Agenda

- What is the Medicaid Portal?
- Registration
- Administration
- Adjudicated Claims Listing
- Questions
What is the Medicaid Portal?

- The Medicaid Portal went live on November 18, 2016 for Medicaid Remittance Advices.
- Adjudicated Claims Listing, PCP and Health Home Remits, Caseload Reports, and Paid Claims Reports are now available in the Portal.
- Eligibility inquiry will be available in the summer of 2017.
- As of May 8, 2017 the Adjudicated Claims Listing is no longer being mailed. Requested reports, and future regularly scheduled reports, are now viewable.
Accessing the Online Portal

- Click on the Medicaid Portal logo located on the DSS Online Portal webpage:

- Below is the direct link for the Online Portal login:
  - https://dss.sd.gov/ocp/Account/Login?ReturnUrl=%2focp%2f
Registration

Two Methods

– You can complete a registration form, or
– Your Administrator can grant access by creating your profile.
New Registration Requests

Be Prepared. Ensure you have the following information to sign up:

- MEDX ID
  - Contact YOUR internal Provider Credentialing Specialist
  - This is unique to each Billing NPI (BNPI)
- FEIN (or SSN if sole proprietorship)
  - Federal Employer Identification Number
- BNPI
  - Billing NPI for Facility
Registration & Account Setup Process

- There may be an existing account administrator for your Billing NPI (within the Medicaid Portal). This person is able to create an account for you.

- A Listserv message was sent on May 3rd to all existing Portal users notifying them of the upcoming effort to assist with facilitating the addition of the Census Status Report.
  - This message encouraged them to plan for and coordinate the requests for account access, needed by MDS Coordinators.

- If you do not know who your Provider Admin is, please contact your Facility Manager. This person may be able to assist with facilitating the account setup process.
New Registration Request Form

New Registration for Provider Administration (you can request access to one or more Billing NPI’s)

- indicates required fields

Provider: Tester

(605) 556-1234

Provider,Tester@TestingReports.Test

1234 Testing Lane

SDMEDX ID: *

Tax Id: *

Billing NPI: *

Billing NPI’s that you are requesting access to:

Enter Billing NPI to search from the list below.

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IMPORTANT: Once you are registered within this Portal your organization will no longer receive paper remittance advices. Remittance advices will be accessible immediately upon logging in.

Submit  Cancel
Administration

➤ Provider Admin
  – Can add and update Provider Admins and Provider Users
  – Access to one or more BNPI and all SNPI associated with them
  – Can Update existing user accounts to add or remove BNPI & SNPI access and their account permissions

➤ Provider User
  – Able to View or Print
  – Access to customized BNPI/SNPI combinations
  – Cannot register - must be added by a Provider Admin
Adding Users

Add Provider Admin

Sally  Sanders
(605) 123-4567
sally.sanders@test.test
1234 Testing Lane
South Dakota
PIERRE
57501

Please select User Type to get started
Provider Admin

Please fill up the contact details to proceed to next screen
* indicates required fields

➡️ Next ✗ Cancel
Adjudicated Claims Report

- Hover over the Reports tab to see the drop-down menu
- Click on Adjudicated Claims Listing
- Choose Type of report
- Choose Billing NPI and click on the purple search button
- Choose Report Month
- Click on Generate Report
- Click View to see the PDF
Report Schedule

➢ Fiscal reports are available at the end of the month following the end of your fiscal year.
  – Same cycle as your paper reports.

➢ Special requests
  – If you have already received a report since 3/22 it is accessible within the portal.
Resources & Contact Information

- [http://dss.sd.gov/medicaid/portal.aspx](http://dss.sd.gov/medicaid/portal.aspx)
  - Webinars
  - FAQ
  - User Guide
  - Technical Guidance

- [dssonlineportal@state.sd.us](mailto:dssonlineportal@state.sd.us)