


SD MEDX

South Dakota Medical Electronic Data Exchange
SD Department of Social Services 

ADDING/UPDATING SERVING PROVIDER INFORMATION

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status
<input type="checkbox"/>	Step 1: Basic Information	Required	05/03/2010	05/03/2010	Complete	
<input type="checkbox"/>	Step 2: Locations	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 3: Specializations	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 4: Ownership Details	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 5: Licenses and Certifications	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 6: Identifiers	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 7: Indicators	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 8: Malpractice Insurance Information	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 9: Federal Tax Details	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 10: Claim Submission Method	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 11: EDI Billing Software Details	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 12: EDI Submitter Details	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 13: EDI Contact Information	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 14: Servicing Provider Information	Required	05/03/2010	05/03/2010	Incomplete	
<input type="checkbox"/>	Step 15: Payment Details	Required	05/03/2010	05/03/2010	Incomplete	
<input type="checkbox"/>	Step 16: View/Upload Attachments	Optional	05/03/2010	05/03/2010	Incomplete	
<input type="checkbox"/>	Step 17: Submit Modification for Review	Required	05/03/2010	05/03/2010	Incomplete	

Page ID: pgBPWGroupPracticeUpdate(Provider) Environment: UAT Release# R1-0.4.79 Server Time: 05/1

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After logging in and selecting “Manage Provider Information” from the Provider Portal, you will be taken to the Business Process Wizard

Select Step 14: Servicing Provider Information

Adding/Updating Servicing Provider Information

Pages visited : [Provider Portal/ Modification](#) [Help](#)

Add

To associate a new servicing provider, click on the add button.

Servicing Providers:

To identify the working locations and PCP locations, Click on these links.

To re-enroll the servicing providers, click on these hyperlinks.

<input type="checkbox"/>	SD MEDX ID ▲▼	Servicing Provider Name ▲▼	Servicing Provider NPI ▲□	Start Date ▼	End Date ▼	Status ▼	Operational Status ▲▼	Inactivation Date ▲▼
<input type="checkbox"/>	2000003	Bren, Anqie	1041041045	11/01/2009	12/31/2999	Approved	Active	
<input type="checkbox"/>	2000004	Beck, Nicole	1031031034	11/01/2009	12/31/2999	Approved	Active	
<input type="checkbox"/>	2000005	Westover, Kerry	1021021023	11/01/2009	12/31/2999	Approved	Active	

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Providers that practice within the Group or Facility but do not appear on the screen can be added. If the provider has a record existing in SD MEDX, the provider can be added by clicking on the Add button and entering the required information.

VERY IMPORTANT

If a Servicing Provider does not have a record in SD MEDX, the provider will need to be added by initiating a new enrollment through the SDMEDX website, Become a Provider link. During the application process, the provider will be associated to the Group or Facility. When the Servicing provider has been entered and approved by the Department of Social Services, they can then be associated through the Group or Facility record. The Group or Facility will then be able to view and make modifications to the Servicing provider record.

Adding/Updating Servicing Provider Information

Associate Servicing Provider

Provide Servicing Provider ID Details.

SD MEDX ID / NPI: *

Provider Name:

Start Date: * End Date:

Working Location

Location Name	Location Address	Practicing Location	Start Date	End Date
No Records Found !				

PCP Location

Location Name	Location Address	PCP Option	Start Date	End Date
No Records Found !				

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If the servicing provider has been enrolled in SD MEDX, input the "SD MEDX ID" or "NPI" and "Start Date" and click on the "Confirm Provider" button.

The servicing (working and PCP) locations will appear.

Adding/Updating Servicing Provider Information

Associate Servicing Provider

Provide Servicing Provider ID Details.

SD MEDX ID / NPI: *

Provider Name: Johnson, Scott

Start Date: * End Date:

Working Location

Location Name	Location Address	Practicing Location	Start Date	End Date
Jones Group East	220 West 10th St, Sioux Falls, South Dakota 57104	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Jones Group West	700 9th st, RAPID CITY, SOUTH DAKOTA 57701	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Robert I Jones	200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104	No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

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PCP Location

Location Name	Location Address	PCP Option	Start Date	End Date
Jones Group East	220 West 10th St, Sioux Falls, South Dakota 57104	--Select-- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Jones Group West	700 9th st, RAPID CITY, SOUTH DAKOTA 57701	--Select-- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Robert I Jones	200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104	--Select-- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

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If this is an existing provider, all locations for this Group or Facility will appear in the tables.

Select the Practicing locations in the Working Location table and enter the start date for each location.

Adding/Updating Servicing Provider Information

Associate Servicing Provider

Provide Servicing Provider ID Details.

SD MEDX ID / NPI: *

Provider Name: **Johnson, Scott**

Start Date: * End Date:

Working Location

Location Name	Location Address	Practicing Location	Start Date	End Date
Jones Group East	220 West 10th St, Sioux Falls, South Dakota 57104	Yes <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>
Jones Group West	700 9th st, RAPID CITY, SOUTH DAKOTA 57701	Yes <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>
Robert I Jones	200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104	Yes <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>

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PCP Location

Location Name	Location Address	PCP Option	Start Date	End Date
Jones Group East	220 West 10th St, Sioux Falls, South Dakota 57104	--Select-- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Jones Group West	700 9th st, RAPID CITY, SOUTH DAKOTA 57701	--Select-- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Robert I Jones	200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104	--Select-- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

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Confirm Provider
OK
Cancel

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After the Practicing Locations have been selected, document the locations where the provider is a Primary Care Physician (PCP) if applicable. After selecting the PCP option, enter the start date. **If this provider is not a PCP, you can skip this process and click on the OK button.**

Adding/Updating Servicing Provider Information

Associate Servicing Provider

Provide Servicing Provider ID Details.

SD MEDX ID / NPI: *
 Provider Name: Johnson, Scott
 Start Date: * End Date:

Working Location

Location Name	Location Address	Practicing Location	Start Date	End Date
Jones Group East	220 West 10th St, Sioux Falls, South Dakota 57104	Yes <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>
Jones Group West	700 9th st, RAPID CITY, SOUTH DAKOTA 57701	Yes <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>
Robert I Jones	200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104	Yes <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>

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PCP Location

Location Name	Location Address	PCP Option	Start Date	End Date
Jones Group East	220 West 10th St, Sioux Falls, South Dakota 57104	Accepting New Patients <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>
Jones Group West	700 9th st, RAPID CITY, SOUTH DAKOTA 57701	Not Accepting New Patients <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>
Robert I Jones	200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104	Not Accepting New Patients <input type="button" value="v"/>	<input type="text" value="04/19/2010"/>	<input type="text"/>

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Click the OK button when complete.

Adding/Updating Servicing Provider Information

The screenshot shows the 'Servicing Provider List' interface. At the top, there is a navigation bar with 'SD MEDX' and a user profile for 'Robert Smith'. Below this is a search bar and a 'Pages visited' section. The main content area is titled 'Servicing Provider List' and includes an 'Add' button. A 'Filters' section contains several input fields and a 'Go' button. Below the filters is a table of providers. A callout bubble points to the provider names in the table, stating: 'To re-enroll or make updates to the servicing providers, click on these hyperlinks.'

SD MEDX ID	Servicing Provider Name	Servicing Provider ID	Start Date	End Date	Status	Operational Status	Inactivation Date
2000010	Johnson, Scott	0945687266	11/01/2009	12/31/2999	Approved	Active	
2000003	Bren, Angie	1041041045	11/01/2009	12/31/2999	Approved	Active	
2000004	Beck, Nicole	1031031034	11/01/2009	12/31/2999	Approved	Active	
2000005	Westover, Kerry	1021021023	11/01/2009	12/31/2999	Approved	Active	

After associating a Servicing Provider you will be able to access that Providers information by clicking on the Servicing Provider Name. This will open that Providers Business Process Wizard and allow you to verify their information. When the Servicing Provider license expires, the licenses will be maintained here. Review the Computer Based Training for Individuals (Servicing Only) Provider for more information regarding the steps to complete that process.

To exit, click on the red "X" button on the left to return to the Group or FAOIP Business Process Wizard.

Adding/Updating Servicing Provider Information

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status
<input type="checkbox"/>	Step 1: Basic Information	Required	05/03/2010	05/03/2010	Complete	
<input type="checkbox"/>	Step 2: Locations	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 3: Specializations	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 4: Ownership Details	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 5: Licenses and Certifications	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 6: Identifiers	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 7: Indicators	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 8: Malpractice Insurance Information	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 9: Federal Tax Details	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 10: Claim Submission Method	Required	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 11: EDI Billing Software Details	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 12: EDI Submitter Details	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 13: EDI Contact Information	Optional	05/03/2010	05/03/2010	Complete	Updated
<input type="checkbox"/>	Step 14: Servicing Provider Information	Required	05/03/2010	05/03/2010	Incomplete	
<input type="checkbox"/>	Step 15: Payment Details	Required	05/03/2010	05/03/2010	Incomplete	
<input type="checkbox"/>	Step 16: View/Upload Attachments	Optional	05/03/2010	05/03/2010	Incomplete	
<input type="checkbox"/>	Step 17: Submit Modification for Review	Required	05/03/2010	05/03/2010	Incomplete	

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When returning to the Business Process Wizard of the Group or FAOIP, you will need to submit the Group or FAOIP record by selecting Step 17: Submit Modification for Review.

Adding/Updating Servicing Provider Information

SD MEDX | Logout

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

Pages visited : [MyInbox/](#) [Provider List/](#) [UserList/](#) [UserDetails/](#) [Provider List/](#) [Individual Modification/](#) [Provider List/](#) [FAOI Modification/](#) [Submit Provider Modification](#) [Help](#)

Submit Provider Modification

Final Submission SD MEDX ID/NPI : [redacted] Name: [redacted] Provider Lis... [x] Provider Sel... [x]

SD MEDX ID: [redacted] Enrollment Type: [redacted]

The requested modifications submitted shall be verified and reviewed by the South Dakota Medical Assistance Program. During this time, you may not make additional changes.

By clicking on the button "Submit Provider Modification", you are agreeing that the information submitted for modification is correct (Privacy and Confidentiality).

Please use your NPI in all the documentation sent to South Dakota Medical Assistance Program. If you do not use an NPI please use your SD MEDX ID.

Instructions for submitting documentation:

1. Please click on [this link](#) to display the documentation cover sheet.
2. Print the cover sheet.
3. Write the the NPI number or SD MEDX ID number in the Provider ID field on the cover sheet.
4. Include the cover sheet, with the NPI number or SD MEDX ID number, when mailing or faxing documentation to the South Dakota Medical Assistance Program.

Application Document Checklist:

Forms/Documents ▲ □	Special Instructions ▲ ▼	Source ▲ ▼	Required ▲ ▼
Wheelchair Addendum	Please provide a copy of all required Wheelchair Addendums	http://dss.sd.gov/sdmedx/docs/providers/WheelchairAdd.pdf	NO
Verification of Service(Out of State Provider)	Out of State Medical providers must submit required documentation (claim for services)		YES
Verification Of Electronic Funds Transfer	Please Provide a voided check or letter from bank indicating correct routing number and account number.		YES
School Addendum	Please provide a copy of all required School Addendums	http://dss.sd.gov/sdmedx/docs/providers/schooladdendum.pdf	NO
PCP Addendum	Please provide a copy of all required PCP Addendums	http://dss.sd.gov/sdmedx/docs/providers/PCPAddendum.pdf	YES
Licenses and Certifications	Please provide a copy of all required Licenses and Certifications		YES

Page ID: pgSubmitModification(Provider) Environment: PROD Release# 03:PROD3:R1-1,36.00 Server Time: 10/03/2011 02:17:32 CDT

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Click on the button "Submit Provider Modification."

Adding/Updating Servicing Provider Information

SD MEDX

Robert Smith, You have logged-in with EXT Provider Credentialing profile. | Logout

Pages visited : [Provider Portal/](#) [Modification](#) [Help](#)

Servicing Provider List: SD MEDX ID/NPI : Name:

To identify the working locations and PCP locations, Click on these links.

My Filter

	MEDX ID	Servicing Provider Name	Servicing Provider NPI	Start Date	End Date	Status	Operational Status	Inactivation Date
<input type="checkbox"/>	2000010	Johnson, Scott	8945687266	11/01/2009	12/31/2999	Approved	Active	
<input type="checkbox"/>	2000003	Bren, Anqie	1041041045	11/01/2009	12/31/2999	Approved	Active	
<input type="checkbox"/>	2000004	Beck, Nicole	1031031034	11/01/2009	12/31/2999	Approved	Active	
<input type="checkbox"/>	2000005	Westover, Kerry	1021021023	11/01/2009	12/31/2999	Approved	Active	

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To access the Managed Care status and the working locations of the Servicing Providers at anytime, click on the SDMEDX ID.

VERY IMPORTANT

Please keep the Managed Care status of the Servicing providers updated.

To add a new Servicing Provider that does not exist in SD MEDX, Review the Computer Based Training for New Enrollment - Individual (Servicing Only) Provider.

To exit, click on the red "X" button.