

SBHS Program checklist for new SBHS Medicaid Coordinators

Step 1: Visit and bookmark the Health Care Authority’s School-Based Health Care Services (SBHS) Program [webpage](#)

Step 2: On the SBHS Program webpage, review the following:

- SBHS Program 101 training [video](#)
- SBHS Program [Billing Guide](#)
- SBHS Program annual [checklist](#)
- Reading the remittance advice [pdf](#)

Resources for SBHS coordinators and providers

SBHS coordinators

| SBHS billing information and fee schedule | Trainings and webinars | Additional resources | Forms |
|-------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------|
| SBHS billing guide | Annual training for SBHS coordinators: video pdf | Annual checklist for SBHS coordinators | Provider and Contact update form (12-325) |
| SBHS fee schedule | SBHS 101-training: video pdf | Checklist for new SBHS coordinators | |
| | How to enroll servicing providers | Look up a provider’s National Provider Identifier (NPI) | |
| | How to end-date providers | Look up a provider’s DOH license information | |
| | How to submit SBHS claims (for self-billing districts) | Remittance advice claim denial remark codes | |
| | Reading the remittance advice | Claim adjustment reason codes | |
| | Checking Medicaid eligibility | OneHealthPort FAQ | |

Step 3: [Sign up](#) to receive SBHS GovDelivery email notifications

Step 4: [Schedule a virtual meeting](#) with HCA’s SBHS Program Manager to learn more about your role as the district’s SBHS Medicaid Coordinator and for assistance with:

- Gaining access to your district’s OneHealthPort account and ProviderOne account
- Completing your district’s Provider and Contact Update Form
- Enrolling providers in ProviderOne
- ...and more!

More information

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