Medicaid Portal Training:
Adjudicated Claims Report

5/8/2017

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Agenda

➢ What is the Medicaid Portal?

➢ Registration

➢ Administration

➢ Adjudicated Claims Listing

➢ Questions

What is the Medicaid Portal?

➢ The Medicaid Portal went live on November 18, 2016 for Medicaid Remittance Advices.

➢ Adjudicated Claims Listing, PCP and Health Home Remits, Caseload Reports, and Paid Claims Reports are now available in the Portal.

➢ Eligibility inquiry will be available in the summer of 2017.

➢ As of May 8, 2017 the Adjudicated Claims Listing is no longer being mailed. Requested reports, and future regularly scheduled reports, are now viewable.

Accessing the Online Portal

➢ Click on the Medicaid Portal logo located on the DSS Online Portal webpage:

– https://dss.sd.gov/medicaid/portal.aspx

➢ Below is the direct link for the Online Portal login:

– https://dss.sd.gov/ocp/Account/Login?ReturnUrl=%2focp%2f

Registration

➢ Two Methods

– You can complete a registration form, or
– Your Administrator can grant access by creating your profile.

New Registration Requests

➢ Be Prepared. Ensure you have the following information to sign up:

- MEDX ID
  - Contact YOUR internal Provider Credentialing Specialist
  - This is unique to each Billing NPI (BNPI)
- FEIN (or SSN if sole proprietorship)
  - Federal Employer Identification Number
- BNPI
  - Billing NPI for Facility

Registration & Account Setup Process

➤ There may be an existing account administrator for your Billing NPI (within the Medicaid Portal). This person is able to create an account for you.

➤ A Listserv message was sent on May 3rd to all existing Portal users notifying them of the upcoming effort to assist with facilitating the addition of the Census Status Report.

– This message encouraged them to plan for and coordinate the requests for account access, needed by MDS Coordinators.

➤ If you do not know who your Provider Admin is, please contact your Facility Manager. This person may be able to assist with facilitating the account setup process.

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New Registration Request Form

Administration

➢ Provider Admin

– Can add and update Provider Admins and Provider Users

– Access to one or more BNPI and all SNPI associated with them

– Can Update existing user accounts to add or remove BNPI & SNPI access and their account permissions

➢ Provider User

– Able to View or Print

– Access to customized BNPI/SNPI combinations

– Cannot register - must be added by a Provider Admin

Adding Users

Adding Provider Admin Screen 2

Adding Provider User Screen 2

Adjudicated Claims Report

➢ Hover over the Reports tab to see the drop-down menu
➢ Click on Adjudicated Claims Listing
➢ Choose Type of report
➢ Choose Billing NPI and click on the purple search button
➢ Choose Report Month
➢ Click on Generate Report
➢ Click View to see the PDF

Adjudicated Claims Listing

Select report type

- ☐ Select All
- ☐ In Patient ⊙
- ☐ Out Patient ⊙
- ☐ Clinic ⊙

Billing NPI

Billing NPI 🔍

No BNPI Selected.

Servicing NPI

Servicing NPI 🔍

☐ Select All

Report Month

☐ Select All

🗐 Create Report

Report Schedule

➢ Fiscal reports are available at the end of the month following the end of your fiscal year.

– Same cycle as your paper reports.

➢ Special requests

– If you have already received a report since 3/22 it is accessible within the portal.

Resources & Contact Information

➢ http://dss.sd.gov/medicaid/portal.aspx

- – Webinars
- – FAQ
- – User Guide
- – Technical Guidance

➢ dssonlineportal@state.sd.us

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