



Online Portal Training: Health Home & Primary Care Provider Program

Health Home & PCP Reports
1/4/2017

Agenda

- Overview
- Registration
- Administration
- Reports

Overview

- Online Portal live on November 18, 2016 for Medicaid Remittance Advices.
- PCP Remit went live January, 2017
- Health Home and PCP Caseload Reports live January, 2017.
- Health Home and PCP Paid Claims Reports, tentatively Live February, 2017
- Cost Settlement and ASA Census Letters Coming Soon.
- Eligibility Inquiry Coming Soon.

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>

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
 - FEIN (or SSN if sole proprietorship)
 - Federal Employer Identification Number
 - BNPI
 - Billing NPI for Facility, Group, or Individual (if no facility or Group)

Registration & Account Setup Process

- There may be an existing account administrator for your Billing NPI, within the Online Portal. This administrator will need to create an account for you.
- A Listserv message was sent on December 23rd to all existing Provider Admin users notifying them of the upcoming effort to assist with facilitating the addition of Health Home and PCP Reports.
 - This message encouraged them to plan for and coordinate the requests for account access, needed by Health Home and PCP staff within their facilities.
- If you do not know who your Provider Admin is, please contact your Facility or Clinic 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 *

South Dakota *

PIERRE *

57501 *

SDMEDX ID *

Tax Id *

Billing NPI *

Billing NPI's that you are requesting access to:

Enter Billing NPI to search from the list below.

1821038514

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.

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 Admin Users

Add Provider Admin

Sally ? * Sanders ? *

(605) 123-4567 ? * Ext

sally.sanders@test.test ? *

1234 Testing Lane ? *

South Dakota v *

PIERRE v *

57501 v *

Please select User Type to get started

Provider Admin v *

Please fill up the contact details to proceed to next screen

* indicates required fields

Next Cancel

Adding Provider Admin Screen 2

Add Provider Admin

460440466 * **Billing NPI**

Billing NPI

Select All

1063654176	<input checked="" type="checkbox"/>
1124385554	<input type="checkbox"/>
1154458453	<input checked="" type="checkbox"/>
1376896621	<input checked="" type="checkbox"/>
1417304924	<input type="checkbox"/>
1679535132	<input type="checkbox"/>

Add

Billing NPI's that you are granting access to

Enter Billing NPI to search from the list:

1063654176	<input checked="" type="checkbox"/>
1154458453	<input checked="" type="checkbox"/>
1376896621	<input checked="" type="checkbox"/>

Permissions Available

Select All

Permissions Selected

<input checked="" type="checkbox"/> Select All
<input checked="" type="checkbox"/> Administration
<input checked="" type="checkbox"/> ASA
<input checked="" type="checkbox"/> Claims RA
<input checked="" type="checkbox"/> Cost Settlement
<input checked="" type="checkbox"/> Eligibility Status
<input checked="" type="checkbox"/> H.Homes - RA
<input checked="" type="checkbox"/> H.Homes-Case Load
<input checked="" type="checkbox"/> PCP - RA

← Back ✓ Add ✗ Cancel

Adding Provider User Screen 2

Add Provider User

Billing NPI

 Select All
1265418669
1326024720
1598747651
1740262880
1821073792
1881679751

Billing NPI - Servicing NPI

 Select All
1881679751 - 1881679751
1598747651 - 1598747651

Billing NPI's that you are granting access to

1598747651 - 1598747651 1881679751 - 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

Updating User Accounts

Update Provider User

Bob * Tester *

(605) 321-6547 * Ext

Bob.Tester@test.testing *

1234 Testing Lane *

South Dakota * PIERRE * 57501 *

Please select User Type to get started

Provider User *

InActive

RESET PASSWORD

Please fill up the contact details to proceed to next screen

* indicates required fields

Next Cancel

Update Provider Admin User Screen 2

Update Provider Admin

Billing NPI

 Select All
1265418669
1326024720
1598747651
1740262880
1821073792
1881679751

Billing NPI's that you are granting access to

1265418669 1326024720 1598747651
1740262880 1821073792 1881679751

Permissions Available

 Select All
 Administration
 Claims RA
 Cost Settlement
 Eligibility Status

Permissions Selected

 Select All
 H.Homes - RA
 PCP - RA
 H.Homes-Case Load
 PCP - Case Load

Update Provider User Screen 2

Update Provider User

Billing NPI

 Select All
1265418669
1326024720
1598747651
1740262880
1821073792
1881679751

Billing NPI - Servicing NPI

 Select All
1265418669 - 1265418669

Billing NPI's that you are granting access to

1265418669 - 1265418669

Permissions Available

 Select All
 Claims RA
 Eligibility Status
 Cost Settlement

Permissions Selected

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

Health Homes and PCP Remittance Advices

- Populating Report Views
 - To and From Date span fields allow for retrieval of reports created up to 1 year (monthly or quarterly) prior to the current date
 - Reports created more than 1 year prior to current date, will roll off. *Remember to download and save reports as needed.*
 - Search criteria can be entered to generate reports based on user specified parameters
- Viewing Reports
 - The reports will populate based on any generated during the specified date span, allowing the user to select individual reports to “View”
 - Reports will open in a new browser tab in PDF format to view, print and or save a report.
 - Users also have the ability to Export Reports to Excel for additional review and functionalities allowed by Microsoft Excel

Health Home Remittance Advice

- The Health Home RAs will be generated quarterly, per the current schedule
- It is important to note that the process for generating payment is not changing
 - January – March Quarter: March 31 – April 30
 - April – June Quarter: June 30 – July 31
 - July – September Quarter: September 30 – October 31
 - October – December Quarter: December 31 – January 31
- The Remittance Advice reports can be retrieved for up to 1 year (4 quarters) prior to the current date
 - There will be a rolling history of 4 quarters available

Health Homes Remittance Advice

Only 52 weeks of previous reports from today's date can be searched.

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

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

From To

[Create Report](#)

Lookup Billing NPI

Selected: 1275553463

Servicing NPI

- Select All
- 1003067448
- 1003089814
- 1003103664
- 1003874892
- 1003966334
- 1013010438

PCP Remittance Advices from 11/01/2016 till 1/3/2017						
RA Date	Billing NPI	Billing Provider Name	Servicing NPI	Servicing Provider Name	Action	
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1003103664	Kennedy, Kimberly	View	
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1063437085	Kovarik, Stephen	View	
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1124083795	Smith, Brian	View	
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1346265394	Benn, Steven	View	
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1679758858	Schneller, Bobbie	View	
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1922062488	Stone, Kurt	View	

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PCP Remittance Advices

- The PCP RAs will be generated on a monthly basis, per the current schedule
- It is important to note that the process for generating payment is not changing
 - Payment runs the last Tuesday, before the last Thursday of each month.
- The Remittance Advice reports can be retrieved for up to 1 year (12 months) prior to the current date
 - There will be a rolling history of 12 months available

PCP Remittance Advice

Administration Reports

PCP Remit Advice

Only 52 weeks of previous reports from today's date can be searched.

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

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

From To

Lookup Billing NPI

Selected: 1275553463

Servicing NPI

- Select All
- 1003067448
- 1003089814
- 1003103664
- 1003874892
- 1003966334
- 1013010438

PCP Remittance Advices from 11/01/2016 till 1/3/2017					
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12/27/2016	1275553463	Rapid City Regional Hospital Inc	1003103664	Kennedy, Kimberly	View
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1063437085	Kovarik, Stephen	View
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1124083795	Smith, Brian	View
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1346265394	Benn, Steven	View
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1679758858	Schneller, Bobbie	View
12/27/2016	1275553463	Rapid City Regional Hospital Inc	1922062488	Stone, Kurt	View

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Remittance Advice Report View

KIMBERLY M KENNEDY, MD
 PO BOX 860013
 MINNEAPOLIS MN 55486-0013

PRIMARY CARE PROVIDER REMITTANCE ADVICE
 12/06/2016

DEPT. OF SOCIAL SERVICES
 MEDICAL SERVICES
 700 GOVERNORS DR.
 PIERRE, SOUTH DAKOTA 57501-2291

PAGE NO. 1

PROVIDER NO: 5606423 FED TAX ID NO: 460329070 SERVICING NPI: 1003103664 BILLING NPI: 1275553463

REFERENCE NUMBER	RECIPIENT NUMBER	RECIPIENT NAME	FROM DATE	THRU DATE	PAID BY PROGRAM
2016741-000794-7	999952927	MCDWARF, JACINTO	11/01/2016	11/30/2016	3.00
2016741-000794-8	999640382	MCDWARF, ZACK	11/01/2016	11/30/2016	3.00
2016741-000794-9	999320299	MCDWARF, LEONEL	11/01/2016	11/30/2016	3.00
2016741-000795-0	999163354	MCDWARF, CIELO	11/01/2016	11/30/2016	3.00
2016741-000795-1	999517870	MCDWARF, FLOY	11/01/2016	11/30/2016	3.00
2016741-000795-2	999061553	MCDWARF, ELYSSA	11/01/2016	11/30/2016	3.00
2016741-000795-3	999679578	MCDWARF, EUGENE	11/01/2016	11/30/2016	3.00
2016741-000795-4	999519473	MCDWARF, ELOY	11/01/2016	11/30/2016	3.00
2016741-000795-5	999600405	MCDWARF, CARMEN	11/01/2016	11/30/2016	3.00
2016741-000795-6	999052606	MCDWARF, LINDA	11/01/2016	11/30/2016	3.00
2016741-000795-7	999523347	MCDWARF, KAYLEIGH	11/01/2016	11/30/2016	3.00
2016741-000795-8	999386292	MCDWARF, D'ANGELO	11/01/2016	11/30/2016	3.00
2016741-000795-9	999101352	MCDWARF, GREGORIA	11/01/2016	11/30/2016	3.00

PCP & Health Home Caseload Reports

- The Caseload reports are generated on a monthly basis.
 - These reports are generated either the last working day of the month, or the first working day of the next month, if the 1st is a working day.
- It is important to note that the process for generating these reports is not changing
- Caseload reports can be retrieved for up to 1 year (12 months) prior to the current date
 - There will be a rolling history of 12 months available

Health Home & PCP Caseload Reports

Health Home Caseload

Report Year: 2016

Report Month: 12

Printable Report ?
 Recipient & Family Information ?
 Export to HIE ?

Select All
 1003963497
 1033147384
 1447293196
 1619948007
 1750488730
 1114931797

Select All
 1003963497
 1033147384

Select All
 1091
 0571

Generate Report

Export to Excel

Clinic ID	Tax ID	Billing NPI	Billing Provider Name	Serviceing NPI	Serviceing Provider Name	Zip
+ 1091	450442283	1003963497	Kyle Clinic	1003963497	Kyle Clinic	577520540



Types of Caseload Reports

- There are two types of Caseload reports available in the Online Portal:
 - Printable Version – This will provide the same information as is currently provided in the printed Caseload report you receive
 - Recipient & Family Information – This is a download to Excel, containing all the information

New Functionality

- Export to HIE is newly developed functionality within the Portal that allows Providers to be notified of ER visits and hospitalizations for their current Recipients.
 - This notification is a current requirement of the Health Home Program.
 - This functionality is also being made available to PCP Providers, in the near future.
- The Export to HIE will also be located under the Health Home and PCP Caseload report options.
 - This is another export/download created for the purpose of uploading your Caseload information to the Health Information Exchange

Resources & Contact Information

- <http://dss.sd.gov/medicaid/portal.aspx>
- dsonlineportal@state.sd.us