



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](http://dss.sd.gov)

March 23, 2021

**To:** SD Medicaid Provider Enrollment Contacts

**Re:** Provider Enrollment (PE) Portal Account

The information below was shared via the Provider Enrollment listserv:

As previously shared, SD Medicaid is transitioning to a Provider Enrollment (PE) Portal. This change is expected in April and will replace SD MEDX. The PE Portal allows providers greater control over who within their organization can view and update this data. The PE Portal functions with each user having their own account based on a unique email address.

The PE Portal is separate and distinct from the Medicaid Portal used to check recipient eligibility, submit claims, and view remits. In preparing the PE Portal for provider use, we are requesting data on each of our actively enrolled billing NPIs. Billing NPIs (BNPIs) are being defined as all Type 2 (Organization) NPIs and those Type 1 (Individual) NPIs belonging to a sole practitioner who operates only under an SSN and whose NPI is populated as both rendering and billing on claims.

Please collaborate within your organization to determine who will be the listed provider administrator for each BNPI. We recommend that this initial account be an employee of the provider with the organization's email address and not an external credentialing entity. The initial provider administrator will have permission to set up additional provider administrators and provider users. Complete one form per BNPI by **March 30, 2021**. Once the PE Portal is live, the provider administrators will receive an email with their user credentials. BNPIs not responding by the deadline can request access to the PE Portal on the DSS Provider Enrollment & Maintenance website once the PE Portal is live.

[Complete Form](#)