required fields

Attachments

- Select Transmission method, upload the form and select the appropriate Attachment Type

For more details regarding creating an authorization, see EVS User Manual Chapter 4 at www.medicaid.nv.gov