Agenda

- What is the Medicaid Portal?
- Registration
- Administration
- Census Status Report
- Questions
What is the Medicaid Portal?

- The Medicaid Portal went live on November 18, 2016 for Medicaid Remittance Advises.
- Cost Settlement, 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 15, 2017 the Census Status Reports will also be available and no longer mailed.
- Nursing facility staff will be required to access the portal to retrieve their Census Status Report.
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) 555-1234

*Ext*

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.

18210335514

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 * Ext *
sally.sanders@test.test *
1234 Testing Lane *

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
Adding Provider Admin Screen 2
Adding Provider User Screen 2

Add Provider User

Billing NPI

- 1881679751

Select All

- 1268419959
- 1326024720
- 1598747651
- 1740262880
- 1821073792
- 1881679751

Billing NPI - Servicing NPI

Servicing NPI

- 1881679751
- 1598747651

Select All

Billing NPI's that you are granting access to

Enter Billing NPI to search from the list below

- 15886747651
- 1881679751

Permissions Available

- Select All
- Claims RA
- Eligibility Status

Permissions Selected

- Select All
- Reports
- H.Homes - RA
- H.Homes-Case Load
- PCP - Case Load
- PCP - RA
- Cost Settlement

Back | Add | Cancel
Census Status Report

- Hover over the Reports tab to see the drop-down menu.
- Click on Census Status Report.
- Choose Report Year and Report Week.
- Choose Billing NPI and click on the purple search button.
- Click on Generate Report
- Choose either the PDF version or the Excel version to open your report.
Billing NPI Number

- The Billing NPI, which is the same as the Service NPI for nursing facility providers, is found on the upper left hand corner of the current Census Status Report.
Billing NPI Number

- Enter the Service NPI from the Census Status Report (highlighted on previous slide) into the Billing NPI section in the portal (highlighted below)
Census Status Report Mailings

- Final mailing of Census Status Report will occur on Thursday, May 11, 2017.
- A letter will accompany the final mailed report to notify MDS Coordinators of the change in process.
- Nursing facility staff now required to access Medicaid portal to retrieve Census Status Report effective May 15, 2017.
- Census Status Report available on the portal each Thursday
- Imperative to alert MDS Coordinators and Medicaid Portal Administrators within your facility of this important change.
Resources & Contact Information

  - Webinars
  - FAQ
  - User Guide
  - Technical Guidance

- dssonlineportal@state.sd.us