

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF MEDICAL SERVICES

700 GOVERNORS DRIVE

PIERRE, SD 57501-2291

PHONE: 605-773-3495

FAX: 605-773-5246

WEB: dss.sd.gov



Strong Families - South Dakota's Foundation and Our Future

Feb 10, 2016

ATTENTION: South Dakota Medicaid Providers

FROM: South Dakota Medicaid

RE: Claim Filing Tips

The South Dakota Medicaid 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) *Paper Claims*

We encourage claims to be filed electronically. However, there remain a few situations in which paper claims are necessary. When filing on paper we highly recommend claims are typewritten as opposed to handwritten. Manual data entry of handwritten claims leaves room for errors and delayed processing.

Claims should be submitted on official CMS approved versions of the CMS-1500 and CMS-1450 (UB-04) forms. CMS approved forms are printed in special OCR-scannable red ink.

Data on claims need to be within the lines of the fields and cannot crossover into incorrect fields.

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, or (605) 945-5006 if calling from outside South Dakota.

Thank you,
South Dakota Medicaid