



HEALTH PLAN OF NEVADA
A UnitedHealthcare Company



SIERRA HEALTH AND LIFE
A UnitedHealthcare Company

Online Provider Center Tutorial EOP Search/Additional Information

EOP Search

To search for an **EOP** under your TIN, select **EOP Search** from the main menu. If the **EOP Search** button does not display, your Account Administrator can add this role to your account. Please reach out to your in-office Account Administrator.



Users can search **By Date Range** or **Check Number** to produce a result.

The screenshot shows the user interface for EOP Search. At the top left is the logo for Health Plan of Nevada Sierra Health and Life. On the right, there is a TIN field and a user profile icon. A left-hand navigation menu includes options like Dashboard, Members, Claims, Claim Doc Requests, EOP Search (highlighted in blue), Referrals/Prior Authorizations, Provider Demographics, and Rx Prior Authorizations. A red arrow points to the 'Referrals/Prior Authorizations' menu item. The main content area is titled 'EOP Search' and features a search bar labeled 'Search Members with Member Number'. Below the search bar, there is a warning icon and text: 'Maximum date range of 90 days.' Two radio buttons are present: 'By Date Range' (selected) and 'Check Number'. Under 'By Date Range', there are two date input fields: 'From Date *' with the value '7/24/2020' and 'To Date *' with the value '9/24/2020'. A blue 'Search' button is located below the date fields. At the bottom left of the page, there is a 'News' section with a 'Read More' button.

Note: The date span cannot exceed 90 days and defaults to the current date going back 90 days. You may change the date span to any 90 day period.





EOP Search (end)

To print chose the **Download PDF** icon to the right under **Actions** and the **EOP** will open in a new window in a PDF format for printing. This EOP page also supports printing by using the print icon next to **EOP Search**.

EOP Search   Search Menu

From Date * 4/1/2020 To Date * 6/30/2020

Search

Pay Date ↓	Payee Id	Payee Name	Line of Business	Actions	Actions
06/15/2020	[REDACTED]	[REDACTED]	0401 - SHL Nevada	 	Download PDF
06/05/2020	[REDACTED]	[REDACTED]	0101 - HPN Nevada		

Additional Information:

- The EOP Search is a role that must be added to your account in order to view. If you have a staff account and the EOP Search button does not display, please see an Account Administrator for your group. Account Administrators have the capability to add this role to the individual accounts under their TIN.
- Account Administrators (those designated to have administrator account access) are responsible for creating, editing and de-activating the staff accounts associated with their provider TIN.
- Individual accounts are setup based on provider TIN. Each individual should have his/her own username and password and office staff should not share logins.
- All users can verify member eligibility information.
- Users can only view claims billed under their TIN.
- PCP's can review all claims and prior authorizations for member's that are impaneled to them except those claims as outlined above.
- If a member is an employee of the physician, the data will be restricted for security purposes.