



Provider Revalidation Webinar

Provider Revalidation Team

Ellen Blauert
Patrick Cushing
Chip Cantrell
Lori Lawson
Roxanne Weber

Agenda

- Background
- Online Revalidation Resources
- Revalidation Steps
- Documentation Requirements
- Q & A

Background

- Revalidation: 42 CFR 424.515
 - Passed as part of the Affordable Care Act
 - Applies to ALL actively enrolled providers (NPIs)
 - Providers must review and update all enrollment information on record and submit new disclosure documents
 - Associate and/or enroll any eligible servicing provider who is not currently in SD MEDX, the online enrollment system
 - Ongoing revalidation at least every 5 years

Background

➤ Revalidation Process

- DSS will send providers notices to revalidate based on phases
 - One notice includes the Domain and Username. Another notice includes the temporary Password
- Providers must click all SD MEDX steps to verify and/or update their information
 - Ownership step requires data population for all enrollment types other than servicing only providers
- Providers must send in all required documents, even if copies were sent in the past, to meet our federal compliance obligations

Background

➤ Revalidation Dates to Remember

- August 2 – Email notices with User Credentials were sent to Phase 2 providers.
 - An additional hardcopy notice was mailed on August 4th.
- September 12 – The revalidation completion due date for all revalidation pieces for Phase 2 providers. All online revalidation steps must be completed and submitted, and all documents must be received by Medicaid.

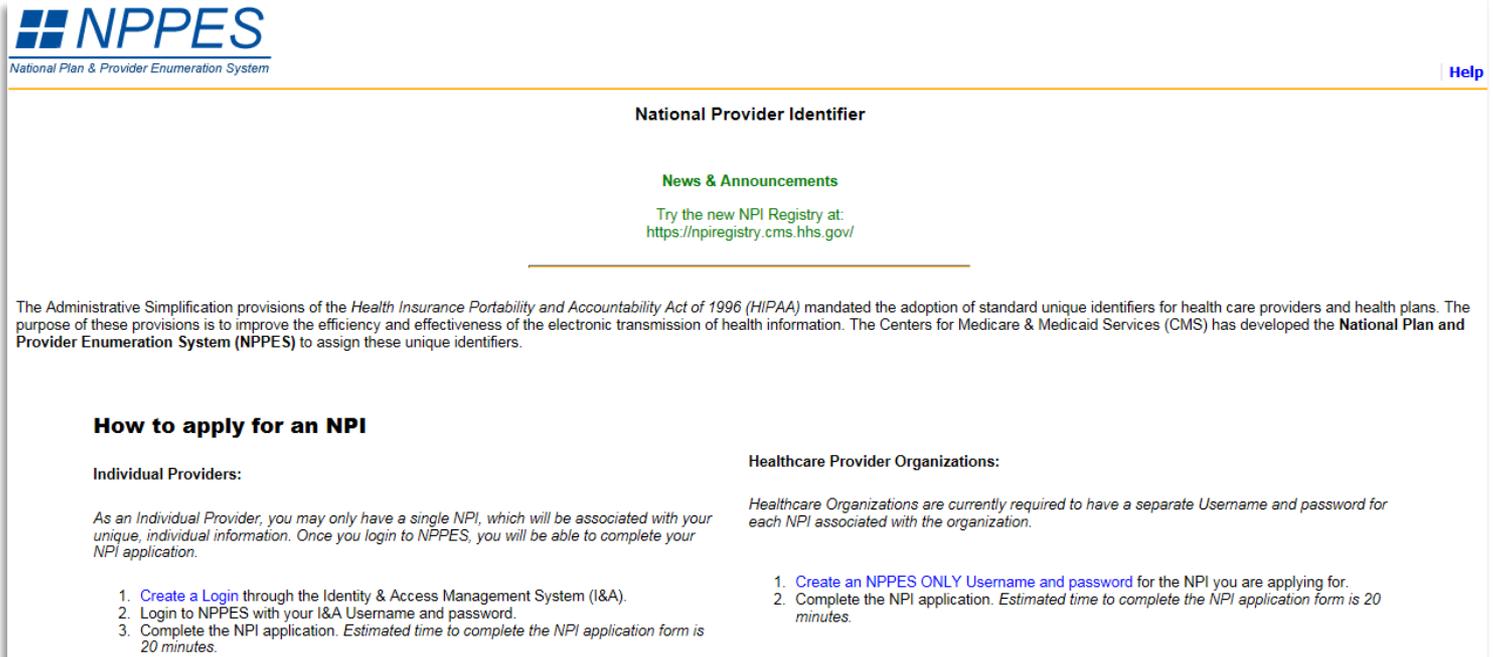
Background

- Billing versus Servicing Provider
 - Billing Provider - The entity or provider that SD Medicaid issues payment to, for example:
 - Hospital
 - Group
 - Servicing Provider - The provider who rendered the care to the patient/provided the medical service, for example:
 - Physician
 - Therapist
- New Federal requirement to enroll all Servicing Providers in SD Medicaid.
 - Each claim submitted to SD Medicaid must have a Servicing Provider NPI and a Billing Provider NPI on the claim.

Background

➤ National Provider Identifier or NPI

- a unique 10-digit identification number issued to health care providers by the Centers for Medicare and Medicaid Services
- Visit <https://nppes.cms.hhs.gov/> to apply for an NPI or to check if a provider already has an NPI



The screenshot shows the NPPES website interface. At the top left is the NPPES logo with the text "National Plan & Provider Enumeration System". At the top right is a "Help" link. The main heading is "National Provider Identifier". Below this is a "News & Announcements" section with a link to "Try the new NPI Registry at: https://npiregistry.cms.hhs.gov/". A paragraph explains that the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of standard unique identifiers for health care providers and health plans, and that the Centers for Medicare & Medicaid Services (CMS) has developed the National Plan and Provider Enumeration System (NPPES) to assign these unique identifiers. Below this is a "How to apply for an NPI" section, which is divided into "Individual Providers" and "Healthcare Provider Organizations".

NPPES
National Plan & Provider Enumeration System

Help

National Provider Identifier

News & Announcements

Try the new NPI Registry at:
<https://npiregistry.cms.hhs.gov/>

The Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* mandated the adoption of standard unique identifiers for health care providers and health plans. The purpose of these provisions is to improve the efficiency and effectiveness of the electronic transmission of health information. The Centers for Medicare & Medicaid Services (CMS) has developed the **National Plan and Provider Enumeration System (NPPES)** to assign these unique identifiers.

How to apply for an NPI

Individual Providers:

As an Individual Provider, you may only have a single NPI, which will be associated with your unique, individual information. Once you login to NPPES, you will be able to complete your NPI application.

1. [Create a Login](#) through the Identity & Access Management System (I&A).
2. Login to NPPES with your I&A Username and password.
3. Complete the NPI application. *Estimated time to complete the NPI application form is 20 minutes.*

Healthcare Provider Organizations:

Healthcare Organizations are currently required to have a separate Username and password for each NPI associated with the organization.

1. [Create an NPPES ONLY Username and password](#) for the NPI you are applying for.
2. Complete the NPI application. *Estimated time to complete the NPI application form is 20 minutes.*

Background

- Organizations have one or more **Billing (Type 2) NPI**.
- Individual servicing providers (*Ex. OTs, PTs,*) have one **Servicing (Type 1) NPI**.
- Individual providers in your organization may already have a servicing NPI. **Individual providers without a servicing NPI will need to apply for one.**
 - Each servicing NPI must be associated with your organization.

Online Revalidation Resources

- DSS Website - <http://dss.sd.gov>
- Mouse over the “Medicaid” bubble and select “Providers” (as shown by arrow below)



Online Revalidation Resources

➤ A list of links to topical pages is found for easy navigation.



The screenshot shows the DSS website header with the logo "DSS Strong Families - South Dakota's Foundation and Our Future" and a search bar. Below the header is a navigation bar with several categories: Adult Services & Aging, Behavioral Health, Child Care, Child Protection, Child Support, Economic Assistance, Medicaid, and Licensing Boards. A secondary navigation bar features circular buttons for GENERAL INFORMATION, RECIPIENTS, PROVIDERS, CONTACT US, LOGIN, and HELP. A red arrow points to the PROVIDERS button. Below the navigation bar, the PROVIDERS section is expanded, showing a list of links: APC Payment Methodology, Become a Provider, Cost Reports, Electronic Health Records, Enhanced PCP Payment Program, Frequently Asked Questions, Fee Schedules, Home and Community Based Services, Health Homes, ICD-10 Implementation, Join our Listserv, Managed Care Program, and National Correct Coding Initiative.

DSS
Strong Families - South Dakota's Foundation and Our Future

Google Custom Search

Adult Services & Aging Behavioral Health Child Care Child Protection Child Support Economic Assistance Medicaid Licensing Boards

GENERAL INFORMATION RECIPIENTS PROVIDERS CONTACT US LOGIN HELP

Providers are essential to the operation of South Dakota Medicaid. We appreciate your dedication to providing access to medically necessary care for South Dakota families. For more information on the topics listed below to find more detailed information about South Dakota Medicaid.

Claim Submission & Inquiry

Providers who have questions regarding South Dakota Medicaid claim submission requirements should refer to the provider billing manuals.

Providers can check the status of claims and inquire about claims payment calculation and other related questions by contacting the telephone service unit:

- **In-state:** 1.800.452.7691
- **Out-of-state:** 605.945.5006
- **Dental:** 1.800.627.3961

Check Payment Rates

Providers who have questions regarding allowed amounts for covered services should refer to South Dakota Medicaid's fee schedules.

Confirm Recipient Eligibility

Providers

- APC Payment Methodology
- Become a Provider
- Cost Reports
- Electronic Health Records
- Enhanced PCP Payment Program
- Frequently Asked Questions
- Fee Schedules
- Home and Community Based Services
- Health Homes
- ICD-10 Implementation
- Join our Listserv
- Managed Care Program
- National Correct Coding Initiative

Online Revalidation Resources

➤ Start by visiting the Provider Maintenance and Revalidation page

➤ <http://dss.sd.gov/providerrevalidation>

- **Out-of-state:** 605.945.5006
- **Dental:** 1.800.627.3961

Check Payment Rates

Providers who have questions regarding allowed amounts for covered services should refer to South Dakota Medicaid's fee schedules.

Confirm Recipient Eligibility

Providers may use South Dakota Medicaid's IVR to confirm recipient information.

- **In-state:** 1.800.452.7691
- **Out-of-state:** 605.945.5006

Recipient eligibility may also be accessed using a Medicaid Eligibility Verification System (MEVS) through [Emdeon](#).

Provider Enrollment

Providers who desire to participate in South Dakota Medicaid must be eligible to provide a covered service, must be an appropriately enrolled provider to receive payment, and must continue to maintain their enrollment records.

- **New Providers**
 - To determine if you are eligible to enroll or to begin the provider enrollment process, please visit [Become a Provider](#).
- **Existing Providers**
 - Actively enrolled providers are required to update and maintain their enrollment record including items such as change of address, ownership, licensure expiration, banking information and begin and end dates of rendering providers within the organization.
 - **Note:** Do NOT delay in updating end dates for servicing providers because you have outstanding claims. SD Medicaid uses date of service in determining whether a provider is eligible for payment.
 - Please [Login](#). Documentation to support updates/changes that do not require a signature can be faxed to 605.773.8520 or emailed to SDMEDXGeneral@state.sd.us. The applicable NPI must be included on all information sent.

- Fee Schedules
- Home and Community Based Services
- Health Homes
- ICD-10 Implementation
- Join our Listserv
- Managed Care Program
- National Correct Coding Initiative
- Pharmacy
- Phone Listing
- Prior Authorization
- Provider Communication
- Provider Forms
- Provider Maintenance and Revalidation
- Provider Manuals
- SD MEDX Training
- Track Enrollment Application
- Well Child Care (EPSDT)

Other Resources

- Administrative Rules of South Dakota
- CMS
- Delta Dental
- South Dakota Codified Law
- Report Medicaid Fraud

Online Revalidation Resources

- Includes revalidation checklists and links to updated documentation



Provider Maintenance and Revalidation

Provider Maintenance

It is the provider's responsibility to ensure that their online enrollment record with SD Medicaid reflects their current business operations including who is providing services and noting their current locations and licensure. All updates to a provider enrollment record are initiated by logging in to the online enrollment record. Utilize the [training materials](#) to assist in navigating the online enrollment system as well as the documents below which guide you through the most common provider record updates. Please print these off before you begin or refer back to them as necessary.

Remember to submit your changes.

- Click on the last step of your enrollment record to find and click on the "Submit" button when you are done with each round of updates.
- If you are making updates to servicing individual records you need to click "Submit" for each individual's record prior to clicking submit for the Group, FAOIP, or Tribal/IHS record.
- Failure to click "submit" will result in the State not being aware of your desired changes.
- [Update Address](#)
- [Update License Information](#)
- [Add Servicing Provider](#)
- [End date Servicing Provider](#)

Providers

- APC Payment Methodology
- Become a Provider
- Cost Reports
- Electronic Health Records
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- Pharmacy

Online Revalidation Resources

➤ The “Requirements” section is a good starting point

Requirements

The following information is intended to assist providers in knowing what actions are required during revalidation. If a provider is deemed to be a moderate or high level risk, additional paperwork may be requested by SD Medicaid or an unannounced site visit on behalf of SD Medicaid may be required prior to approval of the revalidation records.

- Servicing Individuals (enrollment type)
 - [Revalidation Checklist](#)
 - Access to a servicing individual record is through the associated Group, FAOIP, Tribal/IHS, or Regular Individual records.
 - All associated billing NPIs must be listed with the appropriate working locations listed as “yes”
 - Paperwork
 - [Provider Agreement](#)
 - [Supplement Disclosure for Servicing](#)
 - [PCP Addendum](#)
 - Only for MD and DO’s located in SD, SD border + 50, or Bismarck, ND with desire to be in PCP program and specialties listed on form
 - [Mental Health Addendum](#) (behavioral health providers only)
- Regular Individuals (enrollment type)
 - [Revalidation Checklist](#)
 - Requires payments to be reported under SSN and claims billed with only a type 1 NPI. If operations are being done under a FEIN, use of a type 2 NPI enrolled as a Group and a type 1 NPI enrolled as a servicing individual be used.
 - Email SDMEDXGeneral@state.sd.us advising us if you need to change

Login to SD MEDX

➤ Clicking the orange bubble titled “Login” will take you to the logon page.



Provider Maintenance and Revalidation

Provider Maintenance

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- Failure to click "submit" will result in the State not being aware of your desired changes.

- [Update Address](#)
- [Update License Information](#)
- [Add Servicing Provider](#)
- [End date Servicing Provider](#)

Providers

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Revalidation Steps

➤ Overview

- Login to SD MEDX online enrollment record to complete verification and update of all records
- Required documentation must be received by 9/12
- Items to note:
 - Ownership & Managing Employee data must be added on all records except servicing only records
 - All servicing provider records must be revalidated or have an association end date populated
 - No Trading Partner Agreements except for billing agents or clearinghouses. Language in Provider Agreement
 - Supplemental disclosure documentation for each NPI
 - PCP Addendums at servicing provider level
 - Remit method now required.

Revalidation Steps

1. Create a list of all eligible servicing providers employed by your organization.
2. Log onto the SD MEDX system with your organization credentials.
 - Update/Verify all required information including servicing individuals
 - Export a list of servicing providers from the Servicing Provider Information step using “save to xls”
 - Compare SD MEDX list to internal list in #1 to identify differences
 - Add, update, or complete application as required

Revalidation Steps

3. Complete and send all required documents, including:
 - Provider Agreement (all NPI)
 - Supplemental Disclosure Form (all NPI)
 - Required Addendum(s) (situational)
 - Letter from financial institution validating payment details (all organization NPI)
 - Licenses and certifications (situational)
4. Ensure continued update and maintenance of provider records post-revalidation.

Login to SD MEDX

- Use the supplied Domain, Username, and Password (unless changed after 6/22)

DSS Strong Families - South Dakota's Foundation and Our Future

Adult Services & Aging Behavioral Health Child Care Child Protection Child Support Economic Assistance Medicaid Licensing Boards

Log-in to SD MEDX

IMPORTANT:

- Before you begin the log-in process, please take some time to review the [Computer Based Training](#) modules. Information is available specific to your enrollment type and will be of added value to you prior to enrolling in the system.

LOGGING IN:

To access provider specific information, you must enter your Domain, Username and Password. If you do not have Domain, Username and Password or have forgotten your password, please contact the Provider Response Team at 1-866-718-0084 or send request via email at SDMEDXsecurity@state.sd.us.

Help
Frequently Asked Questions

Other Resources
Administrative Rules of South Dakota
South Dakota Codified Law
Report Medicaid Fraud

Domain
Username
Password
Forgot password? Login

Login to SD MEDX

- Change your password and save (floppy disk icon) when complete

The screenshot shows a web browser window with the URL <https://sdmedx.sd.gov/SDMEDX-APP/CHANGE>. The page title is "SD MEDX". The browser tabs show "Change Password" and "Department of Social Services". The page content includes a "Change Password" form with the following fields:

- New Password: [password field]
- Confirm New Password: [password field]
- User Secret Question 1: [dropdown menu]
- Answer 1: [text field]
- User Secret Question 2: [dropdown menu]
- Answer 2: [text field]
- User Secret Question 3: [dropdown menu]
- Answer 3: [text field]

A red arrow points to a floppy disk icon in the top left corner of the form area.

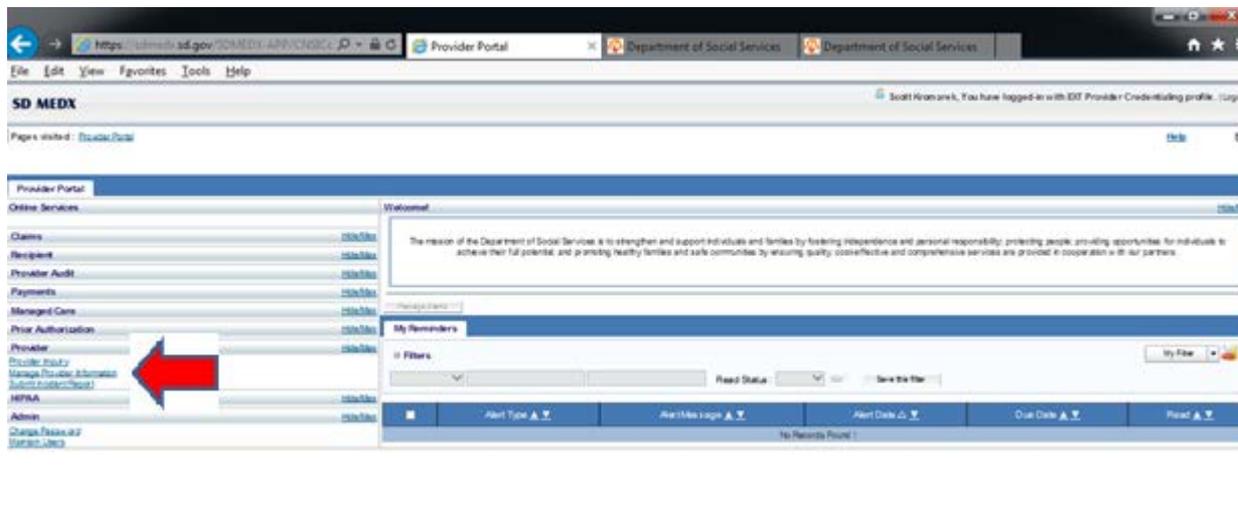
Login to SD MEDX

- Select “Go” after EXT Provider Credentialing is displayed.



Login to SD MEDX

- Select “Manage Provider Information” under the “Provider” section.



Revalidation in SD MEDX

- A list of steps, which may vary based on the provider specifics, will be displayed.
- Use the appropriate Revalidation Checklist on the Provider Maintenance and Revalidation web page to assist in completion.

SD MEDX Patrick Cushing, You have logged-in with Super Administrator profile. | Logout

My Inbox Admin **Provider** Claims Reference Recipient TPR Drug Rebate Rate Setting PA Managed Care Financials Case Management

Pages visited : [My Inbox](#) / [Provider List](#) / [FAQ/ Modification](#) [Help](#)

View/Update Provider Data - Facility/Agency/Organization/Institution/Pharmacy: SD MEDX ID/NPI : / Name: test provider

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution/Pharmacy). In order to finalize submission of your requested changes, you must complete the Step - Submit Modification Request for Review.

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/>	Step 1: Basic Information	Required	08/16/2011	08/16/2011	Complete		
<input type="checkbox"/>	Step 2: Locations	Required	08/16/2011	08/16/2011	Complete		
<input type="checkbox"/>	Step 3: Specializations	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 4: Ownership Details	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 5: Licenses and Certifications	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 6: Identifiers	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 7: Indicators	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 8: Malpractice Insurance Information	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 9: Federal Tax Details	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 10: Claim Submission Method	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 11: EDI Billing Software Details	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 12: EDI Submitter Details	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 13: EDI Contact Information	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 14: Servicing Provider Information	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 15: Payment Details	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 16: View/Upload Attachments	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/>	Step 17: Submit Modification for Review	Required	08/16/2011	08/16/2011	Incomplete		

<< Prev Viewing Page 1 Next >> 1 Go Page Count: SaveToXLS

Revalidation in SD MEDX

- Under the Basic Information Step.
 - Ensure legal name as recognized by the IRS is correct and free from error.
 - Confirm Organization Business Name (aka dba) is correct . Exclude “dba”
 - Include contact’s email address. This is who SD Medicaid will communicate with for enrollment purposes and is the only person who can request user credentials

Provider Details

Organization Name:	<input type="text"/>	(as shown on Income Tax Return) *	FEIN:	<input type="text"/>	*
Organization Business Name:	<input type="text" value="test provider"/>	X *			
NPI:	<input type="text"/>				
W-9 Entity Type:	<input type="text" value="Corporation"/>	▼ *	W-9 Entity Type (If Other):	<input type="text"/>	
Other Organizational Information:	<input type="text" value="--SELECT--"/>	▼	Email Address:	<input type="text" value="test@test.org"/>	*
Enrollment Request Date:	<input type="text" value="08/01/2011"/>				
Status:	Approved				

OK Cancel

Revalidation in SD MEDX

- Under the Location Step:

- This is a detailed view of location details. Verify & update that the contact info, including email address is current.
- Five address types must be updated/validated to complete the step: Base (physical), Servicing (physical), Pay-To (where remits mailed), Mailing, Prior Authorization

The screenshot displays the SD MEDX web interface. At the top, the user is logged in as Patrick Cushing with Super Administrator profile. The navigation menu includes My Inbox, Admin, Provider (selected), Claims, Reference, Recipient, TPR, Drug Rebate, Rate Setting, PA, Managed Care, Financials, and Case Management. The breadcrumb trail shows: My Inbox / Provider List / FAOI Modification / Location List / Manage Location. The main content area is titled 'Location Details' and shows the SD MEDX ID/NPI and Name: test provider. The form contains the following fields:

Location Business Name: test location *	Location Code: 00	Location Type: Base Location
Contact First Name: jonny *	Contact Last Name: Smith *	Accept New Recipient: No *
Phone Number: (605) 555-1212 *	Fax Number:	Email Address:
Cell Phone Number:	Office Hours:	Other Office Hours:
Web Page:	Language(s) Spoken: Amharic - Ethiopian, Arabic, Bosnian	Communication Preference: Standard Mail *
Do you have Malpractice Insurance at this location?: No *	VFC Provider: No *	Do you see patients at this location?: Yes *
PCP at this location: No *	Business Status: Active/Open	Start Date: 08/01/2011
System Status: Approved	Start Date: 08/01/2011	End Date: 12/31/2999

The 'Facility Details' section below includes:

State Facility Id:	Accreditation: No	Fiscal Year End Date: 12/31 *
Licensed Medicaid Bed(s):	Licensed Medicare Bed(s):	Licensed Medicaid/Medicare Bed(s): (Dual Certified)
Ventilator Dependent Unit(s):	Swing Bed(s):	Acute Care Bed(s):

Revalidation in SD MEDX

- Under the Specialization Step:
 - Capture the different types of specializations/services you will provide.
 - Utilize the box next to listed items and the “update” button to change end dates.
 - Group enrollments should only use 193200000X or 193400000X.
 - FAOIP enrollments may not use 193200000X or 193400000X. Contact SD Medicaid if you are enrolled incorrectly.

SD MEDX Patrick Cushing, You have logged-in with Super Administrator profile. | Logout

My Inbox Admin **Provider** Claims Reference Recipient TPR Drug Rebate Rate Setting PA Managed Care Financials Case Management

Pages visited : [MyInbox/](#) [Provider List/](#) [FAOI Modification/](#) [Specialty List](#) [Help](#)

Specialty/Subspecialty List: SD MEDX ID/NPI : / Name: test provider

Filters

- - -

Active

<input type="checkbox"/>	Specialty/Subspecialty ▲▼	Provider Type ▲▼	Administration ▲▼	Start Date ▲▼	End Date ▲▼	Operational Status ▲▼	Status ▲▼	Inactivation Date ▲▼	End Reason ▲▼	Location Code ▲▼	Location Name ▲▼
<input type="checkbox"/>	34-Single Specialty/00000-Single Specialty	19-Group	SDMA	08/01/2011	12/31/2999	Active	Approved			00	test location

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Revalidation in SD MEDX

- Under the Ownership Details Step:
 - Populate owners & managing employee data as federally required.
 - Owner type: Organization – use with FEIN. Individual – must use a SSN.
 - Employee List – Use the “add” button to enter managing employees, their SSN, and their status. Select “managing non-convicted” unless health care related civil or criminal conviction.
 - **Be aware that any Board of Directors are deemed to meet the federal definition and must be listed.** Providers enrolled with Medicare and Medicaid should have matching information.

The screenshot displays the SD MEDX interface for a provider's ownership details. The top navigation bar includes 'My Inbox', 'Admin', 'Provider', 'Claims', 'Reference', 'Recipient', 'TPR', 'Drug Rebate', 'Rate Setting', 'PA', 'Managed Care', 'Financials', and 'Case Management'. The user is identified as Patrick Cushing, logged in with a Super Administrator profile. The page title is 'Ownership Details' and the provider name is 'test provider'. The 'Owners List' section has an 'Add' button highlighted with a red arrow. Below it is a filter section with 'Go' and 'Save this filter' buttons. The table below shows 'No Records Found!'. The 'Operators List' section also has an 'Add Operator' button. The 'Employees List' section has an 'Add' button highlighted with a red arrow. Below it is another filter section with 'Go' and 'Save this filter' buttons.

Revalidation in SD MEDX

- Under the Federal Tax Details Step:
 - Grayed out information is due to information from step 1 (Provider Basic Information) being automatically populated.
 - Populate the appropriate address.

SD MEDX Patrick Cushing, You have logged-in with Super Administrator profile. | Logout

My Inbox Admin **Provider** Claims Reference Recipient TPR Drug Rebate Rate Setting PA Managed Care Financials Case Management

Pages visited : [MyInbox/](#) [Provider List/](#) [FAOI Modification/](#) [Federal Tax List](#) [Help](#)

Federal Tax Details: SD MEDX ID/NPI : 2002512 / Name: test provider

Filters

-

IRS Form W-9 information is required for all Providers. Please ensure that your Form W-9 information is accurate by clicking on the hyperlink below.

<input type="checkbox"/>	Federal Tax Form ▲▼	Start Date ▲▼	End Date ▲▼	Status ▲▼	Operational Status ▲▼	Inactivation Date ▲▼
<input type="checkbox"/>	W-9 Form	05/07/2012	12/31/2999	Approved	Active	
<input type="checkbox"/>	W-9 Form	01/01/1979	05/06/2012	Approved	Active	

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Revalidation in SD MEDX

- Under the Claim Submission Method Step:
 - Step Instructions have changed – refer to the Revalidation Checklist for detailed assistance and talk to your billing area prior to updating this portion.
 - Web batch = Provider sends/receives electronic transactions without assistance of other entities
 - Billing agent/clearinghouse = Provider utilizes another entity to send/receive electronic transactions
 - Direct data entry = Paper. The State currently has no direct data entry option. All providers can submit paper regardless of whether this is selected.
 - Paper remits - If a provider wants paper remits direct data entry MUST be populated.
 - Electronic remits only - If only electronic remits (835s) are desired (based on ability to send/receive electronic transactions) – do NOT select “direct data entry.”
 - Paper & electronic remits – Select “direct data entry” and either “web batch” or “billing agent/clearinghouse.”

Revalidation in SD MEDX

- Under the EDI Submitter Details Step:
 - Required when a billing agent/clearinghouse claims method is selected.
 - Populate the billing agent/clearinghouse's seven-digit SD MEDX ID starting with a "2" & which transactions you authorize them to be involved in.
 - **Note:** Multiple billing agents/clearinghouses can be listed if they perform different functions, but a transaction (ex: 835) can only be listed once.

The screenshot displays the SD MEDX web application interface. At the top, the user is logged in as Patrick Cushing, a Provider Enrollment Supervisor. The navigation menu includes options like My Inbox, Admin, Provider, Claims, Reference, Recipient, TPR, Drug Rebate, Rate Setting, PA, Managed Care, Financials, and Case Management. The current page is titled "Billing Agent/Clearinghouse/Submitter List" and shows details for a provider with SD MEDX ID/NPI: 2002512 / 1457650855 and Name: test provider. There is an "Add" button and a "Filters" section with input fields for Date, SD MEDX ID, and Status, along with an "Active" dropdown and a "Go" button. Below the filters is a table header with columns: SD MEDX ID, Billing Agent/Clearinghouse, Operational Status, Auth Transaction Responses, Start Date, End Date, Status, and Inactivation Date. The table currently displays "No Records Found!".

Revalidation in SD MEDX

- Under the EDI Contact Information Step:
 - Required when “web batch” is selected in claims submission method.
 - Must note which transactions the provider is capable of sending/receiving.

The screenshot displays the SD MEDX web interface. At the top, the user is logged in as Patrick Cushing, a Provider Enrollment Supervisor. The navigation menu includes options like My Inbox, Admin, Provider, Claims, Reference, Recipient, TPR, Drug Rebate, Rate Setting, PA, Managed Care, Financials, and Case Management. The current page is 'Provider List', and the breadcrumb trail shows 'My Inbox / Provider List / FAOI Modification / Billing Software List'. The main content area is titled 'EDI Billing Software Information' and shows 'SD MEDX ID/NPI : 2002512 / 1457650855' and 'Name: test provider'. There is an 'Add' button and a 'Filters' section with a dropdown menu. The filter dropdown is open, listing 'End Date', 'Software Name', 'Software Vendor Name', 'Software Version', 'Status', 'Vendor Contact Name', and 'Vendor Contact Phone Number'. Below the filters, there are input fields for date ranges and a 'Go' button. The table below the filters is empty, displaying 'No Records Found!'. The table headers are 'Software Version', 'Software Vendor Name', 'Vendor Contact Title', 'Vendor Contact Name', 'Vendor Contact Phone Number', 'Start Date', 'End Date', and 'Status'.

Revalidation in SD MEDX

- Under the Servicing Provider Step:
 - Where all individual providers that render/bill professional services are listed.
 - If individuals are already listed:
 - Click on the SD MEDX ID to ensure that all relevant locations for a given billing NPI are captured. Providers no longer at a location must have end dates populated.
 - Click on the name of the individual provider to enter their record and review their record to revalidate them. **Steps of particular importance include:**
 - **Step 1** –Basic Info: Confirm provider’s name including middle name/initial, SSN, date of birth, and contact’s email address
 - **Step 3** – Licensure: Ensure correct license # and current expiration. Select box to left of data and then “update” button if changes are needed. Data will be displayed and can be typed over.
 - **Step 4** – Specialization: Confirm accuracy and ongoing end date = 12/31/2999
 - **Step 15** – Billing Provider Detail. The billing provider’s NPI & location(s) should be listed and have start dates and end dates (use 12/31/2999 if individual still with provider or last day if no longer there).
 - **Step 17** – Submit Modification. Submit changes when complete. A pop-up box will indicate the modification was submitted for State review. You will be navigated back to the “Manage Provider” page. Repeat until all servicing provider records have been reviewed and submitted to the State.

Revalidation in SD MEDX

- Servicing Provider Step:
 - All current and historical providers are listed with their period of activity (active status).
 - Use triangles to sort by end date or other values to assist in viewing
 - Use “save to XLS” button to save your providers into Excel and compare to your eligible to enroll employee list.

The screenshot displays the SD MEDX web application interface. At the top, the user is logged in as Patrick Cushing, a Provider Enrollment Supervisor. The navigation menu includes options like My Inbox, Admin, Provider (selected), Claims, Reference, Recipient, TPR, Drug Rebate, Rate Setting, PA, Managed Care, Financials, and Case Management. The breadcrumb trail shows the path: My Inbox / Provider List / EAQI Modification / Servicing Provider List. The main content area is titled "Servicing Provider List" and shows details for a specific provider: SD MEDX ID/NPI: 2002512 / 1457650855, Name: test provider. There is an "Add" button with a red minus sign. Below this is a "Filters" section with a dropdown menu currently open, listing filterable fields: SD MEDX ID, Servicing Provider NPI, Servicing Provider Name, Start Date, and Status. The filter criteria are represented by empty input fields and dropdown menus. A "Save this filter" button is also present. At the bottom of the filter section, there is a table header with columns for Servicing Provider Name, Servicing Provider NPI, Start Date, End Date, Status, Operational Status, and Inactivation Date, each with an up/down arrow for sorting. The table body is currently empty, displaying "No Records Found!".

Revalidation in SD MEDX

- Servicing Provider Step:

- If individuals are NOT listed: Click the “add” button in the upper left corner. A new page titled “Add Servicing” will be displayed.
- Enter the provider’s individual NPI number, a start date (when they began with the billing NPI) and select “confirm provider.”

Add Servicing Provider

Provide Servicing Provider ID Details.

SD MEDX ID / NPI: *

Provider Name:

Start Date: * End Date:

Working Location

Location Name	Location Address	Practicing Location	Start Date	End Date
No Records Found!				

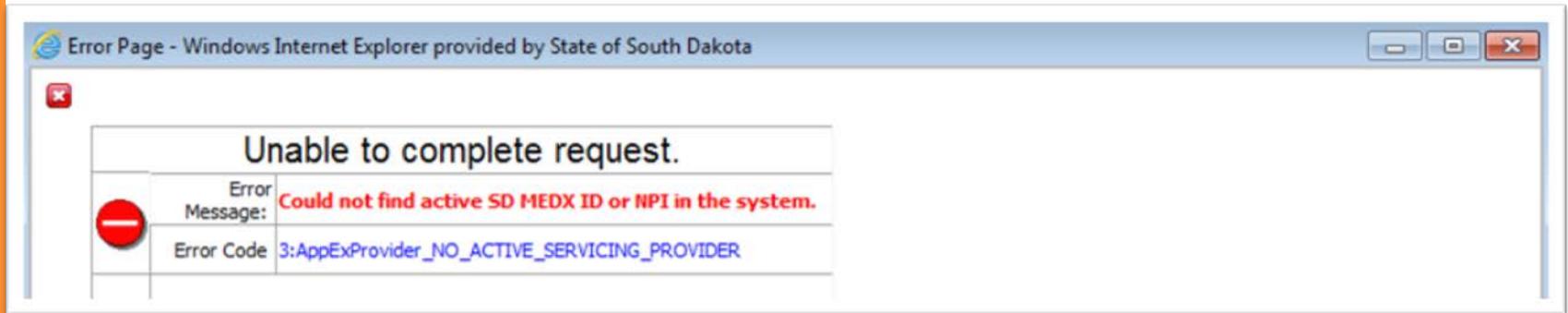
PCP Location

Location Name	Location Address	PCP Option	Start Date	End Date
No Records Found!				

Confirm Provider OK Cancel

Revalidation in SD MEDX

- Servicing Provider Step:
 - If the provider is not known to SD Medicaid, you will receive error message shown here. A new enrollment application must be completed from the DSS website.
 - Refer to the Individual Servicing Provider online application on the Provider Enrollment page for instructions to assist in the completion of a new application.



Revalidation in SD MEDX

- Servicing Provider Step:
 - If the individual is actively enrolled with SD Medicaid, their info will display on a page titled “Manage Servicing Provider.”
 - Populate practicing location(s) drop down box to reflect “yes” and their start date at the provider’s working address/location(s) and select “OK.” Leave end date blank if the provider continues to be at the location.
- Populate the PCP Location area only as it applies. Refer to PCP Addendum and Individual Checklists for more information.

The screenshot displays the 'Manage Servicing Provider' page in the SD MEDX system. At the top, there is a navigation bar with tabs for 'My View', 'Admin', 'Provider', 'Claims', 'Reference', 'Receipts', 'TMS', 'Drug Release', 'Rate Setting', 'RA', 'Managed Care', 'Financials', and 'Case Management'. Below the navigation bar, the page title is 'Manage Servicing Provider'. The main content area shows provider information: 'SD MEDX ID (NPI)', 'Provider Name', 'Status: Approved', and 'Start Date: 05/11/2018'. Below this, there are two tables. The first table is titled 'Working Location' and has columns for 'Location Name', 'Location Address', 'Practicing Location', 'Start Date', and 'End Date'. The 'Practicing Location' column has a dropdown menu set to 'Yes', and the 'Start Date' column has a date field. Two orange arrows point to these fields. The second table is titled 'PCP Location' and has columns for 'Location Name', 'Location Address', 'Status', 'PCP Option', 'Start Date', and 'End Date'. The 'PCP Option' column has a dropdown menu set to 'Yes'.

Revalidation in SD MEDX

- Servicing Provider Step:
 - Once all updates to the provider and associated individual providers have been completed, you must submit them. A “final submission” page will display and you must select “Submit Provider Modification” at the top of this page.

SD MEDX

My Inbox Admin **Provider** Claims Reference Recipient TPR Drug Rebate Rate Setting PA Managed Care Financials Case Management

Pages visited : MyInbox/ Provider List/ FAOI Modification

Undo Update

View/Update Provider Data - Facility/Agency/Organization/Institution/Pharmacy: SD MEDX ID/NPI : / Name: test provider

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution/Pharmacy). In order to finalize submission of your requested changes, you must complete the Step - Submit Modification Request for Review.

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Basic Information	Required	08/16/2011	08/16/2011	Complete		
<input type="checkbox"/> Step 2: Locations	Required	08/16/2011	08/16/2011	Complete		
<input type="checkbox"/> Step 3: Specializations	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 4: Ownership Details	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 5: Licenses and Certifications	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 6: Identifiers	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 7: Indicators	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 8: Malpractice Insurance Information	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 9: Federal Tax Details	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 10: Claim Submission Method	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 11: EDI Billing Software Details	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 12: EDI Submitter Details	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 13: EDI Contact Information	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 14: Servicing Provider Information	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 15: Payment Details	Required	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 16: View/Upload Attachments	Optional	08/16/2011	08/16/2011	Incomplete		
<input type="checkbox"/> Step 17: Submit Modification for Review		08/16/2011	08/16/2011	Incomplete		

<< Prev Viewing Page 1 Next >> 1 Go SaveToXLS

Revalidation Steps

➤ Provider Agreement

- All enrolled NPIs must complete and submit a Provider Agreement.
 - For example: If you are revalidating one billing NPI with 9 associated individuals, you will complete a total of 10 agreements unless the individuals have already submitted an agreement during this revalidation period.
- In cases where there are multiple billing NPI for a larger health care system or organization, you should attempt to coordinate efforts to prevent duplication of efforts in making system updates and gathering paperwork.

TO BE COMPLETED BY PROVIDER

I declare and affirm under the penalties of perjury that this Agreement has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further declare and affirm under the penalties of perjury that any claim to be submitted pursuant to this Agreement will be examined by me, and to the best of my knowledge and belief, will be in all things true and correct.

PROVIDER NAME: _____
(Legal Name of Individual Provider for Individual Enrollments or Legal Name of Organization for Other Enrollment Types)

BY: _____
Authorized Signature (Must be Provider for Individual Enrollments)

DATE: _____

NAME: _____
(Printed Name of Signatory)

APPLICATION ID: _____
(Complete only if new application submitted)

SERVICING NPI: _____
(Only applies if Agreement for individual enrollment type)

BILLING NPI: _____

(Multiple Billing NPI fields are only acceptable when Agreement is for individual enrollment type)

Documentation Requirements

- All Documents must be emailed, faxed, or mailed to Medicaid.
 - The upload option indicated in the system is not available.
 - SD no longer requires “wet ink” signatures on the provider agreement.
 - Go to the website for current document versions.
 - Documents must be sent even if they have been sent previously; this revalidation is federally mandated.

Documentation Requirements

- Where to Send Documents
 - Refer to instructions on Coversheet (web)
 - Email: SDMEDXGeneral@state.sd.us
 - Fax: 605-773-8520
 - Mail to physical location:
DSS- MEDICAL SERVICES- PE
700 GOVERNORS DRIVE
PIERRE, SD 57501-2291

Q & A

- Contacts for Revalidation Questions
 - General questions about documents and provider revalidation
 - 866-718-0084; leave message if busy
 - SDMEDXGeneral@state.sd.us
 - User credentials or password resets
 - sdmedxsecurity@state.sd.us
 - More specific questions will be elevated as needed.