

**DEPARTMENT OF SOCIAL SERVICES**

DIVISION OF MEDICAL SERVICES

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**Strong Families - South Dakota's Foundation and Our Future**

December 18, 2015

**ATTENTION: South Dakota Medicaid Providers**

**FROM: South Dakota Medicaid**

**RE: Billing Guidance: Claim Filing Tips**

SD Medicaid would like to take this opportunity to pass on a few helpful tips that will allow for greater accuracy and faster processing of Medicaid claims. No changes to policies, or changes to programming, have been made. This is simply a reminder that will make claims processing easier for providers.

**1) *Electronic Claims with a Third Party Payment of greater than \$0***

South Dakota encourages providers to file electronically. Claims that you may normally send on paper along with an EOB may be able to be sent electronically. If the claim has a TPL payment of GREATER than \$0 it does not have to be sent on paper.

However, if the TPL payment is \$0 then it must still be sent on paper as you do today.

**2) *Paper Claims***

We highly recommend that paper claims are typewritten as opposed to handwritten. Reading and scanning of handwritten claims leaves room for errors and delayed processing.

ICD-10 codes are alpha-numeric and some characters may look like others if not typed or written clearly. Examples include: 0 and O, 1 and I, 5 and S, 4 and 9 can look similar on paper claims.

Additional information regarding billing and electronic filing can be found on our website [here](#). If you have questions please contact our Telephone Services Unit at (800) 452-7691, out-of-state call (605) 945-5006.

Thank you,

South Dakota Medicaid