After logging in and selecting “Manage Provider Information” from the Provider Portal, you will be taken to the Business Process Wizard.

Select Step 14: Servicing Provider Information
To associate a new servicing provider, click on the add button.

To identify the working locations and PCP locations, click on these links.

To re-enroll the servicing providers, click on these hyperlinks.

Providers that practice within the Group or Facility but do not appear on the screen can be added. If the provider has a record existing in SD MEDX, the provider can be added by clicking on the Add button and entering the required information.

VERY IMPORTANT
If a Servicing Provider does not have a record in SD MEDX, the provider will need to be added by initiating a new enrollment through the SDMEDX website, Become a Provider link. During the application process, the provider will be associated to the Group or Facility. When the Servicing provider has been entered and approved by the Department of Social Services, they can then be associated through the Group or Facility record. The Group or Facility will then be able to view and make modifications to the Servicing provider record.
If the servicing provider has been enrolled in SD MEDX, input the "SD MEDX ID" or "NPI" and "Start Date" and click on the "Confirm Provider" button.

The servicing (working and PCP) locations will appear.
Adding/Updating Servicing Provider Information

If this is an existing provider, all locations for this Group or Facility will appear in the tables.

Select the Practicing locations in the Working Location table and enter the start date for each location.
After the Practicing Locations have been selected, document the locations where the provider is a Primary Care Physician (PCP) if applicable. After selecting the PCP option, enter the start date. If this provider is not a PCP, you can skip this process and click on the OK button.
Adding/Updating Servicing Provider Information

### Working Location

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Location Address</th>
<th>Practicing Location</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones Group East</td>
<td>220 West 10th St, Sioux Falls, South Dakota 57104</td>
<td>Yes</td>
<td>04/19/2010</td>
<td></td>
</tr>
<tr>
<td>Jones Group West</td>
<td>700 9th st, RAPID CITY, SOUTH DAKOTA 57701</td>
<td>Yes</td>
<td>04/19/2010</td>
<td></td>
</tr>
<tr>
<td>Robert I Jones</td>
<td>200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104</td>
<td>Yes</td>
<td>04/19/2010</td>
<td></td>
</tr>
</tbody>
</table>

### PCP Location

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Location Address</th>
<th>PCP Option</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones Group East</td>
<td>220 West 10th St, Sioux Falls, South Dakota 57104</td>
<td>Accepting New Patients</td>
<td>04/19/2010</td>
<td></td>
</tr>
<tr>
<td>Jones Group West</td>
<td>700 9th st, RAPID CITY, SOUTH DAKOTA 57701</td>
<td>Not Accepting New Patients</td>
<td>04/19/2010</td>
<td></td>
</tr>
<tr>
<td>Robert I Jones</td>
<td>200 W 10th St, Sioux Falls, SOUTH DAKOTA 57104</td>
<td>Not Accepting New Patients</td>
<td>04/19/2010</td>
<td></td>
</tr>
</tbody>
</table>

Click the OK button when complete.
Adding/Updating Servicing Provider Information

To re-enroll or make updates to the servicing providers, click on these hyperlinks.

After associating a Servicing Provider you will be able to access that Provider's information by clicking on the Servicing Provider Name. This will open that Provider's Business Process Wizard and allow you to verify their information. When the Servicing Provider license expires, the licenses will be maintained here. Review the Computer Based Training for Individuals (Servicing Only) Provider for more information regarding the steps to complete that process.

To exit, click on the red "X" button on the left to return to the Group or FAOIP Business Process Wizard.
When returning to the Business Process Wizard of the Group or FAOIP, you will need to submit the Group or FAOIP record by selecting Step 17: Submit Modification for Review.
Click on the button “Submit Provider Modification.”
To identify the working locations and PCP locations, Click on these links.

To access the Managed Care status and the working locations of the Servicing Providers at anytime, click on the SD MEDX ID.

**VERY IMPORTANT**
Please keep the Managed Care status of the Servicing providers updated.

To add a new Servicing Provider that does not exist in SD MEDX, Review the Computer Based Training for New Enrollment - Individual (Servicing Only) Provider.

To exit, click on the red "X" button.