

Instructions for Completing Medicaid Credit Balance Report Form

Complete the "Medicaid Credit Balance Report" as follows:

- **Full name of facility as it appears on the Medicaid Records**
- **The billing facility's NPI number and the servicing provider's NPI number. Use a separate form for each NPI number if the billing facility has more than one NPI number (billing or servicing). DO NOT MIX!**
- **Circle or highlight the quarter end date for the reporting period.**
- **Enter year**
- The name and telephone number of the person completing the report. This is needed in the event South Dakota Medicaid has any questions regarding an item in the report.

Complete the data fields for each Medicaid balance by providing the following information:

Column 1 – The last name and first name of the Medicaid recipient (e.g., Doe, Jane)

Column 2 – The individual Medicaid recipient identification number

Column 3 – The month, day, and year of beginning service (e.g., 01/01/18)

Column 4 – The month, day, and year of ending service (e.g., 01/01/18)

Column 5 – The date of Medicaid payment on the Remittance Advice (not the posting date)

Column 6 – The Medicaid claim number

Column 7 – The amount of the credit balance (not the amount your facility billed or the amount Medicaid paid)

Column 8 – Mark "C" for claims you are submitting a check to repay the credit balance amount shown in column 7. Mark "Z" if payment is being made with a combination of check and an adjustment. Mark with an "X" ONLY when an adjusted claim has been submitted to pay the credit balance, but has NOT been adjudicated by the THIRD payroll cycle after end of the quarterly reporting period.

Column 9 – The reason for the credit balance by entering: "01" if it is the result of any type of third party liability payment (health insurance payment, casualty insurance, or attorney payment) other than Medicare; "02" if it is a result of a Medicare payment; 07 in the event of a billing error. Please use "00" to denote any other type of credit balance and provide an explanation on the back of the form.

After this report is completed, total column 7 and mail to **Department of Social Services, Division of Medical Services, SURS Unit, 700 Governors Drive, Pierre, SD 57501-2291**

MEDICAID CREDIT BALANCE REPORT FORM

PROVIDER NAME:		CONTACT PERSON:					
E-MAIL ADDRESS FOR CONTACT PERSON:		TELEPHONE NUMBER:					
BILLING FACILITY'S NPI:		SERVICING PROVIDER'S NPI:					
QUARTER ENDING:	(<u>Only</u> highlight or circle one)	3/31	6/30	9/30	12/31	YEAR:	

	C-1 MEDICAID RECIPIENT'S NAME	C-2 MEDICAID RECIPIENT ID NUMBER	C-3 FROM DATE OF SERVICE	C-4 TO DATE OF SERVICE	C-5 DATE MEDICAID PAID	C-6 MEDICAID CLAIM NUMBER	C-7 AMOUNT OF CREDIT BALANCE	C-8 METHOD OF PAYMENT	C-9 REASON FOR CREDIT BALANCE
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Return form and refund check to:
 Department of Social Services
 Division of Medical Services
 SURS Unit
 700 Governors Drive
 Pierre, SD 57501-2291