



# MEDICAID SOUTH DAKOTA (MCDSD) PRE-ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- [Provider Enrollment: New Providers](#)
  - Skip this step if you are 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 agreement and faxing/ mailing of the agreement(s)
- SD MEDX updates are completed online

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is approximately 7-10 business days

## HOW DO I CHECK STATUS?

- To check the status of your enrollment, log in to your SD MEDX account and verify your modifications were approved
- Once you receive confirmation that you have been linked to Office Ally for **837P** transactions, you **MUST** email [Support@officeally.com](mailto:Support@officeally.com) with the below information **PRIOR** to submitting claims electronically. Notification is not required for 835/277U activation.

**Email Subject:** Medicaid South Dakota (MCDSD) – EDI Approval

**Body of Email:**

Please log my EDI approval for Medicaid South Dakota.

- Provider Name
- NPI
- Tax ID