


Online
Portal

Medicaid Online Portal


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12/8/16



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Agenda

- Overview and Timeline
- Registration
- Login & Administration
- Remittance Advices
- Q & A



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Overview

- The Online Portal streamlines written communication with providers and creates a foundation for future functionality.
- The initial implementation of the Online Portal included two key components: Administration and Reports.
 - Future functionality is planned to include Reports for Health Home, PCP, ASA Census, Cost Settlement, and Eligibility Inquiries.
- The Portal allows an organization to create and establish appropriate accounts and permissions to their staff.
- Ability to view and download copies of Remittance Advices (RAs).



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Timeline

- The Portal became live on November 16, 2016.
 - Medicaid Remittance Advices
 - As of December 7, 2016 there are 485 users registered covering 826 Billing NPI.
- Managed Care & Health Homes; Case Load & Paid Claims Reports
 - January 1, 2017
- Cost Settlement Report and ASA Census
 - April 1, 2017
- Eligibility Inquiry
 - May 1, 2017



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Registration

- The Provider Administrator is responsible for overseeing access and permissions for users within their Billing NPI(s).
- Users must complete and submit a Registration request that includes all Billing NPIs for which a facility has administrative oversight.
- There are three required components for a New Registration:
 - Tax ID (FEIN,TIN) – Federal Employer Tax ID. If you do not have a Tax ID, you may be registered with your SSN, as a sole ownership
 - Billing NPI – Billing National Provider Identification number, if registered as a sole ownership, this may be your Type 1 Servicing NPI.
 - SD MEDX ID – South Dakota Medicaid Provider Enrollment Identification Number.

Registration

- First time registration requests for a Billing NPI are submitted to SD Medicaid for review. Subsequent registration requests are received by an existing Provider Administrator for their approval/rejection.
- Types of Users
 - Provider Admin – Access to all functionality and servicing NPIs.
 - Provider User – Read Only. Can be tailored to a BNPI/SNPI specific combinations.
- Provider Admins can designate additional Provider Admins and Users within the facility to assist with administrative functions.
- Provider Admins can add, approve, update and manage additional users, their access, and permissions within their facility's Portal account.

Initial Portal Login

- Username is an individual's email address.
- Temporary Password is received by email.
- Users are required to create a new password and to select three security questions and responses at the time of their first initial login.



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Login

<http://dss.sd.gov/medicaid/portal.aspx>



Welcome to the DSS Online Portal
Use a valid username and password to gain access to the portal
For assistance with username and password, contact your administrator.
For more help contact the State at DSSOnlinePortal@state.sd.us

LOGIN

Username

(Note: This is your login email)

Password

Login

[Register](#)

| [Forgot Password](#)




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Change Password

You are logged in as Provider User

User Guide | FAQ | Tester -



Change Password

● indicates required fields

Username

(Note: This is your login email)

Old Password

New Password

(Note: Password should be minimum 8 characters)

Retype New Password

Please select security questions and provide answers

--Select--

--Select--


--Select--

--Select--

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Administration

You are logged in as Provider Admin

User Guide | FAQ | Danette -



AdministrationEligibility StatusReports

Administration

Welcome to the South Dakota
Medical Online Portal

Administration

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Add Provider Admin or User (Screen 1)

Add Provider Admin ✕

Contact First Name * Contact Last Name *

Contact Phone * Ext

Contact Email *

Contact Address *

State *

City *

Zip *

Please select User Type to get started

*

Please fill up the contact details to proceed to next screen

* indicates required fields



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Administration – Add Provider Admin (Screen 2)

Add Provider Admin ✕

Billing NPI

Billing NPI

Select All

1154342327

1184687071

Billing NPI's that you are granting access to

Enter Billing NPI to search from the list below

1154342327 1184687071

Permissions Available

Eligibility Status

Permissions Selected

Reports

Administration



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Administration - Add Provider User

- The Provider User role can only be created by a Provider Admin user.
 - This role is considered Read Only as they will not be allowed Administration permissions.
- The Provider User access can be limited by the Servicing NPI(s) associated to the organization’s Billing NPI(s).
 - The second screen to Add Provider User is where the administrator will need to choose which Billing/Servicing NPI combinations, that user’s access should be restricted to.



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Add Provider User (screen 2)

The screenshot displays the 'Add Provider User' interface with the following sections:

- Billing NPI:** Search field and a list with 'Select All' checked. Items: 1154342327 (checked), 1184687071 (checked).
- Billing NPI - Servicing NPI:** Search field and a list with 'Select All' checked. Items: 1154342327 - 1154342327 (checked), 1184687071 - 1184687071 (checked). An 'Add' button is present.
- Billing NPI's that you are granting access to:** Search field and a list containing: 1154342327 - 1154342327 (with a red 'X' icon), 1184687071 - 1184687071 (with a red 'X' icon).
- Permissions Available:** A list containing 'Eligibility Status'.
- Permissions Selected:** A list containing 'Reports'.
- Navigation:** 'Back', 'Add', and 'Cancel' buttons at the bottom right.



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Paper Remits

- Once a Billing NPI is registered within the Portal, paper remittance advices are no longer mailed.
- The Provider Admin must provide access to all internal users as necessary.

IMPORTANT: This includes all associated Servicing NPIs.



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Remittance Advice – Combined by BNPI

Remittance Advice

Medicaid Remittance Advice

- Only 90 days of reports can be viewed at one time.
- Only 52 weeks of previous reports from today's date can be searched.

Enter a date range (MM/DD/YYYY) to view your organization's information.

From: To:

Please select whether you want to view all servicing NPI's in one file or individual files.

Combined Remittance by BNPI
 Separate Remittances by BNPI/SNPI

Billing NPI:
 Selected: 1659410009

Medicaid Remittance Advice from 09/01/2016 through 11/09/2016

Remittance Date	Billing NPI	View
09/07/2016	1659410009	View
09/15/2016	1659410009	View
09/21/2016	1659410009	View
09/28/2016	1659410009	View
10/05/2016	1659410009	View
10/12/2016	1659410009	View
10/19/2016	1659410009	View



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Remittance Advice – Separate by BNPI/SNPI

Remittance Advice

Medicaid Remittance Advice

• Only 90 days of reports can be viewed at one time.
• Only 52 weeks of previous reports from today's date can be searched.
Enter a date range (MM/DD/YYYY) to view your organization's information.

From: To:

Please select whether you want to view all servicing NPT's in one file or individual files.

Combined Remittance by BNPI
 Separate Remittances by BNPI/SNPI

Billing NPI: Selected: 1659410009

Servicing NPI:
 1003847971
 1164420949
 1205971266
 1245203132
Shift + Left-Click for checkbox range selection

Medicaid Remittance Advice from 09/01/2016 through 11/09/2016

Remittance Date	Billing NPI	Servicing NPI	
09/07/2016	1659410009	1003847971	View
09/21/2016	1659410009	1003847971	View
09/15/2016	1659410009	1003847971	View
09/28/2016	1659410009	1003847971	View
10/05/2016	1659410009	1003847971	View
10/12/2016	1659410009	1003847971	View
10/19/2016	1659410009	1003847971	View
10/12/2016	1659410009	1245203132	View
10/19/2016	1659410009	1245203132	View
10/05/2016	1659410009	1245203132	View

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Q&A

- Portal Website
 - FAQ and User Guide
 - <https://dss.sd.gov/medicaid/portal.aspx>
- Portal Assistance & Feedback
 - Email: DSSonlineportal@state.sd.us