How to Enroll as a Billing Provider
(Setting up a ProviderOne Account)

School-Based Health Care Services Program
November 2018
Who Can Enroll as a Billing Provider?

In order to receive Medicaid reimbursement through the SBHS program, the following entities must enroll as a billing provider in ProviderOne (P1):

- School districts
- Educational service districts
- Charter schools
- Tribal schools

A SBHS contract must be executed prior to enrolling as a billing provider. Contact the SBHS Program Manager if you are interested in contracting with the SBHS program.
What should I know before I start my application?

- You must send all required documentation noted in Step 1 with signatures, if required. At the end of the application process, you will be given instructions for sending the necessary documents.

- Once you have completed step one (basic information) of the application you will be given a 16-digit application ID number. Write this number down in case you need to save and access your application at a later time. The online application has up to 18 steps. If you do not have time to complete it now you will need your application number to regain access.

- **Important!** This is not the end of the online application. There are 16 additional steps. Click OK in the bottom right corner of the screen once you receive your application ID number to continue and complete your application. If you do not complete the application it will be dropped from the system with no record.
Step 1: Gather Appropriate Documents

- Core Provider Agreement
- Debarment Statement
- Copy of Internal Revenue Services (IRS) Form W-9
- Copy of liability insurance and business license
- Electronic Funds Transfer form and instructions
- School District National Provider Identifier (NPI)
  - If your district does not have an NPI, apply here.
- Federal Employer Identification Number (FEIN)
- Name, DOB, and Social Security number of managing employee
Step 2: Visit HCA’s Provider Enrollment Website

https://www.hca.wa.gov/billers-providers-partners/apple-health-medicaid-providers/enroll-billing-provider

- NOTE: Open the Provider Enrollment website in a separate window and continue to follow the directions in this training to complete your enrollment!
Step 3: Starting a New Enrollment Application

• First, click “Enroll as a billing provider”.
• Next, click “Complete your enrollment”.

Enroll as a billing provider

Instructions on how to enroll as a billing provider for Washington Apple Health (Medicaid).

On this page

- Do I need to submit an enrollment application fee?
- What documents do I need to submit?
- What should I know before I start my application?
- How can I get back into my application?
- What do I do after I submit my application?

Do I need to submit an enrollment application fee?

Yes. An application fee may be required to complete your enrollment.

Effective June 1, 2016, Washington Apple Health (Medicaid) is implementing an application fee for institutional providers.

Compile your application materials then proceed to ProviderOne.

Complete your enrollment
Step 4: Choose Provider Type

- Choose “Fac/Agency/Orgn/Inst” as provider type.
Step 5: Provider Basic Information

Entering your Provider Basic Information is the first step in the enrollment process.

Choose “Corporation” for W-9 Entity Type

Choose “Government” for Other Organizational Information
Step 5, cont.

- On the basic information, you must also choose your “Billing Type” and your “Available Agency”.
  
  ➢ For “Billing Type” you will choose: Billing Provider (BL-Billing)

  ➢ For “Available Agencies” you will choose: HCA
Step 5, cont.

• After completing the required information, click the Finish button.
• ProviderOne displays the Basic Information-Application ID page:

  ![Image of Basic Information page]

  You have successfully completed the basic information on the Enrollment Application. This is your Application #: 20080206964480. Please make note of this application number. This number will be emailed to you. This is the number you will be required to use to track the status of your enrollment application. Do not lose this number once you log off.

• Print this page or copy the Application ID
• Click OK
Step 6: Complete Additional Steps

• Complete additional “required” steps in the online application

Required steps for a billing provider include steps 1, 2, 3, 4, 9, 16, 17 & 18

Submit application by choosing Step 18: Submit Enrollment Application for Review
Step 6: Complete Additional Steps

• **Step 2: Add Locations**
  - Enter the address for the school district

• **Step 3: Add Specializations**
  - Administration: HRSA
  - Provider Type: 25-Agencies
  - Specialty: 13-LEA
  - Subspecialty: 00000X-LEA
  - Indicators: None
  - Taxable Provider Type: No

• **Step 4: Add Ownership Details**
  - Enter information for managing employee
  - It is at each district’s discretion who should be listed as the “managing employee”. Most districts enter the superintendent or business manager as their “managing employee”.
Step 7: Submit Application for Review and Submit Documentation

• After you submit your online application for review, download the document submission cover sheet.

  ➢ Type in your 16-digit application ID in the Application ID field and hit enter on your keyboard to generate a barcode specific to your application.
  ➢ Print the document submission cover sheet.
  ➢ Fax your documentation from Step 1 along with the document submission cover sheet to the number provided on the document submission cover sheet. The cover sheet MUST be the first page of your fax.
  ➢ All forms and documentation must be received to complete the review and verification of your application.
Step 8: Wait Patiently!

- HCA will process your application in the order it was received.
- Applications submitted online may take up to 30 days to process.
- HCA’s Provider Enrollment Team will contact you if additional information is required.
- If your application is approved, you will be mailed a welcome letter with next steps on how to access your account.
Questions?

➢ HCA Provider Enrollment
1-800-562-3022 ext. 16137
providerenrollment@hca.wa.gov

Provider Enrollment Hours:
  • Mon, Tues, Thurs, Fri 7:30-12:00/1:00-4:20
  • Closed on Wednesdays

-OR-

➢ Shanna Muirhead, SBHS Program Manager
Shanna.muirhead@hca.wa.gov