



Online Portal Training: Eligibility Inquiry

August 2017 & September 2017

Agenda

- Overview
- Administration
- Eligibility Inquiry

Overview

- Online Portal live on November 18, 2016 for Medicaid Remittance Advices.
- Since this time additional reports have been migrated to the portal.
 - PCP Remits
 - Health Home and PCP Caseload
 - Health Home and PCP Paid Claims Reports
 - Census Status
 - Cost Settlement
- Eligibility Inquiry - August 2017

Accessing the Online Portal

- Click on the logo located on the DSS Online Portal webpage:
 - <https://dss.sd.gov/medicaid/portal.aspx>
- Below is the direct link for the Online Portal login:
 - <https://dss.sd.gov/ocp/Account/Login>
- If you are not already registered
 - <https://dss.sd.gov/ocp/Account/Register>

Profile Types and Abilities

➤ 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

ATTENTION!!

- If you have access, but don't see the Eligibility Inquiry function speak to your manager or ADMIN
- If you are an ADMIN please set up your USERS with permissions

ADMIN Instructions

- To set up your USERS with permission for Eligibility Inquiry please follow the instructions below:
 - Log into the Online Portal
 - Hover on Administration and click on User Maintenance
 - Choose the USER and select Update (blue button)
 - Click Next
 - Add permissions that you wish to allow and click Update

See example on next slide

Tax Id

Tax Id  *

Billing NPI

Billing NPI 

Select All

Empty list area for Billing NPI selection.

Add

Billing NPI's that you are granting access to

Enter Billing NPI to search from the list 

1386011898 

Permissions Available

Select All

Eligibility

➔

➔

Permissions Selected

Select All

- Adjudicated Claims Listing
- Administration
- Census Status Report
- H.Home - Case Load
- H.Home - Claims Paid
- H.Home - Core Services

← Back

✓ Update

✗ Cancel

Eligibility Inquiry

- Two Search Options
 - Search by Recipient Id Number
 - Search by 3 of the 4 following fields
 - Recipient's First Name
 - Recipient's Last Name
 - Last 4 of SSN
 - Date of Birth
 - Provider will need to select the appropriate BNPI
- Providers are able to search for up to 5 recipients at one time.
- Click Check Eligibility
- Click View to open results



You are logged into the TEST ENVIRONMENT

You are logged in as Provider User

[User Guide](#) | [FAQ](#)

Lisa ▾

Eligibility

Reports

Eligibility Inquiry

Provider :

Billing NPI

Billing NPI

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Searches will be limited to one month at one time.
Note: Up to 5 recipients can be searched at a time.

Dates of Service

From:

To:

Search Option # 1 :

+ Add

Search Option # 2 :

3 out of 4 are required for a search.

+ Add

Reset

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08/02/2017

Recipient Eligibility Inquiry

South Dakota Medicaid
Online Portal

Submitter

Page 1 of 1

Name : **Hospital**

NPI : **0000000001**

Inquiry Date From: 07/01/2017

Inquiry Date To: 07/31/2017

Transaction ID : **123456-1**

Insured Information

Recipient ID: **001234567**

Recipient Name: **Joe Samuel**

Gender: **M**

Date of Birth: **01/01/1982**

Eligibility

Dates are valid for current query.

31-Active Coverage: Medicaid - Full Coverage

Eligibility : 7/1/2017 - 7/31/2017

Co-Payment Required

Amount : \$50.00

Coordination of benefits

MEDICARE-A

Eligibility : 7/1/2017 - 7/31/2017

Policy : **000001234C1**

Eligibility Results - Supplemental Information

- Retroactive Eligibility Information noted at end of results page:

On 06/07/2017 this individual became retroactively eligible for services on or after 03/01/2017.
You may submit claims with dates of service on or after 03/01/2017 through the end of 12/31/2017.
Print this page and submit with claim as proof of timely filing.

This is not a guarantee of benefits or payment. The data shown is the latest information available. All payments are subject to any limitation or exclusions that are in effect at the time the patient receives services.

<https://dss.sd.gov/ocp/>

- Recipients eligible for IHS Care Coordination are also noted at the bottom of the results page:

* Recipient is eligible for IHS/Tribal Care Coordination.

This is not a guarantee of benefits or payment. The data shown is the latest information available. All payments are subject to any limitation or exclusions that are in effect at the time the patient receives services.

<https://dss.sd.gov/ocp/>

Coming Soon....

- Expanded Date Span Search
 - multiple months for one recipient
- Death Dates
 - Displayed on results page

Resources & Contact Information

- Portal Website
 - <http://dss.sd.gov/medicaid/portal.aspx>
- How to create a Profile
 - <https://www.youtube.com/watch?v=ESJI5R0E-pk&feature=youtu.be>
 - https://dss.sd.gov/docs/medicaid/portal/training_presentation.pdf
- User Guide
 - https://dss.sd.gov/docs/medicaid/portal/user_guide_portal.pdf
- Contact us
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