

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF MEDICAL SERVICES

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Strong Families - South Dakota's Foundation and Our Future

Sep 12, 2016

ATTENTION: South Dakota Medicaid Providers

FROM: South Dakota Medicaid

RE: Reminder: Out-of-State Services Require Prior Authorization

South Dakota Medicaid requires prior authorization for *elective* services received outside South Dakota. Please find a few helpful reminders regarding out-of-state prior authorizations below:

- Requests for elective out-of-state services should be generated by the referring in-state physician/specialist at the time of the referral. Medical records from the visit that prompted the referral should accompany the prior authorization request form.
- Requests from the out-of-state provider will only be accepted when a recipient's care has already been established there. Requests from out-of-state providers should be accompanied by records of the recipient's most recent services there.
- Authorization requests should also include a schedule of planned care throughout the next year if more than one service is anticipated. This will decrease the number and frequency of authorizations needed.
- The division has up to 30 days to make a prior authorization determination. However, requests are generally completed earlier when sufficient documentation is received.
- Prior authorization is only required for *elective* services. Any urgent or emergent care is exempt from prior authorization requirements. Retro authorizations can be requested after the service is provided if care was suspected to be urgent/emergent at the time, but will be billed as elective.
- A list of frequently asked questions is available on our website: <http://dss.sd.gov/medicaid/generalinfo/faq.aspx#pa>

All services requiring prior authorization and the associated Prior Authorization Request Forms are located on our website: <http://dss.sd.gov/medicaid/providers/pa/>

Prior Authorization criteria and detailed instructions regarding forms and submission of prior authorization requests are located in the [Prior Authorization Manual](#).

Thank you,
South Dakota Medicaid