



Care Management Series: Caseload List

Did you know that you can access claims data for each recipient on your caseload list? Each month, the Department of Social Services loads all the claims for the past month for each of the recipients on each provider's caseload list for both the Primary Care Provider Program and the Health Home Program.

The information can either be viewed or downloaded. Reports can be generated by claim type, paid date or service date, all providers in your clinic or system or one provider and by a single recipient. This information can be used to help manage the care of recipients on your caseload list particularly if they have received care elsewhere. The report should be viewed to discuss this information with the recipient at their next appointment.

Processing Claims in Data Entry

South Dakota Medicaid takes pride in prompt processing and payment of claims. However, processing paper claims requires manual entry by State staff and can take up to several weeks. To help ensure your claims process and pay promptly please submit paperless (electronic) claims whenever possible. Both Professional claims (CMS 1500) and Institutional claims (UB-04) may be submitted via the Medicaid Portal including claims with attachments.

Instructions for submitting CMS portal claims are available on our [Medicaid Provider Portal](#) webpage. Users can download and save a PDF of the submitted CMS 1500 claim on the Medicaid Portal as well.

Medicaid payment as Payment in Full

As a reminder, payment by South Dakota Medicaid along with any applicable cost sharing is considered payment in full for covered services. Providers may not seek additional compensation from family, friends, political subdivisions, or the eligible individual unless the services provided were a noncovered medical service. Additional guidance is available in the [Billing a Recipient](#) manual.

Division of Behavioral Health's "Beyond the Curtain" Webinar Series

Interested in increasing your knowledge about publicly funded Behavioral Health services? Learn more about substance Use Disorder, Mental Health Treatment, Prevention and Support Services through the Division of Behavioral Health's webinar series. You can view past webinars and register for future sessions on [DSS's website](#). CEUs are available for live webinar attendance.



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