



South Dakota
Department of
Social Services

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

To: Primary Care Provider (PCP) and Health Home (HH) Providers

From: South Dakota Medicaid

Date: April 27, 2021

RE: Online Provider Selection Tool for the PCP and HH Programs

Effective June 1, 2021, South Dakota Medicaid will require clinics with providers who have closed caseloads to use our secure online provider selection tool when adding a new recipient to the PCP and HH program. This easy-to-use tool is available at <https://dss.sd.gov/pcphhselection>.

The Online Provider Selection Tool allows the required approval forms/letters to be submitted securely along with the selection/change. It has several advantages for providers including eliminating the need to fax or send forms, automating the process to ensure accuracy and consistency, and safeguarding Protected Health Information.

DSS has developed a webinar and slide show to help walk you through how to use this tool. This webinar can be found under Online Selection Tool on <https://dss.sd.gov/medicaid/providers/>.

Providers may need to access the eligibility inquiry in our [Medicaid portal](#) to determine a recipient's case number. Access to the Medicaid portal must be granted by the Provider Administrator for your organization. If you are unsure of your clinic's Provider Administrator, please call 1-800-452-7691 or send an email to DSSOnlinePortal@state.sd.us.