



Jun 16, 2016

ATTENTION: South Dakota Medicaid Providers
FROM: South Dakota Medicaid
RE: OCR Paper Claims Filing Guidelines

South Dakota Medicaid is now utilizing an optical character reader for data entry of paper claims. We would like to take this opportunity to pass on criteria for 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 or denied claims.**

- Social Security numbers should NOT be shown on any documentation sent to South Dakota Medicaid.
 - This includes Medicare crossover claims – do NOT submit social security numbers.
- Claims should be submitted on current CMS approved versions of the CMS-1500 and CMS-1450 (UB-04) forms.
 - CMS approved forms are printed in special OCR-readable 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 (CTR, N4, ZZ, etc.). Please reference the billing manual if you have questions about when to use qualifiers.
- Do NOT staple through the bar code at the top of the claim form. Use a paperclip or staple in the middle on the top.
- Diagnosis codes are required for all claims types/forms.
- Unnecessary stamping, writing, or stickers should be avoided.

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. If you have questions please contact our Telephone Services Unit at (800) 452-7691, or (605) 945-5006 if calling from outside South Dakota. You may also reach us by email at DSS.Medicaid@state.sd.us.

Thank you!
South Dakota Medicaid