



South Dakota  
Department of  
**Social Services**

**DEPARTMENT OF SOCIAL SERVICES**

DIVISION OF MEDICAL SERVICES  
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**Checklist for Community Health Worker (CHW) Provider Enrollment**

The following checklist is intended to assist CHW agencies with completing the Medicaid provider enrollment process. For more information about Medicaid CHW agency requirements and policies please refer to the [Community Health Worker Services Manual](#).

Once the application and all supporting documents have been submitted, Provider Enrollment will review. Providers may not bill for services until they receive an approval notice from Provider Enrollment.

Task	Mark when complete
Obtain Type 2 (Billing) BNPI for CHW Agency from <a href="#">NPPES</a>	
Register NPI for access to <a href="#">Provider Enrollment Portal</a>	
Once access is granted, complete and submit billing NPI/Entity enrollment in the Provider Enrollment Portal. Include <a href="#">required supporting documents</a> (see the list of documents below) if the agency has completed them. If not, the documents may be emailed to <a href="mailto:SDMedXGeneral@State.SD.US">SDMedXGeneral@State.SD.US</a> upon completion*.  <i>*Missing documentation will delay enrollment.</i>	
Provider Agreement	
Disclosure	
Bank Letter (to support EFT information)	
CHW Addendum	
CHW Agency Policies and Procedures	
Begin Billing for Services Rendered after Receiving an Approval Notice from Provider Enrollment	

The Department of Social Services does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of actual or perceived race, color, religion, national origin, sex, age, sexual orientation or disability in admission or access to, or treatment or employment in its programs, activities, or services. For more information about this policy or to file a Discrimination Complaint you may contact: Discrimination Coordinator, Director of DSS Division of Legal Services, 700 Governor's Drive, Pierre SD 57501, 605-773-3305.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-305-9673 (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-800-305-9673 (TTY: 711).