Instructions for Adding or Modifying Electronic HIPAA Transactions (Self-submitter)

Self-submitter means that the submission/receipt of electronic data is sent/received directly from the enrolled provider. Providers who have prepare the data, but have the data sent by another entity need to refer to "Instructions for Adding or Modifying Electronic HIPAA Transactions (Through 3rd Party)"

- Login to your SD MEDX provider record at https://dss.sd.gov/sdmedx/login/login.aspx
  - Go to the "Claim Submission Method" step.
    - Click on the listed EDI Submission method (underlined in blue)
      - Make sure that "FTP Secured Batch" or "Web Batch" is marked if your organization is going to send/receive HIPAA transactions directly with SD Medicaid.
    - Go to "EDI Contact Information" step.
      - Populate the necessary information including the transactions that you can send/receive.
  - Ensure that the rest of your provider record with SD Medicaid is current. Common areas requiring updates include:
    - Populating managing employees under the "Ownership" step and area called "Employee List,"
    - Updating end dates for "Licenses and Certifications" step
    - Updating end dates for "Specializations" step
    - Updating "Servicing Provider Information" to include:
      - Location(s) worked by clicking on the SD MEDX ID next to the provider name
      - Click on the provider's name (underlined in blue, takes you into their record) and noting location(s) worked under "Billing Provider Information" and updating end dates for "Licenses and Certifications" and "Specializations".
    - *Note:* Failure to update your record in its entirety may result in you modification request being rejected.

  - When all updates are made, click on "submit" in the last step (both in the servicing records and entity records, as applicable) so changes are sent to SD Medicaid for approval.
  - If you do not already have a Trading Partner Agreement on file with SD Medicaid, you will need to sign and mail a copy to SD DSS - Medical Provider Enrollment. A copy can be found at https://dss.sd.gov/sdmedx/docs/providers/TradingPartnerAgreement.pdf.
  - You may check the status of your SD Medicaid record modification by logging into your record. If the modification has not been approved, you will be advised that you may only read the record as it is under State review.