

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF MEDICAL SERVICES

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Strong Families - South Dakota's Foundation and Our Future

Jan 11, 2016

ATTENTION: South Dakota Medicaid Providers

FROM: South Dakota Medicaid

RE: Claim Filing Tips

The Medicaid ICD-10 team 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) *Timely Filing*

South Dakota Regulation [67:16:35:04](#) outlines timely filing of Medicaid claims. A provider's completed claim form should be submitted within six (6) months following the month the service was provided. There are a limited number of extensions outlined in this regulation.

2) *Transportation providers can file electronic Medicaid claims.*

The pickup location is reported in loop and segments 285 2310E NM1 and 285 2420G NM1. The destination location is submitted in loop and segments 290 2310F NM1 and 290 2420H NM1. These loops and segments only have 80 character spaces. Claims with additional information will still need to be submitted on paper in typewritten form.

3) *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