



South Dakota  
Department of  
**Social Services**

**DEPARTMENT OF SOCIAL SERVICES**

Division of Medical Services

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**Attention:** South Dakota Medicaid Providers

**From:** South Dakota Medicaid

**RE:** Updating Electronic Data Interchange (EDI) Transactions

Providers may be aware of recent issues experienced by [Change Healthcare](#). If they are your current trading partner for claims submission, the timeliness of claims submission and receiving your electronic remittance advice (835) may be affected.

As a result, South Dakota Medicaid would like to remind providers of alternate options for claims submission and how to update their EDI information.

In lieu of using EDI, providers may submit claims through the [SD Medicaid Portal](#). Please refer to the [claims submission instructions](#) for guidance. SD Medicaid remittance advices may also be downloaded through the Medicaid Portal.

Enrolled providers may update EDI information by staff who have access to the [Provider Enrollment Portal](#). Staff with either provider admin or provider user permissions may make the updates.

If using a clearinghouse, the clearinghouse's trading partner ID must be obtained from the clearinghouse. After obtaining the clearinghouse trading partner ID, provider admin or provider users should log into the Provider Enrollment Portal and navigate to "Claims & Associations". Under "Claim Submission Method", providers should select "update" and update the corresponding fields as needed.

If you are wishing to submit 837 files and/or receive 835 files yourself, you may become a "self-submitter". Providers interested in pursuing this option will need to ensure their 837 files contain the correct information and are in the correct file format. Please refer to the [HIPPA Manuals](#). Providers will also be required to submit test files. Similar to using a clearinghouse, you will need to update the "Claims Submission Method" in the Provider Enrollment Portal. Indicate "Yes" to send/receive data electronically, and "Yes" that transactions are sent without assistance. Populate a temporary trading partner ID of: 100000000, and follow the remaining steps below.

After the updates have been made, navigate to the "Enrollment Status", and click "Submit". Additional information is found in the [Provider Enrollment User Guide](#) under "Claim Submission Method (EDI)".

After the update has been submitted, email [SDMEDICAIDPE@state.sd.us](mailto:SDMEDICAIDPE@state.sd.us) with the subject line of "EDI Update {insert billing NPI}". This will alert the Provider Enrollment Team that an immediate action is needed on the record. If you select the self-submitter option, the Provider Enrollment Team will take necessary steps to assign a unique trading partner ID, and populate the unique number in your provider enrollment record prior to approval of the modification.

Please note only one trading partner ID may be associated to your provider enrollment record.

If you have questions or need assistance with EDI updates, please contact the South Dakota Medicaid Provider Enrollment Team at [SDMEDICAIDPE@state.sd.us](mailto:SDMEDICAIDPE@state.sd.us) or by calling 866.718.0084.

South Dakota Medicaid