LAUNCHPAD

OVERVIEW

LaunchPad is an online application for uploading and downloading files containing claims, remittance advices, and the file status of South Dakota Medicaid claims. All transactions must follow the current HIPAA X12 standards to be accepted by LaunchPad. The following transactions can be performed through the application:

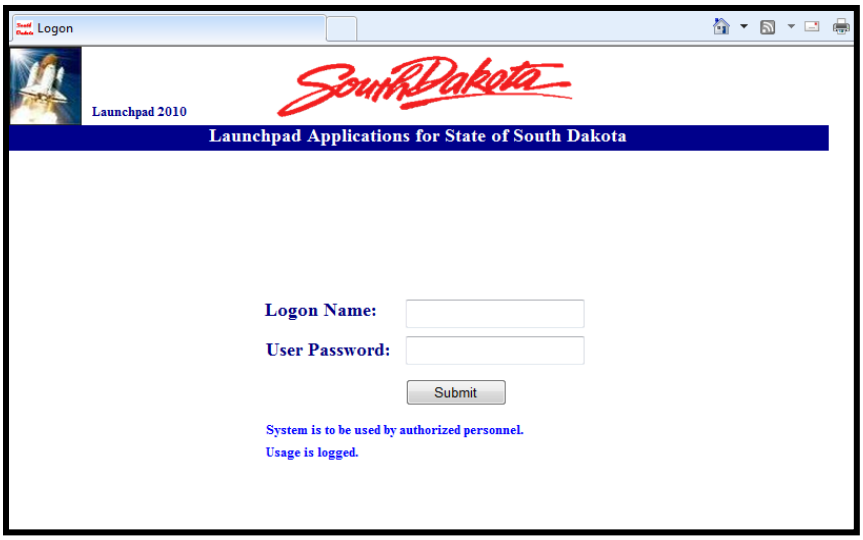
- Upload electronic claim files (EDI Transaction 837),
- Determine if the file submission was accepted or denied (EDI Transaction 999)
- Download a paid and denied claims status file (EDI Transaction u276 “Unsolicited”). This file is automatically sent on a weekly basis.
- Download an electronic remittance advice on the status of the claims submitted during the claim period (EDI Transaction 835)

All changes regarding permissions for submitting and retrieving files through LaunchPad must be performed through South Dakota Medicaid Provider Enrollment. Contact provider enrollment at SDMedicaidPE@state.sd.us to make a change.

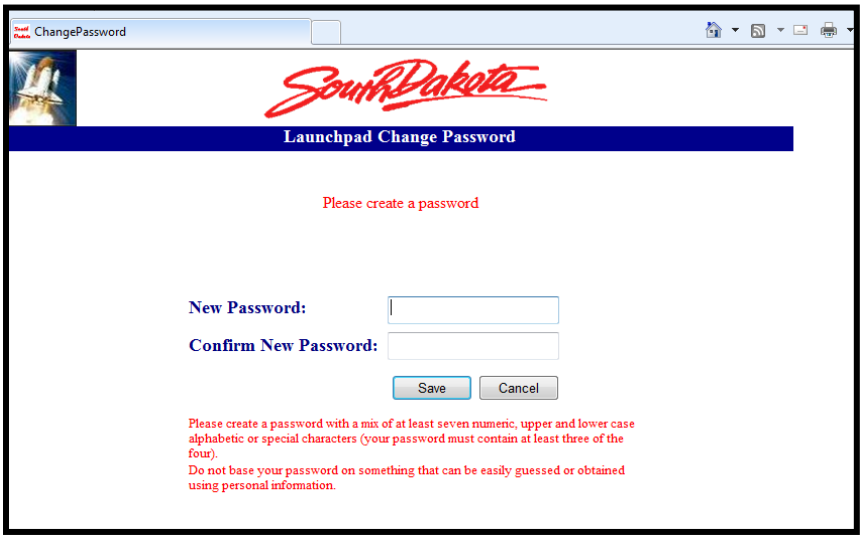
LOGGING INTO LAUNCHPAD

STEP 1: Enter the web address:
https://apps.sd.gov/DP42Launchpad/logon.aspx

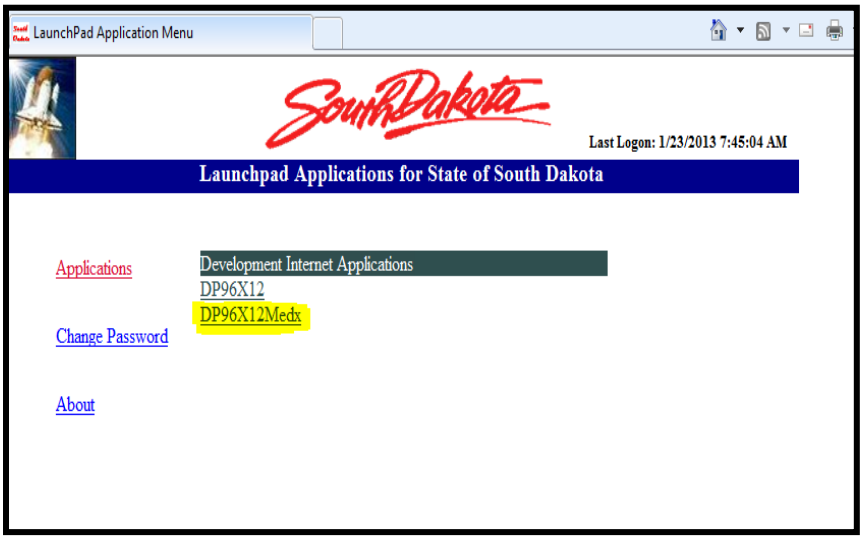
STEP 2: Populate “Login Name” and “User Password” with information provided by South Dakota Medicaid.



STEP 3: Establish your own desired password by populating “New Password” and then re-entering it in “Confirm New Password” (this only happens once).



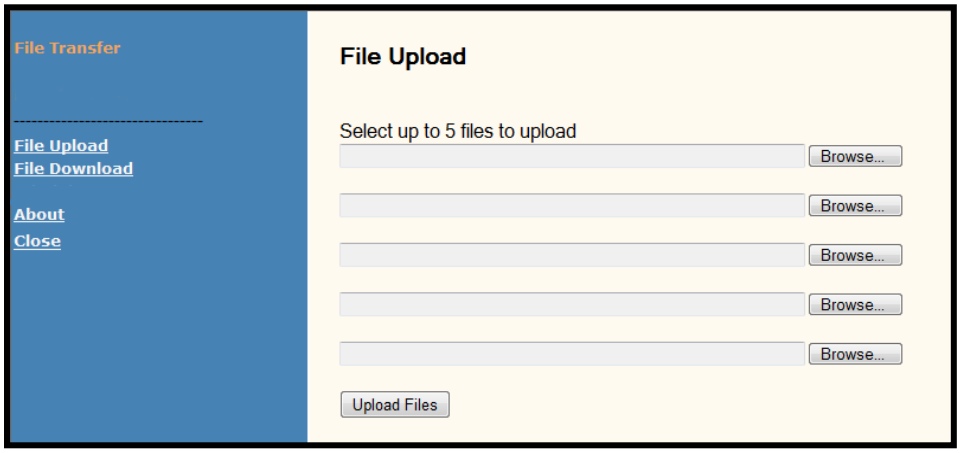
STEP 4: Click on “DP96X12Medx.”

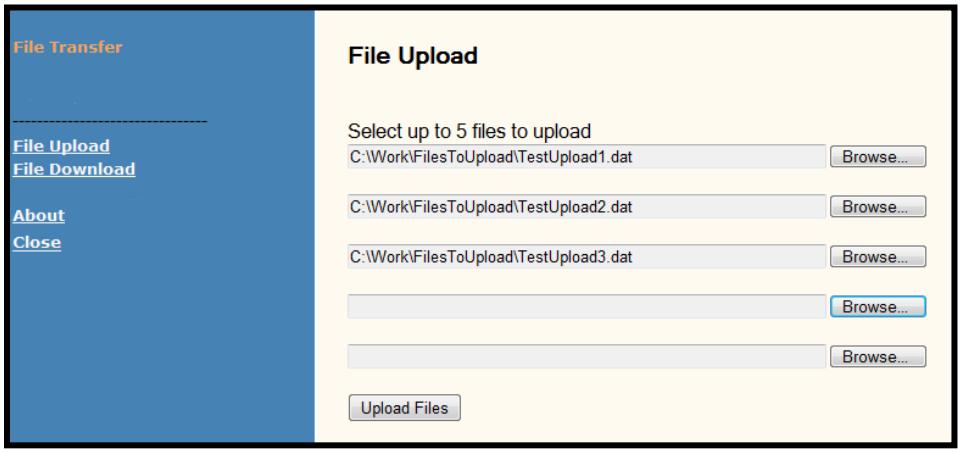


UPLOAD FILES TO SOUTH DAKOTA MEDICAID

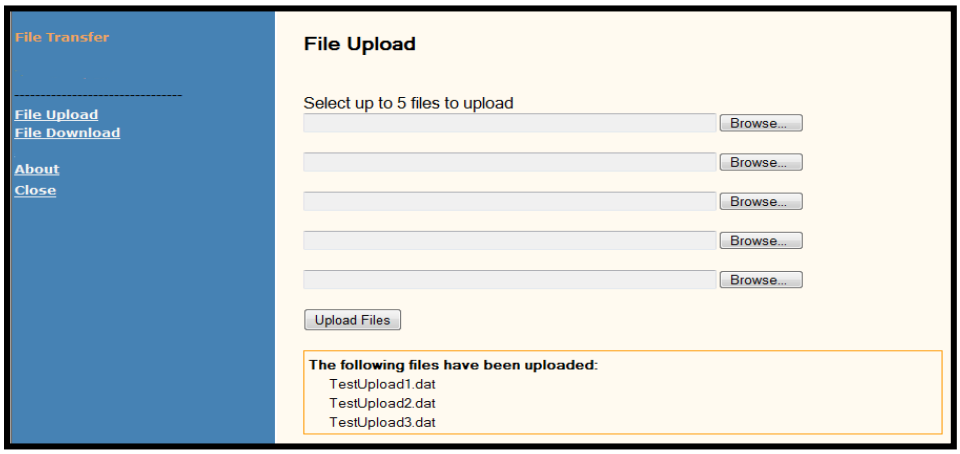
IMPORTANT: ALL FILES must have a “.dat” or “.txt” file extension.

STEP 1: Click the “Browse” button and select the file you would like to upload. You may select up to 5 files to upload at a time. If “Browse” does not display, select the "file upload" button to access the browse feature.





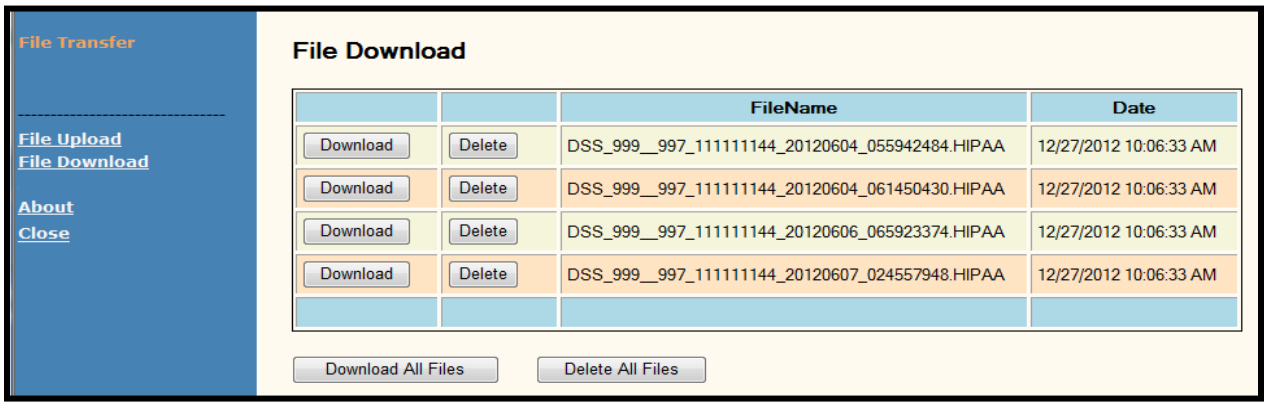
STEP 2: Click the "Upload Files" button. A summary of the files uploaded will appear at the bottom of the page.



To upload more files – repeat Step 1 & 2.

DOWNLOAD FILES FROM SOUTH DAKOTA MEDICAID

STEP 1: Click on the “File Download “link on the left side of the screen.



STEP 2: You may download an individual file or download them all in a .zip file. Click the “Download” button for the file you would like to download or click the “Download All Files” button to download a .zip file that contains all your files. Click the “Save” button and then select the location where you would like the file to be saved to and then click “Save.”

