South Dakota Department of Social 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 NPPES	
Register NPI for access to Provider Enrollment Portal	
Once access is granted, complete and submit billing NPI/Entity enrollment in the Provider Enrollment Portal. Include required supporting documents (see the list of documents below) if the agency has completed them. If not, the documents may be emailed to SDMedicaidPE@state.sd.us upon completion*. **Missing documentation will delay enrollment.*	
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	

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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).