



South Dakota
Department of
Social Services

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF MEDICAL SERVICES
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December 18, 2023

Attention: South Dakota Medicaid Providers

From: South Dakota Medicaid

Re: Updated Documentation Guidance

South Dakota Medicaid has updated our guidance regarding documentation requirements to align with Medicare. Updated signature requirements and physician administered drugs documentation requirements are provided below.

Physician Administered Drugs Documentation

- The following documentation is required to be maintained in the recipient's medical record when billing for physician administered drugs:
 - Full name of the recipient who received the medication;
 - Name of the person who administered the medication;
 - Date and time when the medication was administered;
 - 11-character National Drug Code (NDC) of the medication administered;
 - Amount of the medication administered;
 - Method by which the medication was administered (pill/oral, an injection); and
 - Location of the injection site (when applicable).

Signature Requirements

- Criteria used to determine the validity of the signature:
 - Services provided or ordered must be signed by the servicing provider;
 - Signatures shall be handwritten or electronic;
 - Signatures are legible;
 - Rubber stamp signatures are allowed in accordance with the Rehabilitation Act of 1973 in the case of an author with a physical disability that can provide proof to a CMS contractor of their inability to sign their signature due to the disability. The provider is certifying that they have reviewed the document with the rubber stamp.
- Acceptable electronic signatures formats (not all-inclusive):

The Department of Social Services does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of actual or perceived race, color, religion, national origin, sex, age, sexual orientation or disability in admission or access to, or treatment or employment in its programs, activities, or services. For more information about this policy or to file a Discrimination Complaint you may contact: Discrimination Coordinator, Director of DSS Division of Legal Services, 700 Governor's Drive, Pierre SD 57501, 605-773-3305.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-305-9673 (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-800-305-9673 (TTY: 711).

- “Electronically signed by”;
- “Electronically verified by”;
- “Verified by”;
- “Reviewed by”;
- “Released by”;
- “Signed by”; or
- “Approved by”.

As a reminder, all signatures must be legible in a handwritten or electronic format. Providers using electronic signatures require additional administrative procedures associated with recognized standards and laws.

The servicing provider is responsible for the information under his/her name in the medical record and it is not appropriate to allow support staff to document and sign charts.

If a medical record is missing a signature or contains an illegible signature, an attestation statement may be used.

Additional guidance regarding signature requirements is available in the [Documentation and Record Keeping manual](#).

Sincerely,

South Dakota Medicaid