



# Medicaid Portal Training: Adjudicated Claims Report

5/8/2017

# 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 3<sup>rd</sup> 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.

# New Registration Request Form



## New Registration for Provider Administration (you can request access to one or more Billing NPI's)

\* indicates required fields

Provider ? *	Tester ? *
(605) 555-1234 ? *	Ext
Provider.Tester@TestingReports.Test ? *	
1234 Testing Lane ? *	
South Dakota ▾ *	
PIERRE ▾ *	
57501 ▾ *	

SDMEDX ID ? *
Tax Id ? *
Billing NPI ? *

+ ADD

### Billing NPI's that you are requesting access to:

Enter Billing NPI to search from the list below.

1821038514 ✕

**IMPORTANT:** Once you are registered within this Portal your organization will no longer receive paper remittance advices. Remittance advices will be accessible immediately upon logging in.

# 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

### Add Provider Admin ✕

Sally ? \* Sanders ? \*

(605) 123-4567 ? \* Ext

sally.sanders@test.test ? \*

1234 Testing Lane ? \*

South Dakota ∨ \*

PIERRE ∨ \*

57501 ∨ \*

Please select User Type to get started

Provider Admin ∨ \*

Please fill up the contact details to proceed to next screen

\* indicates required fields

➔ Next ✕ Cancel

# Adding Provider Admin Screen 2

Add Provider Admin

460440466 \* **Billing NPI**

Billing NPI

Select All

1063654176	<input checked="" type="checkbox"/>
1124385554	<input type="checkbox"/>
1154458453	<input checked="" type="checkbox"/>
1376896621	<input checked="" type="checkbox"/>
1417304924	<input type="checkbox"/>
1679535132	<input type="checkbox"/>

Add

**Billing NPI's that you are granting access to**

Enter Billing NPI to search from the list:

1063654176	<input checked="" type="checkbox"/>
1154458453	<input checked="" type="checkbox"/>
1376896621	<input checked="" type="checkbox"/>

**Permissions Available**

Select All

**Permissions Selected**

Select All

- Administration
- ASA
- Claims RA
- Cost Settlement
- Eligibility Status
- H.Homes - RA
- H.Homes-Case Load
- PCP - RA

← Back   ✓ Add   ✗ Cancel

# Adding Provider User Screen 2

### Add Provider User

#### Billing NPI

- Select All
- 1265418669
- 1326024720
- 1598747651
- 1740262880
- 1821073792
- 1881679751

#### Billing NPI - Servicing NPI

- Select All
- 1881679751 - 1881679751
- 1598747651 - 1598747651

#### Billing NPI's that you are granting access to

- 1598747651 - 1598747651
- 1881679751 - 1881679751

#### Permissions Available

- Select All
- Claims RA
- Eligibility Status

#### Permissions Selected

- Select All
- Reports
- H.Homes - RA
- H.Homes-Case Load
- PCP - Case Load
- PCP - RA
- Cost Settlement

# 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

Administration

Reports

### 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
  
- [dsonlineportal@state.sd.us](mailto:dsonlineportal@state.sd.us)