

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, you must email support@officeally.com with the below information prior to submitting claims electronically. Notification isn't 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