



South Dakota  
Department of  
**Social Services**

**DEPARTMENT OF SOCIAL SERVICES**

DIVISION OF MEDICAL SERVICES  
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December 31, 2020

**Attention:** SD Medicaid Providers

**From:** SD Medicaid Provider Enrollment

**Re:** Provider Enrollment data access

**SD Medicaid is changing how its provider enrollment data is accessed and stored.** In the coming weeks, changes will be rolled out that will provide greater stability and grant providers greater control over access to their data. Important information about what this means for providers is noted below.

A new Provider Enrollment Portal, similar to the Medicaid Portal used for claims, will be used to access provider enrollment data. An administrator account will be set-up for each BNPI. The administrator can then grant access to other users who will each have a unique user ID. All users will also be able to reset their password without SD Medicaid intervention going forward.

SD Medicaid is also focusing on minimally necessary elements in order to meet federal revalidation requirements in 2021. Providers may see a temporary reduction in the amount of data being displayed or requested in their enrollment records. Providers may also see certain license data updated on the provider's behalf.

In order for Medicaid staff to complete work in progress and migrate data from SD MEDX to the Provider Enrollment Portal, **Providers need to finish any incomplete applications or add any missing associations** between BNPI/SNPI where services have been rendered **by close of business on January 11, 2021**. From that time until the new Provider Enrollment Portal comes online in late February to early March, there will be no ability to access or modify provider data, including the submission of new applications. During this period special handling will be available when an existing EDI partnership ends, banking details change, or in situations such as a disclosable conviction or license revocation as these situations require immediate action. Additional guidance for communicating these situations with SD Medicaid will be added to the Provider Enrollment area of our website.

Things to do now:

- Login to confirm the email address on record for each BNPI (group, FAOIP, IHS/Tribal, or Regular Individual enrollment type) in steps 1 & 2 are valid.
- Finish applications for providers who have rendered services to prevent future denial for untimely application or claims.

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ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-305-9673 (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-800-305-9673 (TTY: 711).

- Add any associations for SNPIs who have rendered services to prevent future untimely claim denials.
- Account for any recent critical operational changes such as payment details, EDI changes, or ownership changes.
- Determine who the initial administrator should be for each BNPI and gather pertinent data such as name, address, and email.
- Share this information with others as needed within your organization.