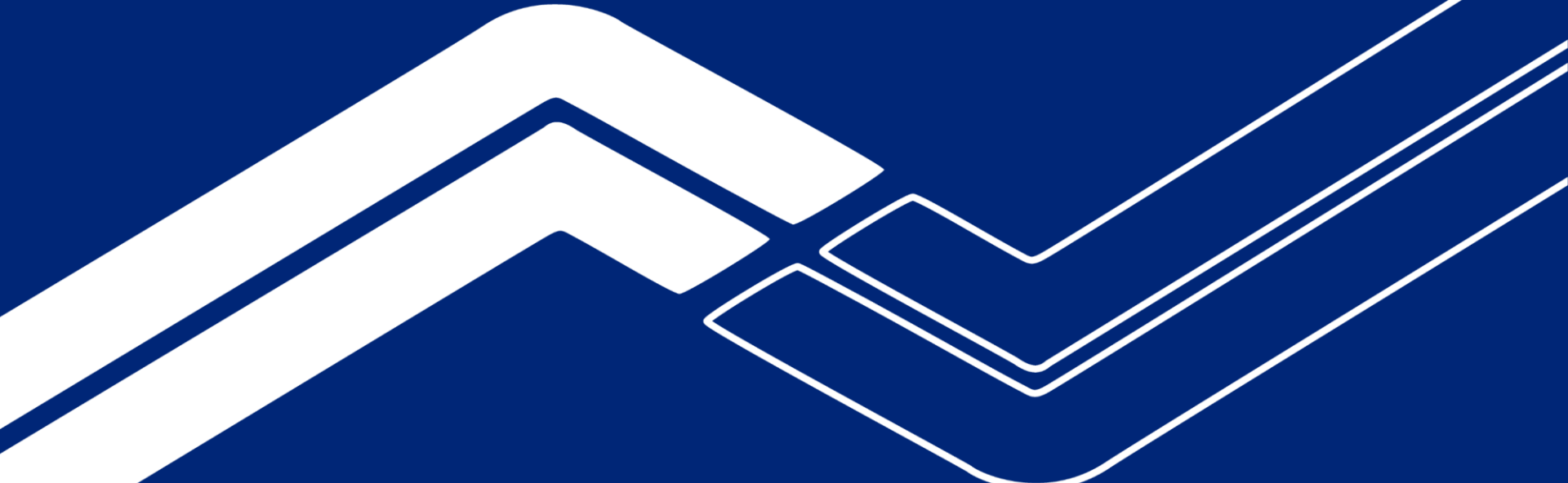


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# Online Provider Center Tutorial EOP Search/Additional Information

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# 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 displays the EOP Search interface. The top header includes the Health Plan of Nevada Sierra Health and Life logo and a TIN field. The sidebar on the left contains navigation links: Dashboard, Members, Claims, Claim Doc Requests, EOP Search (highlighted with a red arrow), Referrals/Prior Authorizations, Provider Demographics, and Rx Prior Authorizations. The main content area is titled 'EOP Search' and features a search bar with the placeholder text 'Search Members with Member Number'. Below the search bar, there is a warning icon and text: 'Maximum date range of 90 days.' The search criteria are set to 'By Date Range' (selected) and 'Check Number' (unselected). The date range is specified as 'From Date \* 7/24/2020' and 'To Date \* 9/24/2020'. A 'Search' button is located below the date range fields. The bottom section of the sidebar contains a 'News' section with a 'News Item' link and 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 time frame.

## 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 Men

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 |  |            | 0401 - SHL Nevada |   | Download PDF                                                                        |
| 06/05/2020 |                                                                                    |            | 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.
- PCPs 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.