

SD MEDX

South Dakota Medical Electronic Data Exchange
SD Department of Social Services 



SD MEDX

Servicing Individual Re-enrollment Checklist

A Servicing Individual is a provider who provides services through a Group, Facility, Agency, Organization, Institution, Pharmacy, Tribe, Indian Health Services or Regular Individual Provider.

Servicing Individual Re-enrollment Checklist

The table below contains a list of required fields for each step when enrolling as a Servicing Individual Provider. In the parenthesis you will find the options for that field. If there are a large number of options for the required fields, those options are located at the bottom of the document (See Required Field Names in bold). Shaded fields below  may have been pre-populated with data converted from the Legacy SDMMIS files.

Step 1 Provider Basic Information		
Required Field	Prior Selection (If field is conditional required)	Your Data
SSN	Tax Identifier Type: SSN	
Provider First Name	Tax Identifier Type: SSN	
Provider Last Name	Tax Identifier Type: SSN	
Servicing Type (Regular Individual, Servicing only)	Tax Identifier Type: SSN	
NPI		
W-9 Entity Type		
W-9 Entity Type (If Other)	W-9 Entity Type: Other	
Enrollment Request Date		
Step 3 Specializations		
Required Field	Prior Selection (If field is conditional required)	Your Data
Location (select from previously entered locations)		
Administration		
Provider Type		
Specialty (Depends on Provider Type selected)		
Associated Subspecialties (Depends on Specialty selected)		
Step 5 License/Certification		
Required Field	Prior Selection (If field is conditional required)	Your Data
Location (chosen from dropdown list)		
License/Certification Type		
License/Certification #		
Effective Date		
End Date		
Step 8 Indicators		
Required Field	Prior Selection (If field is conditional required)	Your Data
Location (chosen from dropdown list)		
Indicator Type (Managed Care Indicator)		
Indicator Value (Accepting New Patients, Accepting OB Patients Only, Not Accepting New Patients, Not a PCP)		
Start Date		
Step 10 Federal Tax Details		
Required Field	Prior Selection (If field is conditional required)	Your Data
Address		
Phone Number		

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Step 15 Billing Provider Information		
Required Field	Prior Selection (If field is conditional required)	Your Data
NPI or SD MEDX ID		
Start Date		
Step 16 Payment Details		
Required Field	Prior Selection (If field is conditional required)	Your Data
Location		
Payment Method		
Start Date		
Bank Name		
Routing Number		
Account Number		
Account Type		
Payment Notification Preference (E-Mail, Letter)		
E-mail Address	Payment Notification Preference: E-mail	
Step 17 View/Upload Attachments		
Required Field	Prior Selection (If field is conditional required)	Your Data
Wheelchair Addendum (if applicable)		
Verification of Service (Out of State Provider) (if applicable)		
School Addendum (if applicable)		
PCP Addendum (if applicable)		
Licenses and Certifications (if applicable)		
EDI Required Documentation (if applicable)		
Contracts and Agreements (if applicable)		
Attestation Form (if applicable)		
Step 18 Submit Modification for Review		
Required Field	Prior Selection (If field is conditional required)	Your Data
None		

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List of options for required fields	
W-9 Entity Type: (Corporation, Governmental Entity, Hospital Exempt from Tax or Government Owned, Individual/Sole Proprietor, LLC Filing as Corporation, LLC Filing as Disregarded Entity, LLC Filing as a Partnership, LLC Filing as Sole Proprietor, LTC Facility Exempt from Tax or Government Owned, Other, Partnership)	BACK
Provider Type: (10 - Behavioral Health & Social Service Providers, 11 - Chiropractic Providers, 12 - Dental Providers, 13 - Dietary & Nutritional Service Providers, 15 - Eye and Vision Services Provider, 16 - Nursing Service Providers, 17 - Other Service Providers, 18 - Pharmacy Service Providers, 19 – Group, 20 - Allopathic & Osteopathic Physicians, 21 - Podiatric Medicine & Surgery Service Providers, 22 - Respiratory, Developmental, Rehabilitative and Restorative Service Providers, 23 - Speech, Language and Hearing Service Providers, 24 - Technologists, Technicians & Other Technical Service Providers, 25 – Agencies, 26 - Ambulatory Health Care Facilities, 27 - Hospital Units, 28 – Hospitals, 29 – Laboratories, 30 - Managed Care Organizations, 31 - Nursing & Custodial Care Facilities, 32 - Residential Treatment Facilities, 33 – Suppliers, 34 - Transportation Services, 36 - Physician Assistants & Advanced Practice Nursing Providers, 37 - Nursing Service Related Providers, 38 - Respite Care Facility)	BACK
License/Certification Type: (ABCD Certification, AOA Certification, ASL Certification, Agency/Facility License, Air Ambulance License, Ambulance License, Ambulatory Surgical Center Certification, American Diabetes Association Certification, American Speech Hearing Language Association Certification, Board Certification by the American Board of Sleep Medicine, Business License, CARF/CORF Certification, CHAP Certification, CLIA Certification, CMS Supplier Number, CNOR Certification, COA Certification, COLA Certification, Completion of Oral Surgery Residency Certification, Conscious Sedation Permit, DEA Number, DHHS/BDS License, Dentistry License, General Anesthesia Permit, Graduation of Residency of Psychiatric Program Certification, HRSA Certification, Home Health Agency License, Hospice License, Hospital License, JCAHO Certification, Letter of Registration, Medicare Certification, NCQA Certification, Nursing Home License, PROF. BD Certification, Pharmacy License, Polysomnograph Technologist Registration, Professional License, RNFA Certification, Radiology Technologist Certification, SD Dept of Health Diabetes Recognition Letter, SD Dept of Human Services Program Certification, Sleep Lab Accreditation by the American Academy of Sleep Medicine, Swingbed License, X-Ray Technologist Registration)	BACK