Instructions for Adding or Modifying Electronic HIPAA Transactions (Through 3rd Party)

- Login to your SD MEDX provider record at https://dss.sd.gov/sdmedx/login/login.aspx
  - Go to the "Claim Submission Method" step.
    - Click on the listed EDI Submission method (underlined in blue)
      - Make sure "billing agent/clearinghouse" is marked if some entity is going to send or receive HIPAA transactions on your behalf.
    - Go to "EDI Submitter Details" step.
      - Enter the 7- digit SD MEDX ID that your billing agent provided to you. This will display their information.
      Note: If you don't have the SD MEDX ID for your billing agent, you must contact them to obtain this information.
      - Capture which transactions you authorize them to send and receive on your behalf.
      Ex: If your billing agent is to receive electronic remits, make 835 = Yes and populate the start date. The end date can be left blank.
      Note: Only one billing agent per transaction is allowed by SD Medicaid. If you have an existing billing agent listed, update transactions and end dates as appropriate.
  - Ensure that the rest of your provider record with SD Medicaid is current. Common areas requiring updates include:
    - Populating managing employees under the "Ownership" step and area called "Employee List,"
    - Updating end dates for "Licenses and Certifications" step
    - Updating end dates for "Specializations" step
    - Updating "Servicing Provider Information" to include:
      - Location(s) worked by clicking on the SD MEDX ID next to the provider name
      - Click on the provider's name (underlined in blue, takes you into their record) and noting location(s) worked under "Billing Provider Information" and updating end dates for "Licenses and Certifications" and "Specializations".
    Note: Failure to update your record in its entirety may result in you modification request being rejected.

  - When all updates are made, click on "submit" in the last step (both in the servicing records and entity records, as applicable) so changes are sent to SD Medicaid for approval.
  - If you do not already have a Trading Partner Agreement on file with SD Medicaid, you will need to sign and mail a copy to SD DSS - Medical Provider Enrollment. A copy can be found at https://dss.sd.gov/sdmedx/docs/providers/TradingPartnerAgreement.pdf.
  - You may check the status of your SD Medicaid record modification by logging into your record. If the modification has not been approved, you will be advised that you may only read the record as it is under State review.