



Dear Las Vegas Provider Offices,

To provide faster service processing your Prior Authorization requests, we highly recommend that your team completes an NHS Individual User Access Agreement Form. Once the form is completed, NHS will offer a web-based training on how to get the most out of the NHS Portal. If preferred, we can also send a representative to your office for an in-person training.

The NHS Portal allows you to start the authorization and attach clinicals – which are then sent directly to a nurse for review. Unfortunately, if you fax the clinical, it may take **two or more days** for the authorization to be started and a nurse to review.

How to Complete the NHS Individual User Access Agreement Form:

- Access the form from the NHS website at: **www.nevadahealthsolutions.org/forms**.
- Select **“Individual User Access Agreement.”**
- Download the form.
- Fill out a separate form for EACH PERSON requesting access.
 - All fields at the top of the form are MANDATORY and must be clearly printed. Illegible forms will NOT be accepted.
- Email the completed and signed form(s) to:
useraccess@nevadahealthsolutions.org

Once your form has been processed, you will receive an email with information on how to log in to the NHS Portal using your unique User ID. We will also work with your office to schedule a training. For reference, the link to the NHS Portal is:
nhs.acuitynxt.com/login.jsp.

Reasons to Use the NHS Portal:

- User friendly
- **Minimum 2 days quicker processing** your request versus calling us or faxing us
- **Real-time updates** on the status of your request
- Able to **add services to existing Authorization**
- Able to **attach additional clinicals**
- Able to **export Certification Letters**
- Live **24 hours per day, 7 days a week**

If you have any questions about the form or the NHS Portal, please email us at **contact@nevadahealthsolutions.org**.