

MEDICAID SOUTH DAKOTA (MCDSD) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [Provider Enrollment: New Providers](#)
 - Skip this step if you're already enrolled and have completed the required Provider Agreements
- Access your [SD MEDX](#) account
 - Go to **Claim Submission Method** and indicate **Billing Agent/Clearinghouse**
 - Go to **EDI Submitter Details** and enter **2000037** (OA's 7-digit SD MEDX ID)
 - You have the ability to activate **837P**, **835**, and **277U** transactions (via OA)
 - Ensure the rest of your information is current before submitting the request
 - Click on **Submit**

WHERE SHOULD I SEND THE FORM(S)?

- New provider enrollment is a mix of online enrollment and faxing/mailing of the agreement(s)
- SD MEDX updates are completed online

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Approximately 7-10 business days

HOW DO I CHECK STATUS?

- To check the status of your enrollment, log into your SD MEDX account and verify your modifications were approved.
- Once you receive confirmation that you've been linked to Office Ally for **837P** transactions, to complete your enrollment follow instructions on the "Note to My Clients Plus Users" page and FAX info requested. We will forward to our clearinghouse and notify you by email when your registration is complete.

Note to My Clients Plus Users:

Once you have confirmed with the Insurance Payer your Billing NPI/ Provider Number is linked to Office Ally, please fax the following information to 888-653-7115.

- **Please label with “My Clients Plus” on top**
- **Provider/Practice Name as pre-enrolled with the Insurance Payer**
- **Fed Tax ID**
- **Billing NPI**
- **Insurance Payer (including state if BCBS, Medicare or Medicaid).**
- **The statement “I have verified my provider ID has been linked to Office Ally with the Insurance Payer”.**
- **Provider email address where you can be notified of setup completion.**
- **For EDISS or Noridian Pre-Enrollments Please Also Include:
Providers Submitter Number**

REVISED 9/29/16