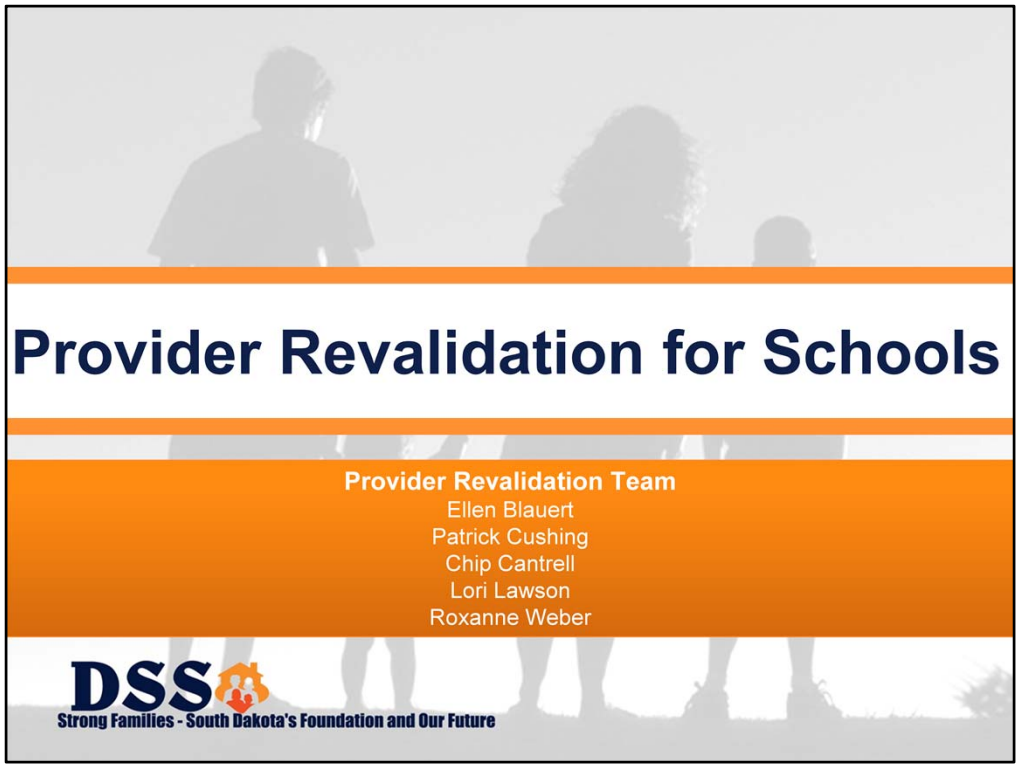

Welcome to the Provider Revalidation Webinar.

Agenda

- Background
- Online Revalidation Resources
- Revalidation Steps
- Documentation Requirements
- Q & A

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Background

- Revalidation: 42 CFR 424.515
  - Passed as part of the Affordable Care Act
  - Revalidate all enrollment information for enrolled providers and get updated disclosure documentation
  - Enroll any eligible provider who is not currently in SD MEDX, the online enrollment system
  - Ongoing revalidation at least every 5 years

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- Provider Revalidation is an important piece of the Affordable Care Act (Section 6401(a)).
- Every provider that provides services to Medicaid recipients will be responsible to revalidate their enrollment with SD Medicaid through our SD MEDX system, and resend qualifying documentation.
- Any servicing provider who provides services to Medicaid-eligible recipients must now be enrolled and linked to their employer/billing NPI in the SD MEDX system as part of this revalidation process.

Background

- Revalidation Process
  - DSS will send notices to providers when their Phase begins
    - You will receive Domain and Username information in one notice, and Password information in another (system has been reset)
  - Providers must click all SD MEDX steps (even if the information has not changed) and update their information as needed
  - Providers will be required to send in all documents, even if you have sent copies in the past, to meet our federal compliance obligations

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- DSS will send notices to each provider currently enrolled in our SD MEDX system. The first notice will include Domain and Username information necessary to log into SD MEDX for revalidation. The second notice includes password information (also necessary to log in) provided under separate cover for security purposes.
- Once this information has been received, the provider (or their designated representative) must log in and click all SD MEDX steps to update and/or verify their information.
- Once the online portion of the revalidation process is complete through SD MEDX the provider, or designated representative, must provide copies of all required documentation to SD Medicaid.

Background

- Revalidation Dates to Remember
  - June 22 – A notice with Domain and Username information was sent to providers.
    - A notice with Password information was sent under separate cover.
  - July 31 – The expected date of completion for all revalidation pieces for Phase 1 providers. All online revalidation steps should be completed, and all documents should be received by Medicaid.

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- For Phase 1 Providers, July 31 is the expected date for completing all online verification and documentation submission requirements as necessary.

Background

- Billing versus Servicing Provider
  - Billing Provider - The entity or provider that SD Medicaid issues payment to, for example:
    - Hospital
    - School District
  - Servicing Provider - The provider who rendered the care to the patient/provided the medical service, for example:
    - Physician
    - Therapist
- New Federal Requirement to enroll all Servicing Providers in SD Medicaid.
  - Each claim submitted to SD Medicaid must have a Servicing Provider and a Billing Provider on the claim.

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We are going to review requirements that are necessary for revalidation, including some sample steps you can follow to get you started. First, however, we should address a few important distinctions in terminology.

As a School District, you are the Billing Provider. When a Medicaid service happens in your district, the district bills SD Medicaid, and SD Medicaid pays the district.

A servicing provider is the individual who performs the medical services for students. This would be the PTs, OTs, SLP, Psychologist, etc. that are employed by or contracted with your district or cooperative to provide services.

Background

- National Provider Identifier or NPI
  - a unique 10-digit identification number issued to health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS).
- School Districts have one **Billing (Type 2) NPI**.
- Individual servicing providers (*Ex. OTs, PTs,*) have **Servicing (Type 1) NPI**s.

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Background

- Individual providers in your district may already have a servicing NPI. **Individual providers without a servicing NPI will need to apply for one.**
  - Each servicing NPI for OTs, PTs, SLPs, Audiologists, & Psychologists must be associated with your School District.
  - Assistants are not eligible to be enrolled in SD Medicaid; the supervising provider must be enrolled in SD Medicaid.

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Background

- National Provider Identifier, or NPI
  - https://nppes.cms.hhs.gov/

NPPES
National Plan & Provider Enumeration System

Help

National Provider Identifier

News & Announcements

Try the new NPI Registry at:
https://npiregistry.cms.hhs.gov/

The Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* mandated the adoption of standard unique identifiers for health care providers and health plans. The purpose of these provisions is to improve the efficiency and effectiveness of the electronic transmission of health information. The Centers for Medicare & Medicaid Services (CMS) has developed the **National Plan and Provider Enumeration System (NPPES)** to assign these unique identifiers.

How to apply for an NPI

Individual Providers:

As an Individual Provider, you may only have a single NPI, which will be associated with your unique, individual information. Once you login to NPPES, you will be able to complete your NPI application.

1. Create a Login through the Identity & Access Management System (I&A).
2. Login to NPPES with your I&A Username and password.
3. Complete the NPI application. *Estimated time to complete the NPI application form is 20 minutes.*

Healthcare Provider Organizations:

Healthcare Organizations are currently required to have a separate Username and password for each NPI associated with the organization.

1. Create an NPPES ONLY Username and password for the NPI you are applying for.
2. Complete the NPI application. *Estimated time to complete the NPI application form is 20 minutes.*

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- NPIs are issued by CMS; SD Medicaid does not issue NPIs
- To apply for an NPI or to check if a servicing provider already has an NPI, please visit the NPPES website

Background

- Billing Claims
  - New Federal requirement to enroll all servicing and billing providers;
    - Every claim must contain both a Billing Provider (Type 2) NPI, and a Servicing Provider (Type 1) NPI.
    - After revalidation, forms without both a billing and a servicing provider NPI will be denied.
- A billing training is scheduled for:

  July 26, 2016 3:00pm – 4:00pm CST

  - South Dakota Medicaid will send notification of the webinar to all school district business managers and special education directors.

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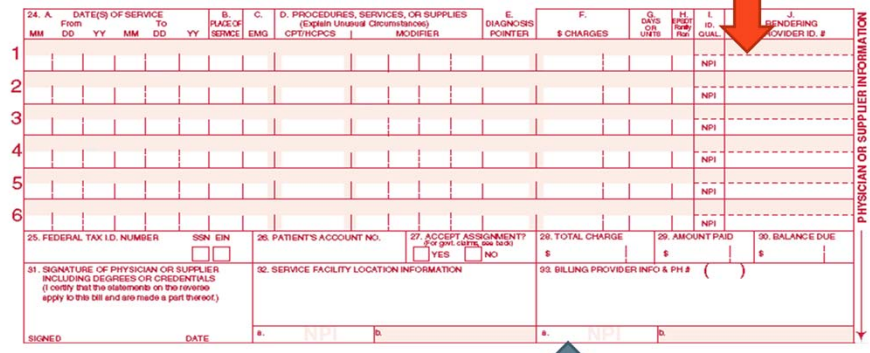
- Federal mandate requires that a servicing provider NPI must be included on all reimbursement claims.

Background

- Billing Claim Form
  - Servicing (Type 1) NPI: Box 24 J
  - Billing (Type 2) NPI: Box 33A

Servicing NPI
(PT, OT, SLP, Psych)



School District Billing NPI

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- Red Arrow Points to the Servicing NPI
- Blue Arrow Points to the Billing NPI

Background

- Taxonomy
  - Represents the individual's provider type and area of specialization.
    - Can often be found on NPPES at https://npiregistry.cms.hhs.gov/
  - Most common taxonomy codes for school districts:
    - 251300000X – local education agency
    - 225100000X – physical therapist
    - 225X00000X – occupational therapist
    - 231H00000X – audiologist
    - 235Z00000X – speech language pathologist
    - 103T00000X – psychologist
    - 252Y00000X – listed as an additional taxonomy for any provider rendering Birth-to-Three services

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- To reach important resources online, begin at the Department of Social Services website found at http://dss.sd.gov/.
- From here, mouse over the “Medicaid” bubble to the right, which will reveal drop-down menu options.
- Click “Providers” to proceed to the Provider Enrollment web page

Online Revalidation Resources

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- The Provider Enrollment web page offers basic information on topics such as claims submission and inquiry, recipient eligibility and contact information.
- To the right, next to the Red Arrow above, is a list of links inside a box outlined in blue. These links lead to topical pages for easy navigation.

Online Revalidation Resources

- **Out-of-state:** 605.945.5006
- **Dental:** 1.800.627.3961

Check Payment Rates

Providers who have questions regarding allowed amounts for covered services should refer to South Dakota Medicaid's fee schedules.

Confirm Recipient Eligibility

Providers may use South Dakota Medicaid's IVR to confirm recipient information.

- **In-state:** 1.800.452.7691
- **Out-of-state:** 605.945.5006

Recipient eligibility may also be accessed using a Medicaid Eligibility Verification System (MEVS) through Emdeon.

Provider Enrollment

Providers who desire to participate in South Dakota Medicaid must be eligible to provide a covered service, must be an appropriately enrolled provider to receive payment, and must continue to maintain their enrollment records.

- New Providers
  - To determine if you are eligible to enroll or to begin the provider enrollment process, please visit Become a Provider.
- Existing Providers
  - Actively enrolled providers are required to update and maintain their enrollment record including items such as change of address, ownership, licensure expiration, banking information and begin and end dates of rendering providers within the organization.
    - Note: Do NOT delay in updating end dates for servicing providers because you have outstanding claims. SD Medicaid uses date of service in determining whether a provider is eligible for payment.
    - Please Login. Documentation to support updates/changes that do not require a signature can be faxed to 605.773.8520 or emailed to SDMEDXGeneral@state.sd.us. The applicable NPI must be included on all information sent.

Request Prior Authorization

Fee Schedules
Home and Community Based Services
Health Homes
ICD-10 Implementation
Join our Listserv
Managed Care Program
National Correct Coding Initiative
Pharmacy
Phone Listing
Prior Authorization
Provider Communication
Provider Forms
Provider Maintenance and Revalidation
Provider Manuals
SD MEDX Training
Track Enrollment Application
Well Child Care (EPSDT)

Other Resources

Administrative Rules of South Dakota
CMS
Delta Dental
South Dakota Codified Law
Report Medicaid Fraud

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- Near the bottom of this list of links you'll see one titled "Provider Maintenance and Revalidation." This is the main portal for all Revalidation-related resources.
- You can also reach this page directly at http://dss.sd.gov/providerrevalidation

Online Revalidation Resources

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Adult Services & Aging | Behavioral Health | Child Care | Child Protection | Child Support | Economic Assistance | Medicaid | Licensing Boards

GENERAL INFORMATION | RECIPIENTS | PROVIDERS | CONTACT US | LOGIN | HELP

Provider Maintenance and Revalidation

Provider Maintenance
It is the provider's responsibility to ensure that their online enrollment record with SD Medicaid reflects their current business operations including who is providing services and noting their current locations and licensure. All updates to a provider enrollment record are initiated by logging in to the online enrollment record. Utilize the training materials to assist in navigating the online enrollment system as well as the documents below which guide you through the most common provider record updates. Please print these off before you begin or refer back to them as necessary.

Remember to submit your changes.

- Click on the last step of your enrollment record to find and click on the "Submit" button when you are done with each round of updates.
- If you are making updates to servicing individual records you need to click "Submit" for each individual's record prior to clicking submit for the Group, FAOIP, or Tribal/IHS record.
- Failure to click "submit" will result in the State not being aware of your desired changes.

- Update Address
- Update License Information
- Add Servicing Provider
- End date Servicing Provider

Providers
- APC Payment Methodology
- Become a Provider
- Cost Reports
- Electronic Health Records
- Enhanced PCP Payment Program
- Frequently Asked Questions
- Fee Schedules
- Home and Community Based Services
- Health Homes
- ICD-10 Implementation
- Join our Listserv
- Managed Care Program
- National Correct Coding Initiative
- Pharmacy

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- The Provider Maintenance and Revalidation page will have most of the resources necessary for all types of providers.

Online Revalidation Resources

- All eligible individuals licensed as a MD, DO, psychologist, psychiatrist, LPC-MH or LCSW-PIP are both revalidated and associated to the CMHC or an application to enroll and associate to the CMHC has been completed.
- Paperwork
  - Provider Agreement
  - Supplemental Disclosure for Existing
  - Letter from financial institution validating payment details
- School districts
  - All eligible individuals licensed as a PT, OT, SLP, audiologist, or psychologist are both revalidated and associated to the school or an application to enroll and associate to the school has been completed.
  - Paperwork
    - Provider Agreement
    - Supplemental Disclosure for Existing
    - School District Addendum
    - Letter from financial institution validating payment details
- Substance Use Disorder (SUD)
  - Revalidation Checklist
  - All eligible individuals licensed as a MD are both revalidated and associated to the SUD provider or an application to enroll and associate to the SUD provider has been completed.
  - Paperwork
    - Provider Agreement
    - Supplemental Disclosure for Existing
    - Letter from financial institution validating payment details
- FQHC
  - Revalidation Checklist

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- When you scroll down the page you will see a Requirements section. This is a very good place to begin.

Online Revalidation Resources

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Adult Services & Aging | Behavioral Health | Child Care | Child Protection | Child Support | Medicaid | Licensing Boards

GENERAL INFORMATION | RECIPIENTS | PROVIDERS | CONTACT US | LOGIN | HELP

Provider Maintenance and Revalidation

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- Pharmacy

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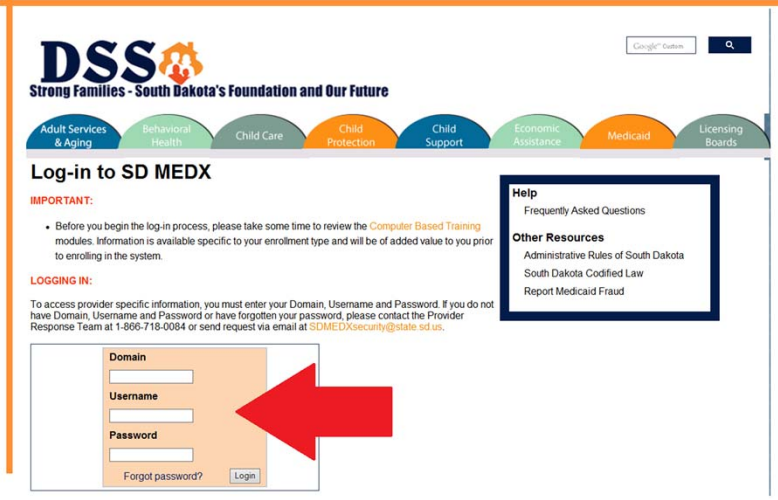
- Also on the Provider Maintenance and Revalidation page is a link you will use to Log into the SD MEDX enrollment system to verify and update your online account with SD Medicaid.
- Clicking the orange bubble titled "Login" will take you to the logon page.

Online Revalidation Resources



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- As you can see from this logon page, the Domain, Username and Password credentials that were mailed to you will be necessary to go further.
- Once you've entered the information provided by SD Medicaid, you will be required to create a new password before proceeding.
- Once you have successfully created a new password you will be redirected to the SD MEDX system main page.

Revalidation Steps

- Overview
  - Complete Verification/Update of records online in the SDMEDX System.
    - Update Billing Provider account information.
    - Ensure updated account information for each Servicing Provider. Add new servicing providers as needed.
  - Required documentation must be sent to Medicaid by July 31, including:
    - Billing provider required forms.
    - Supporting documentation for each Servicing Provider.

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- For Phase 1 Providers, July 31 is the expected date for completing all online verification and documentation submission requirements as necessary.

Revalidation Steps

1. Log into the SD MEDX system with the credentials for your School District.
   - You will be required to change your password at this time.
   - Send an email to sdmedxsecurity@state.sd.us if you are unable to locate the letters sent to you with the Domain, Username or Password information.
2. Click each of the Required Steps, review, verify and update information in each Step.

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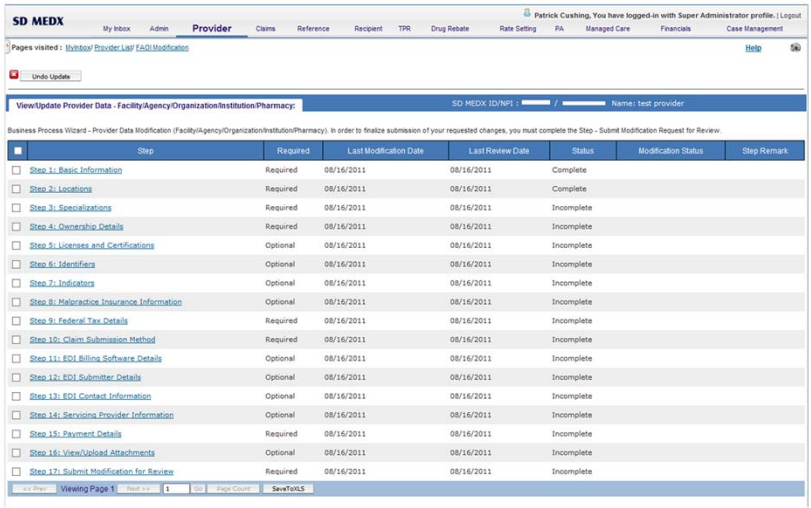
- These steps may vary based on your unique circumstances, but they provide an overview of how the process may work for an organization with several associated servicing providers.

Revalidation Steps



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- This is a sample screen capture of how the system will appear once you have logged in. Note that this particular setup may or may not be the same for you, and is dependent on provider type.
- A downloadable checklist for each provider type is available; this checklist indicates all the steps you will encounter once logged in. You can find this checklist on the Provider Maintenance and Revalidation web page.

Revalidation Steps

Provider Details

Organization Name: (as shown on Income Tax Return) *

Organization Business Name: test provider *

FEIN: *

NPI:

W-9 Entity Type: Corporation *

W-9 Entity Type (If Other):

Other Organizational Information: ---SELECT---

Email Address: test@test.org *

Enrollment Request Date: 08/01/2011

Status: Approved

OK Cancel

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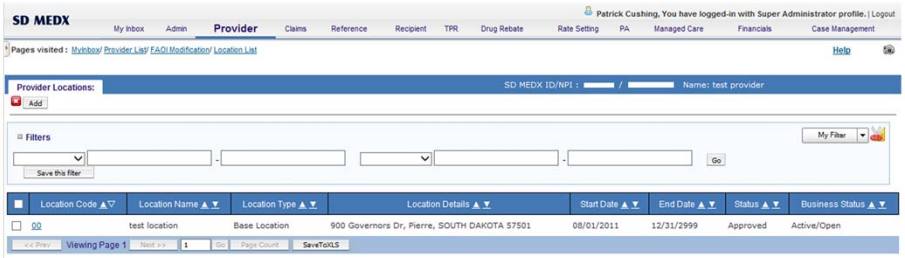
- This is a view of the Basic Information Step.
- Ensure that the legal name as recognized by the IRS is correct and free from error.
- Confirm the Organization Business Name (aka dba) is also correct and free from error.
- Include the contact's email address. This is who SD Medicaid will communicate with for enrollment related questions and is the only person who can request user credentials for SD MEDX.

Revalidation Steps



Base Location: School District Admin Office/Business Office if one exists

Servicing Location: Locations of school buildings where services are provided.

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- A view of the Location List Step. Each physical location must be listed here.
- Base Location: School District Admin Office/Business Office if one exists.
- Servicing Location: Locations of school buildings where services are provided.

Revalidation Steps

SD MEDX

My Inbox | Admin | Provider | Claims | Reference | Recipient | TPR | Drug Rebate | Rate Setting | PA | Managed Care | Financials | Case Management

Patrick Cushing, You have logged-in with Super Administrator profile. | Logout

Pages visited : MyInbox/ Provider List/ FAQI Modification/ Location List/ Manage Location

Help

Location Details

SD MEDX ID/NPI : / Name: test provider

Location Business Name:	test location	Location Code:	00	Location Type:	Base Location
Contact First Name:	jonny	Contact Last Name:	Smith	Accept New Recipient:	No
Phone Number:	(605) 555-1212	Fax Number:		Email Address:	
Cell Phone Number:		Office Hours:		Other Office Hours:	
Web Page:		Language(s) Spoken (For Multiple Selection, use Ctrl Key):	Amharic - Ethiopian, Arabic, Bosnian	Communication Preference:	Standard Mail
Do you have Malpractice Insurance at this location?	No	VFC Provider:	No	Do you see patients at this location?	Yes
PCP at this location	No				
Business Status:	Active/Open	Start Date:	08/01/2011	End Date:	12/31/2999
System Status:	Approved	Start Date:	08/01/2011	End Date:	12/31/2999

Facility Details

State Facility Id:		Accreditation:	No	Fiscal Year End Date:	12/31
Licensed Medicaid Bed(s):		Licensed Medicare Bed(s):		Licensed Medicaid/Medicare Bed(s): (Dual Certified)	

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- This is a detailed view of location information. You must verify and update location information on this screen to complete this step.
- Email address – this MUST be populated with the current contact's information. This is who SD Medicaid will contact with enrollment related questions and is the only one authorized to request user credentials or password resets.
- Five address types must be completed and validated to have this step listed as complete:
    - Base
    - Servicing
    - Pay-To
    - Mailing
    - Prior Authorization
- Make sure that a physical address is listed under "location". Post office boxes are only allowed in the mailing, pay-to, and prior authorization address.
- "Payment address" is where paper remittance advices will be mailed, if paper remits are selected in later steps.
- **Do not attempt to end date bad information or use the "add" button for the correction.** Simply type over the incorrect information and save (floppy disk icon).

Revalidation Steps

SD MEDX

Patrick Cushing, You have logged-in with Super Administrator profile. | Logout

My Inbox | Admin | Provider | Claims | Reference | Recipient | TPR | Drug Rebate | Rate Setting | PA | Managed Care | Financials | Case Management

Pages visited : MyInbox/ Provider List/ FAQI Modification/ Specialty List

Help

Specialty/Subspecialty List:

SD MEDX ID/NPI : / Name: test provider

Add | Update

Filters

My Filter

Active | Go | Save this filter

Specialty/Subspecialty	Provider Type	Administration	Start Date	End Date	Operational Status	Status	Inactivation Date	End Reason	Location Code	Location Name
34-Single Specialty/00000-Single Specialty	19-Group	SDMA	08/01/2011	12/31/2999	Active	Approved			00	test location

<< Prev | Viewing Page 1 | Next >> | 1 | Go | Page Count | SaveToXLS

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- A view of the Specialty List Step detail page.
- 193400000X and 193200000X - only applicable to “group” enrollment types. If you desire to use this taxonomy code and are not enrolled as a group, please contact SD Medicaid Provider Enrollment.

Revalidation Steps

SD MEDX

Patrick Cushing, You have logged-in with Super Administrator profile. | Logout

My Inbox | Admin | Provider | Claims | Reference | Recipient | TPR | Drug Rebate | Rate Setting | PA | Managed Care | Financials | Case Management

Pages visited : MyInbox/ Provider List/ FAQ/ Modification/ Owner List

Help

Owners List:

SD MEDX ID/NPI : / Name: test provider

Add

Filters

My Filter

Go | Save this filter

Active

Owner Id	Owner Name	Owner Type	Start Date	End Date	Status	Operational Status	Inactivation Date

No Records Found !

Operators List:

Add Operator

Filters

My Filter

Go | Save this filter

Active

Operator Id	Operator Name	Operator Type	Start Date	End Date	Status	Operational Status	Inactivation Date

No Records Found !

Employees List:

Add

Filters

My Filter

Go | Save this filter

Active

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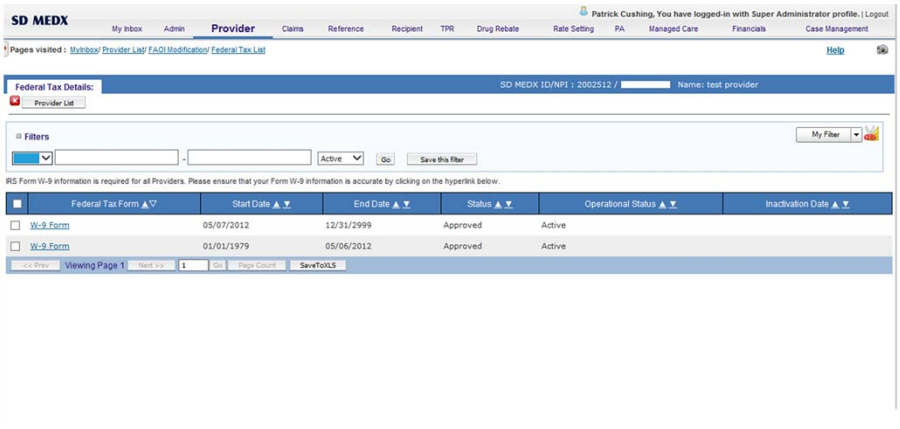
- This is where you will provide information on owners and employees. This step must be completed for all organizations and is required by law.
- Organization owners – used with an FEIN
- Individual owners – must use a SSN
- Employee List – Use the “add” button to see the definition of “managing employee” as well as enter the individual(s), their SSN, and their status. Unless a civil or criminal conviction related to health care exists, select “managing non-convicted” as the status.
- **Be aware that any Board of Directors are deemed to meet the federal definition and should be listed.** For providers enrolled with Medicare, the lists between SD Medicaid and Medicare should match.

Revalidation Steps



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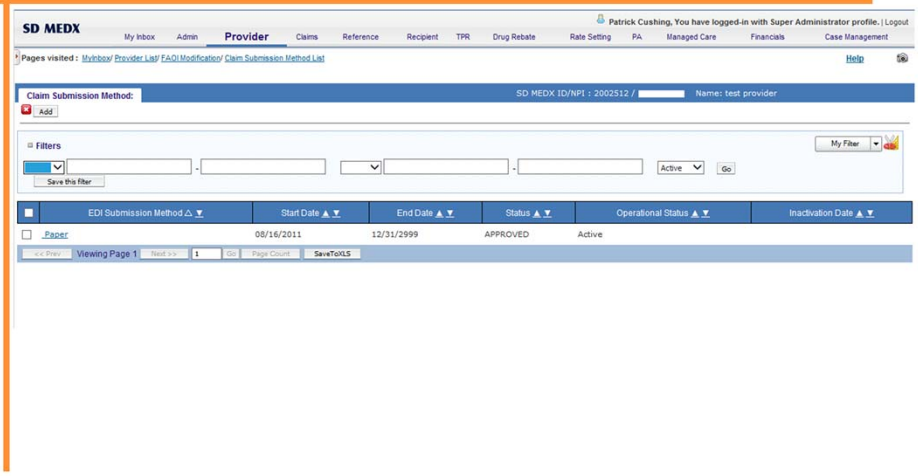
- This screen capture shows the federal tax details that are required.
- Please be aware that grayed out information is due to information from step 1 (Provider Basic Information) being automatically populated.
- Populate the appropriate address.

Revalidation Steps



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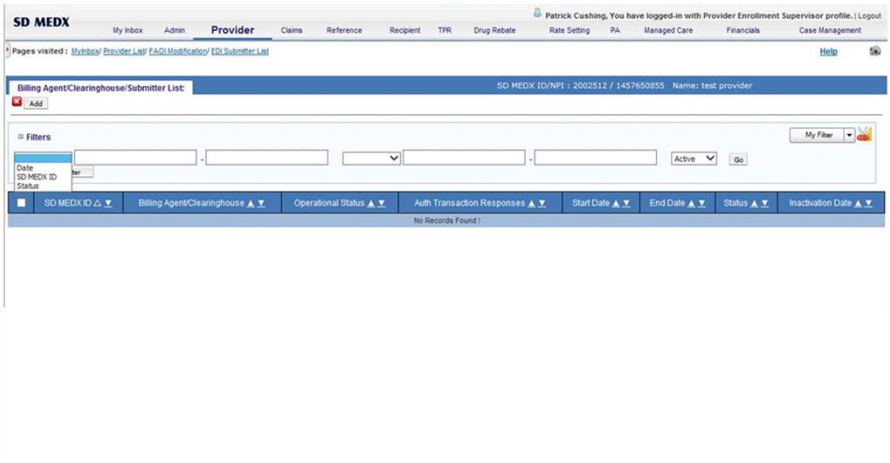
- This is where you will identify your choice of claims submission method(s) and/or how you desire to receive remittance advices. Refer to checklist on Provider Maintenance and Revalidation for additional assistance.
- Providers able to send or receive electronic claims transactions without assistance of other entities should select “web batch.”
- Providers who have another entity send or receive electronic claims transactions on their behalf should select “billing agent/clearinghouse.”
- Providers who only have the ability to send claims on paper should select “direct data entry.” The State currently has no direct data entry option and this means paper.
- If a provider wants to receive paper remits – select direct data.
- If a provider only wants to receive electronic remits (based on ability to send/receive electronic transactions)– do NOT select “direct data entry” even if claims are being sent on paper. All providers can submit data on paper, regardless of selections on this page.
- If a provider wants to receive both electronic remits (835s) and paper, both claim methods should be selected.

Revalidation Steps



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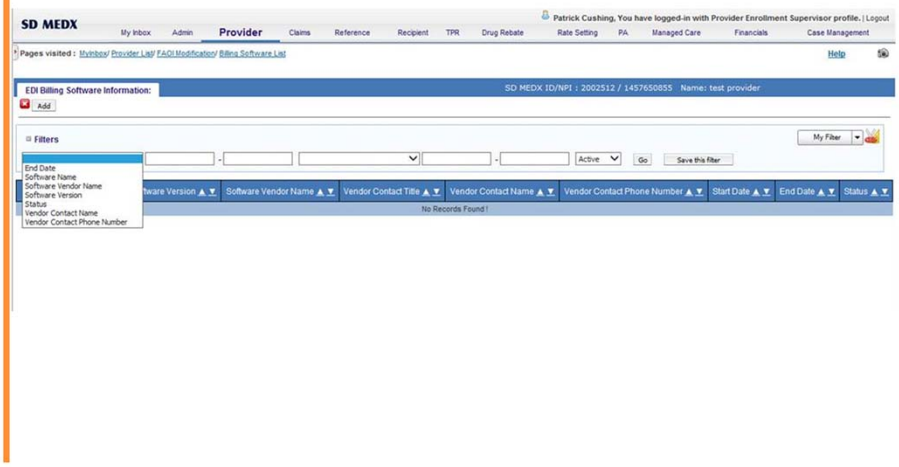
- This is the EDI Submitter Details page. This step will be required when a billing agent/clearinghouse claims method was selected.
- The seven-digit SD MEDX ID that starts with a “2” belonging to the applicable billing agent/clearinghouse must be noted along with which transactions you authorize them to be involved in.
- SD Medicaid can’t provide the SD MEDX ID. Contact your billing agent/clearinghouse if you don’t have it.
- **Note:** multiple billing agents/clearinghouses can be listed if they perform different functions, but a transaction (ex: 835) can only be listed once.

Revalidation Steps



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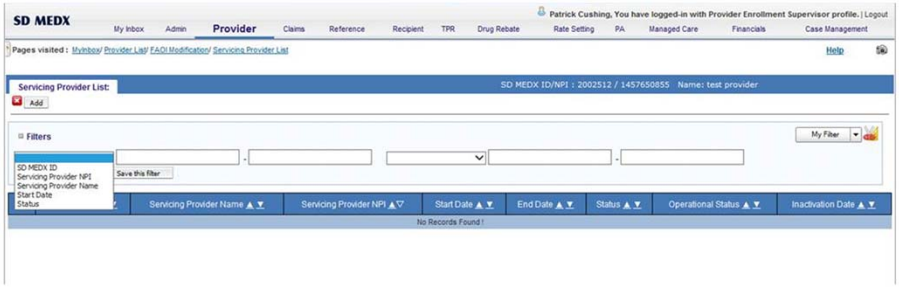
- The EDI Contact Information page. This must be populated if the provider is sending transactions without the aid of another entity and noted “web batch.”

Revalidation Steps



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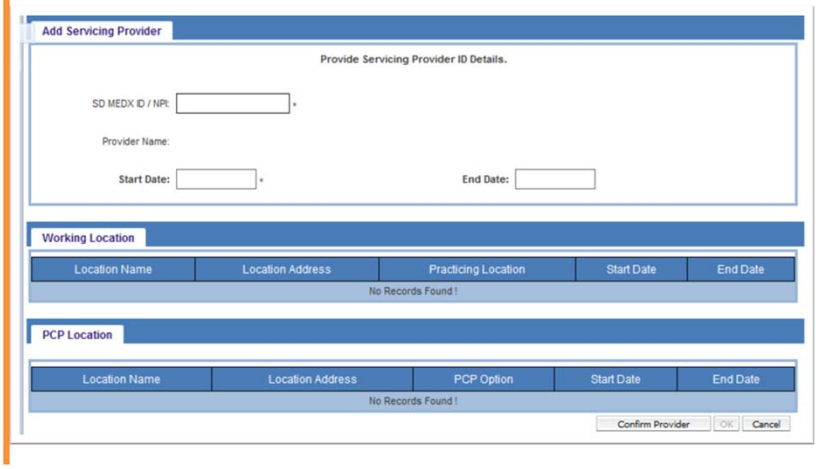
- This step is where all individual providers should be, or will need to be, listed.
- If individuals are already listed:
    - Click on the SD MEDX ID to ensure that all relevant locations (if the school district has multiple locations for a given billing NPI). Update as needed. Providers no longer at a location must have end dates populated.
    - Click on the name of the individual provider. This takes you to their record where all their steps need to be reviewed for accuracy. **Steps of particular importance include:**
        - **Step 1** – Basic information to confirm provider's name including middle name/initial, SSN, date of birth, and contact's email address
        - **Step 3** – Licensure to ensure non-expired licensure and correct license #. Select box to left of data and then select "update" if changes are needed. Data will be displayed and can be typed over.
        - **Step 4** – Specialization to confirm accuracy and ongoing end date = 12/31/2999, if appropriate.
        - **Step 15** – Billing Provider Detail. This is where the school district's NPI and location(s) should be listed along with the appropriate start dates and end dates (use 12/31/2999 if individual provider still with provider or last day if no longer there).
        - **Step 17** – Submit Modification. When you have updated all portions of the individual's record, you must submit the changes. Upon successful submission a pop-up box will displaying that the modification has been submitted for State review. You will be navigated back to the "Manage

Provider" page. Repeat until all servicing provider records have been reviewed and submitted to the State.

Revalidation Steps



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- If individuals are NOT listed: Click the “add” button in the upper left corner. A new page titled “Add Servicing” will be displayed. The following information will need to be repeated for all servicing individuals.
- Enter the provider’s individual NPI number, a start date (when they began with the school district or 01/01/2016, whichever is nearest to today’s date) and select “confirm provider.”

Revalidation Steps

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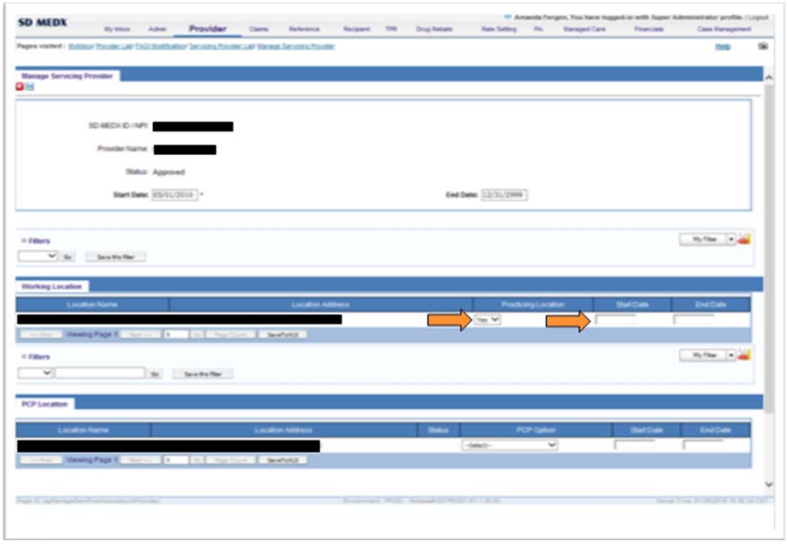
- If the provider is not known to SD Medicaid, you will receive error message shown here. If this occurs, a new enrollment application must be completed outside of the school's record.
- Refer to the Individual Servicing Provider online application on the Provider Enrollment page for instructions to assist in the completion of a new application.

Revalidation Steps



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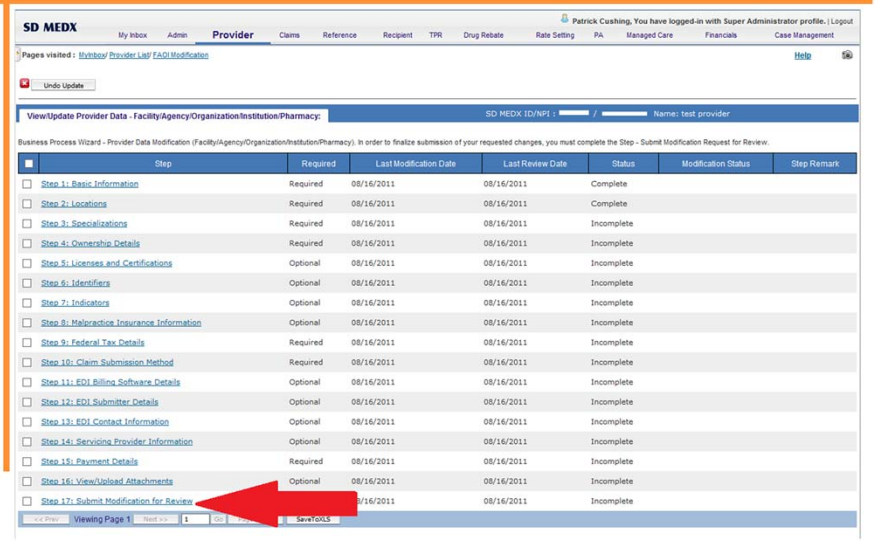
- If the provider is already enrolled with SD Medicaid, their information will display on a page titled “Manage Servicing Provider.”
- Change the practicing location drop down box to reflect “yes” and enter a start date at the provider’s working address/location(s) and select “OK.” The end date can be left blank for providers who continue to be with the school and the system will automatically populate the end date to 12/31/2999 which signifies “ongoing.”
- Populate the PCP Location area only as it applies. Refer to PCP Addendum and Individual Checklists for more information.

SD MEDX System



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- Once all updates to the provider and associated individual providers have been completed, you must submit them. A “final submission” page will display and you must select “Submit Provider Modification” at the top of this page.

Revalidation Steps

3. Complete and send all required documents, including:

Billing Provider	Each Servicing Provider
☐ Provider Agreement	☐ Provider Agreement
☐ Supplemental Ownership & Controlling Interest Disclosure Form	☐ Licensure Information
☐ School District Addendum	☐ Mental Health Addendum (for psychologists only)
☐ Letter from Financial Institution validating payment details	☐ Supplemental Disclosure Form

Work with your cooperative or contract to gather the Provider Agreement and Licensure Information for each individual providing services in your district.

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- These steps may vary based on your unique circumstances, but they provide an overview of how the process may work for an organization with several associated servicing providers.

Revalidation Steps

- School District Provider Agreement
  - Each School District requires a signed provider agreement.

TO BE COMPLETED BY PROVIDER

I declare and affirm under the penalties of perjury that this Agreement has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further declare and affirm under the penalties of perjury that any claim to be submitted pursuant to this Agreement will be examined by me, and to the best of my knowledge and belief, will be in all things true and correct.

PROVIDER NAME: Name of School District
(Legal Name of Individual Provider for Individual Enrollments or Legal Name of Organization for Other Enrollment Types)

BY: Superintendent Signature
Authorized Signature (Must be Provider for Individual Enrollments)

DATE: _____

NAME: Superintendent
(Printed Name of Signatory)

APPLICATION ID: _____
(Complete only if new application submitted)

SERVICING NPI: _____
(Only applies if Agreement for individual enrollment type)

BILLING NPI: School District Billing NPI
BILLING NPI: _____
BILLING NPI: _____

BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____

(Multiple Billing NPI fields are only acceptable when Agreement is for *individual* enrollment type)

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- You need to complete a provider agreement on behalf of your district. The authorized signature should be the superintendent.
- Do NOT enter a servicing NPI on this agreement. You should list your Billing NPI on the first blank for Billing NPI.

Revalidation Steps

- Individual Provider Agreement
  - Each individual requires their own signed provider agreement
  - An individual may provide services for more than one school district or provider.

TO BE COMPLETED BY PROVIDER

I declare and affirm under the penalties of perjury that this Agreement has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further declare and affirm under the penalties of perjury that any claim to be submitted pursuant to this Agreement will be examined by me, and to the best of my knowledge and belief, will be in all things true and correct.

PROVIDER NAME: Name of Individual Practitioner (PT, OT, SLP, Psych, etc.)
(Legal Name of Individual Provider for Individual Enrollments or Legal Name of Organization for Other Enrollment Types)

BY: Practitioner Signature
Authorized Signature (Must be Provider for Individual Enrollments)

DATE: _____

NAME: Practitioner Name
(Printed Name of Signatory)

APPLICATION ID: 2016 … (Found on SDMEDX)
(Complete only if new application submitted)

SERVICING NPI: Servicing (Type 1) NPI
(Only applies if Agreement for individual enrollment type)

BILLING NPI: School District Billing NPI #1
BILLING NPI: School District Billing NPI #2
BILLING NPI: Non-School District BNPI

BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____
BILLING NPI: _____

(Multiple Billing NPI fields are only acceptable when Agreement is for *individual* enrollment type)

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- An individual may provide services for more than one school district. Example: Therapist employed by a cooperative, or a therapist employed by the hospital but contracted for services in the district.
- It's important to ensure that your district's billing NPI is on the individual's billing NPI. If the district's billing NPI isn't on the individual's agreement, then it may be cause for claim denial. If you contract for services or work with a cooperative, we encourage you to work closely with them to ensure that your billing NPI is on the individual's signed provider agreement.

Revalidation Steps

4. As part of the revalidation requirements, billing providers must ensure accurate SD MEDX information.
   - This information must be regularly updated.
   - Remember to update SD MEDX each time you change or have a new servicing provider in your district.

Best Practice: Update all SD MEDX records before the start of each school year.

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- These steps may vary based on your unique circumstances, but they provide an overview of how the process may work for an organization with several associated servicing providers.

Documentation Requirements

- All Documents must be Emailed, Faxed, or Mailed to Medicaid.
  - The upload option indicated in the system is not available. Documents will need to be emailed, faxed, or mailed to our office.
- Documents must be sent even if they have been sent previously; this revalidation is federally mandated.

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- **PLEASE NOTE:** The View/upload attachments Step in SD MEDX **IS NOT** an available feature in our system.
- This year you can send all forms and copies of required documentation via email, through fax or through the mail.
- Copies of these documents must be sent to support your application, even if you have sent copies of the same documents in the past.
- Please ensure that you obtain current versions of documents from our website. Do not rely upon previously printed items or items on file.

Documentation Requirements

- Where to Send Documents
  - Email: SDMEDXGeneral@state.sd.us
  - Fax: 605-773-8520
  - Mail to physical location:

    DSS- MEDICAL SERVICES- PE
    700 GOVERNORS DRIVE
    PIERRE, SD 57501-2291

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- Here is how and where to send your documentation.
- Ensure that the NPI pertaining to the documentation is included with your submission.

Q & A

- Contacts for Revalidation Questions
  - General questions about documents and provider revalidation
    - 866-718-0084
    - SDMEDXGeneral@state.sd.us
  - More specific questions will be elevated as needed.

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- Most general questions and revalidation issues can be resolved by our highly trained revalidation Hotline staff.
- Use the 866 number to connect with these folks for fastest issue resolution. If phone lines are busy use the Voicemail option.
- You can also email your general questions and concerns to SDMEDXGeneral@state.sd.us.