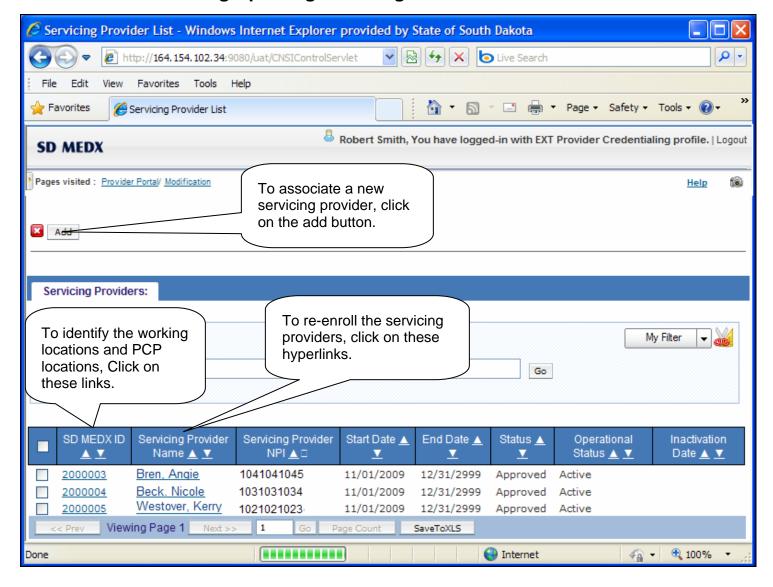


ADDING/UPDATING SERVING PROVIDER INFORMATION

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

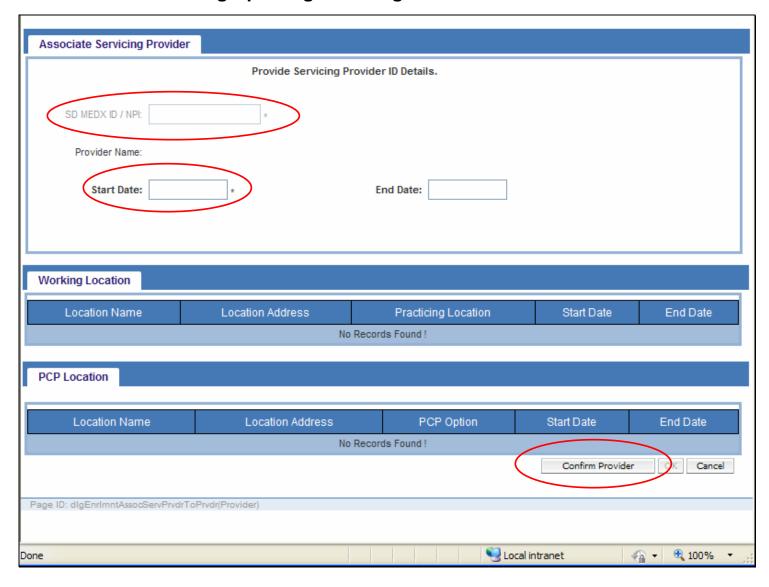
Select Step 14: Servicing Provider Information



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.

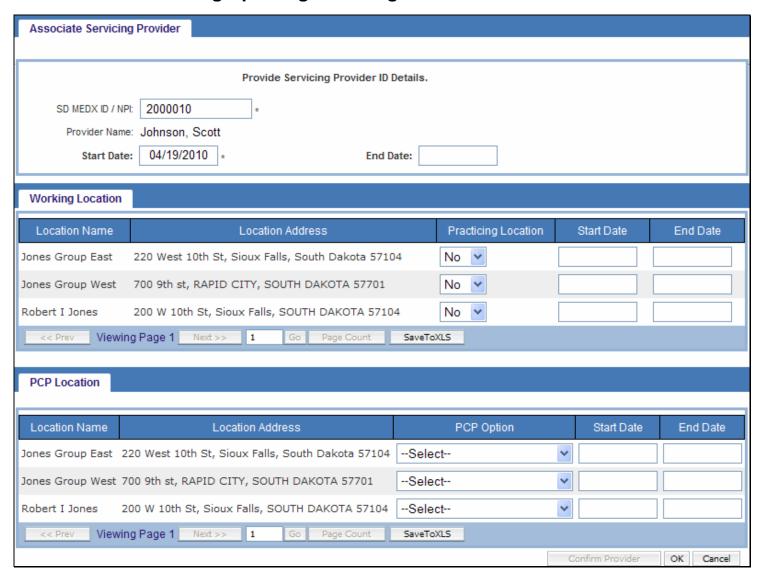
VERY IMPORTANT

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.



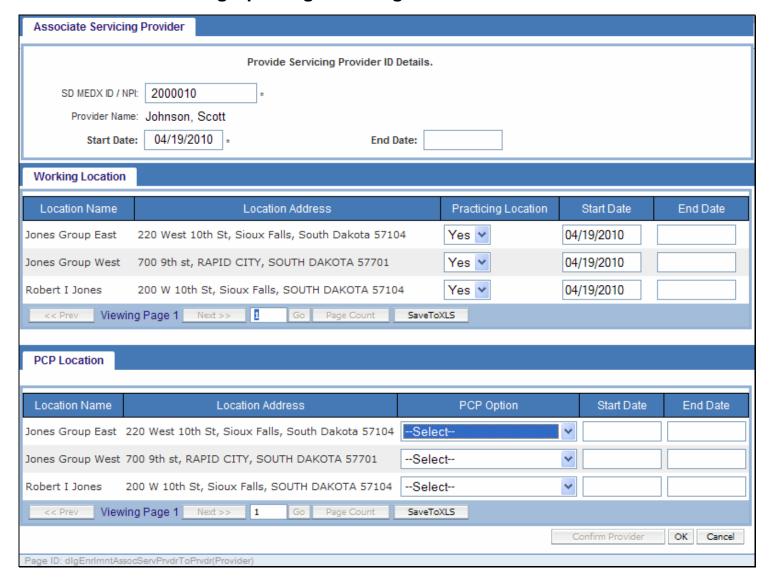
If the servicing provider has been enrolled in SD MEDX, input the "SD MEDX ID" or "NPI" and "Start Date" and click on the "Confirm Provider" button.

The servicing (working and PCP) locations will appear.

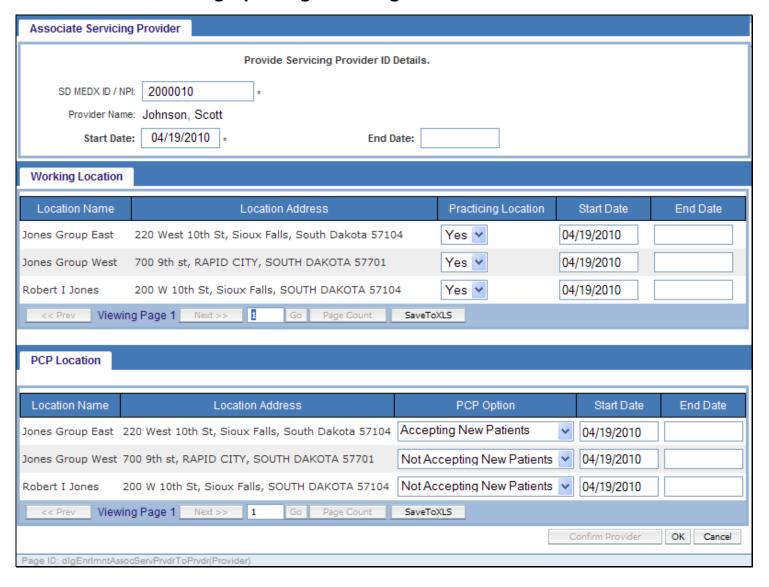


If this is an existing provider, all locations for this Group or Facility will appear in the tables.

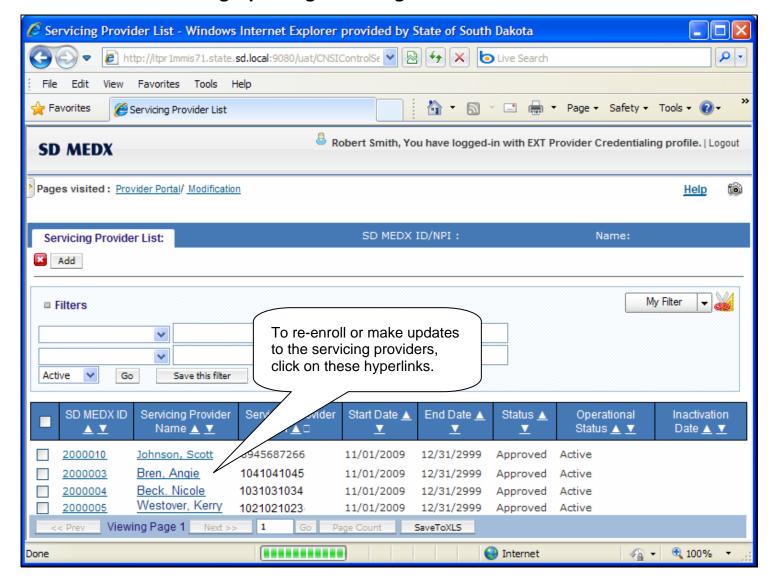
Select the Practicing locations in the Working Location table and enter the start date for each location.



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.



Click the OK button when complete.

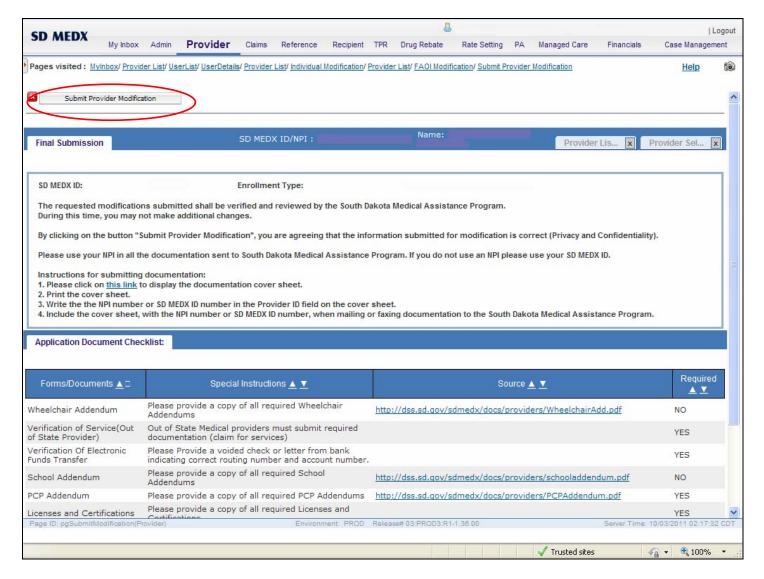


After associating a Servicing Provider you will be able to access that Providers information by clicking on the Servicing Provider Name. This will open that Providers Business Process Wizard and allow you to verify their information. When the Servicing Provider license expires, the licenses will be maintained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

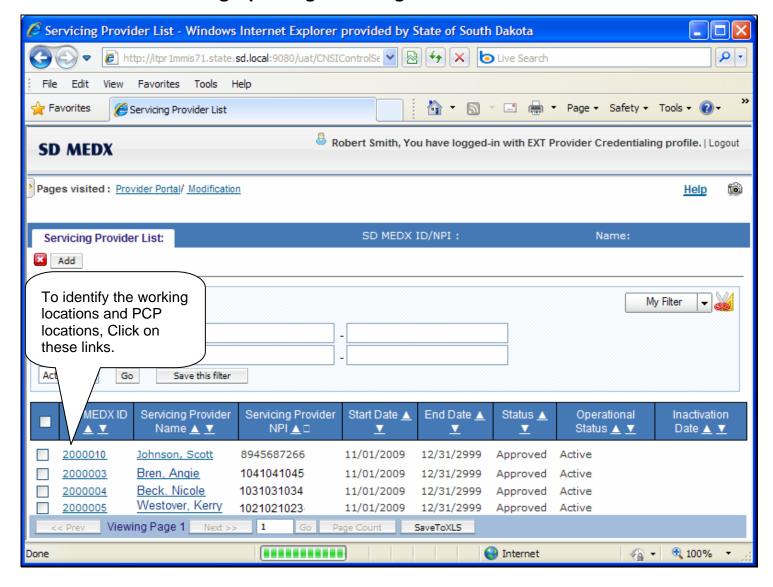
To exit, click on the red "X" button on the left to return to the Group or FAOIP Business Process Wizard.

| | Step | Required | Last Modification Date | Last Review Date | Status | Modification Status |
|------|---|----------|------------------------|--------------------|-------------|---------------------|
| | · | | | | | Modification Status |
| | Step 1: Basic Information | Required | 05/03/2010 | 05/03/2010 | Complete | |
| | Step 2: Locations | Required | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 3: Specializations | Required | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 4: Ownership Details | Required | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 5: Licenses and Certifications | Optional | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 6: Identifiers | Optional | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 7: Indicators | Optional | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 8: Malpractice Insurance Information | Optional | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 9: Federal Tax Details | Required | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 10: Claim Submission Method | Required | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 11: EDI Billing Software Details | Optional | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 12: EDI Submitter Details | Optional | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 13: EDI Contact Information | Optional | 05/03/2010 | 05/03/2010 | Complete | Updated |
| | Step 14: Servicing Provider Information | Required | 05/03/2010 | 05/03/2010 | Incomplete | |
| | Step 15: Payment Details | Required | 05/03/2010 | 05/03/2010 | Incomplete | |
| | Step 16: View/Upload Attachments | Optional | 05/03/2010 | 05/03/2010 | Incomplete | |
| | Step 17: Submit Modification for Review | Required | 05/03/2010 | 05/03/2010 | Incomplete | |
| Page | e ID: pgBPWGroupPracticeUpdate(Provider) | | Environment: UAT F | Release# R1-0.4.79 | | Server Time: 05/ |
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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.



Click on the button "Submit Provider Modification."



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.