

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF MEDICAL SERVICES

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Strong Families - South Dakota's Foundation and Our Future

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ATTENTION: South Dakota Medicaid Providers

FROM: South Dakota Medicaid

RE: IMPORTANT NOTICE: Paper South Dakota Medicaid Claims

The South Dakota Medicaid team would like to take this opportunity to pass on criteria regarding the filing of paper claims. We encourage claims to be filed electronically. However, there remain a few situations in which paper claims are necessary. Claims submission formatting errors may result in returned claims.

- Social Security numbers should NOT be shown on any documentation sent to South Dakota Medicaid.
- Claims should be submitted on current 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 must be within the lines of the fields and cannot crossover into other fields.
- Claims should be typewritten, not handwritten.
- Enter the necessary qualifiers associated with each data field (i.e. CTR, N4, ZZ, etc).

Please pass this information along to billers and claim submission units within your organization. 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