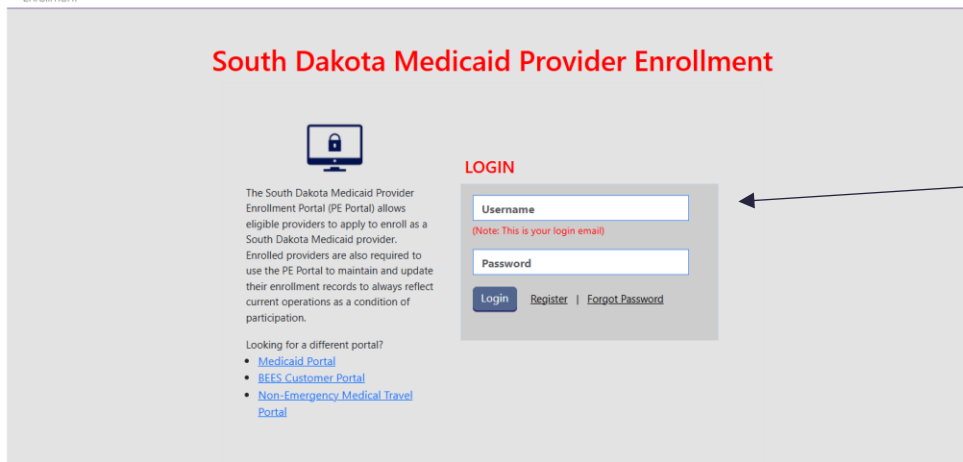


BEGINNING INSTRUCTIONS

This guide is designed for organizations approved as a South Dakota Medicaid CHW Agency to register the new billing NPI associated with the organization CHW Agency enrollment in the SD Medicaid Portal (used for billing). For additional guidance, go to https://dss.sd.gov/docs/medicaid/portal/user_guide_portal.pdf.

Existing Provider Admins in the SD Medicaid Portal (this is a different portal than the [Provider Enrollment Portal](#)): **Skip all the steps below**, and email DSSonlineportal@state.sd.us or call 605.773. 3495 and request that the new CHW NPI to be added to your user in the SD Medicaid Portal.

LOG IN TO SD MEDICAID PROVIDER ENROLLMENT PORTAL



1. First, you will need to know your PE System ID as it will be required when you register in the SD Medicaid Portal.

If you do not know your PE System ID, log in to the South Dakota Medicaid Provider Enrollment Portal: <https://app-dss-sw85pc05dmsproviderenroll.azurewebsites.net/Account/Login>.

This is the portal your organization used to submit the CHW Agency enrollment application.

If you are not the individual who completed the enrollment, please ask that person to log in and follow the instructions to locate the PE System ID. If that person is no longer with your organization, contact SD Medicaid Provider Enrollment to request assistance: SDMedicaidPE@state.sd.us or call 866.718.0084.

NAVIGATE TO THE CHW AGENCY BILLING NPI

The screenshot shows the 'Provider Enrollment' portal. At the top, there are two tabs: 'Administration' (orange) and 'Enrollment' (blue). The 'Enrollment' tab is selected. Below the tabs is a 'Provider Enrollment List' section with a search instruction: 'Providers must populate at least one of the following for each search: BNPI, SNPI or Tax Identifier. The provider may then choose additional search options as desired. Click Search when search option selection is done. Click Reset to clear search options and results. Click Export to Excel to send search results to Excel.'

Search filters include:

- 1234567890
- Taxonomy Code
- Start Date
- Organization DBA Name
- Servicing NPI
- Provider First Name
- End Date
- Tax Identifier
- Submit Date
- Provider Last Name
- Location City
- PE System ID
- Business Status
- Modifications

Buttons: Search, Reset, Export To Excel

NPI List

Billing NPI	Servicing NPI	Submit Date	Organization DBA Name	First Name	Last Name	Tax ID	End Date	New App	Business Status	Action
+ 1122334455		MM/DD/YYYY	Sample Organization, Inc.			987654321	MM/DD/YYYY	"Yes" or "No"	Approved/Active/Open	Update

Navigation: << < 1 > >> Go to page: 1 Row count: 10 Showing 1-1 of 1

2. In the Provider Enrollment portal, click on the blue "Enrollment" tab.

3. Locate the CHW Agency Billing NPI in the NPI List. Click on "Update"

LOCATE PE SYSTEM ID

The screenshot shows the Medicaid Portal interface. At the top, there's a navigation bar with "Medicaid Portal" and a user guide link. Below that, there are tabs for "Administration" and "Enrollment". The main content area is titled "Index" and contains a message: "Denotes required field. A record can only be saved if all required fields have been completed." Below this, there are three tabs: "General Info", "Ownership & Control", and "Claims & Associations". The "General Info" tab is active, and the "PE System ID" field is highlighted with a red box and an arrow pointing to it. The value "1234567" is entered in this field. Below the "PE System ID" field, there is a "Basic Info" section with various fields for NPI Type, NPI, Requested Enrollment Date, Enrollment End Date, Tax Identifier, Tax Identifier Type, Legal Organization Name, DBA Name, Indian Health/Tribal Provider, Fiscal Year End, 1099 Tax Exempt, and Is this NPI covered under a Care Coordination Agreement? A "Reset" button is located at the bottom right of the form. At the bottom of the page, there is a table header for "Basic NPI Information" with columns for NPI, Tax ID, Organization DBA, First, Middle, Last, Suffix, DOB, Gender, Enrollment, and Action.

4. Locate the PE System ID and copy it or write it down.

This will be used when registering in the SD Medicaid Portal (used for submitting claims, checking Medicaid eligibility, etc.).

REGISTER AS A PROVIDER ADMIN WITH YOUR CHW BILLING NPI IN THE SD MEDICAID PORTAL

The South Dakota Medicaid Provider Enrollment Portal (used to enroll as a CHW Agency) and the South Dakota Medicaid Portal (used for submitting claims, checking Medicaid eligibility, etc.) are separate systems with unique logins. Newly approved CHW agencies must register their billing NPI in the SD Medicaid Portal and that process varies depending upon whether the Provider Admin attempting to register is existing or new to the SD Medicaid Portal.



South Dakota Medicaid Portal

The screenshot shows the login page of the South Dakota Medicaid Portal. On the left, there is a lock icon and a paragraph of text describing the portal's functions. Below this text are three links: "Provider Enrollment Portal", "BEES Customer Portal", and "Non-Emergency Medical Travel Portal". On the right, there is a "LOGIN" section with a "Username" field (with a note "(Note: This is your login email)"), a "Password" field, and three buttons: "Login", "Register", and "Forgot Password". An arrow points from the "Register" button to the text box on the right.

5. Existing Provider Admins in the SD Medicaid Portal:
Email DSSonlineportal@state.sd.us
or call 605.773. 3495 and request that the new CHW NPI to be added to your user in the SD Medicaid Portal.

New Provider Admins in the SD Medicaid Portal:
Navigate to the SD Medicaid Portal at
<https://dssapps.appssd.sd.gov/ocp/Account/Login?ReturnUrl=%2focp>

New Provider Admins: Click Register.

REGISTER AS A PROVIDER ADMIN WITH YOUR CHW BILLING NPI IN THE SD MEDICAID PORTAL



New Registration for Provider Administration (you can request access to one or more Billing NPI's)

* Indicates required fields

Contact First Name *	Contact Last Name *
Contact Phone	Ext
Contact Email *	
Confirm Contact Email *	
Contact Address *	
State	
City	
Zip	

PE System ID *	
Tax Id *	
Billing NPI *	<input type="button" value="+ ADD"/>

Billing NPI's that you are requesting access to:

Enter Billing NPI to search from the list below.

6. **New** Provider Admins in the SD Medicaid Portal: Complete required registration fields, including the PE System ID (from Step 4) and the CHW Billing NPI for your organization.

Click +ADD and make sure your CHW Billing NPI is added to the list below.

Click Submit.

Check your email for confirmation from SD Medicaid. Once approved, you will be notified by email with a temporary login to access the SD Medicaid Portal. This temporary login is time sensitive. Upon receipt please login and follow instructions for creating a new username and password.

Provider Admins can utilize the SD Medicaid Portal to invite other users from their organization to the portal, such as CHWs, and designate user roles and permissions.

For additional guidance, see the complete SD Medicaid Portal user guide:
https://dss.sd.gov/docs/medicaid/portal/user_guide_portal.pdf.