



Dental Providers / Medicaid Portal Registration and Eligibility Inquiry

October 2017

Agenda

- Overview
- Registration
- 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>

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

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)

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.

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

Select All

- Administration
- ASA
- Claims RA
- Cost Settlement
- Eligibility Status
- H.Homes - RA
- H.Homes-Case Load
- 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

Profile Update 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

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

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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700 Governors Drive | Pierre, SD 57501

605.773.3495

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
 - dsonlineportal@state.sd.us