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

School-Based Health Care Services Program
October 2019
NOTE: This training is intended for school districts who are interested in participating in the School-Based Health Care Services (SBHS) program. A SBHS contract must be executed prior to enrolling as a billing provider in ProviderOne.

Contact the SBHS program manager at shanna.muirhead@hca.wa.gov for additional information.
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
What should I know before I start my application?

• You must send all required documentation noted on Slide 4 with signatures, if required. At the end of the application process, you will be given instructions on how to upload 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 additional steps that must be completed. 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.**
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 # of managing employee (i.e. business manager, superintendent, special education director)
- Names, DOBs, SS#s, license information, and NPIs for all servicing employees
- Billing agent’s ProviderOne ID (if your district contracts with a billing agent)
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!
Starting a New Enrollment Application

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

• Choose “Fac/Agency/Orgn/Inst” as provider type.
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
Provider Basic Information, 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
Provider Basic Information, cont.

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

- Write down your Application ID for future reference!
- Click OK
**Complete Additional Steps**

- Complete additional steps in the online application

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**Required steps for a school district include steps 1, 2, 3, 4, 9, 10, 14, 16, 17 & 18**

**If your district has a billing agent, you will also complete steps 12 & 15**

After completing required steps, submit application by choosing **Step 18: Submit Enrollment Application for Review**

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**Table: Enroll Provider - Facility/Agency/Organization**

<table>
<thead>
<tr>
<th>Step</th>
<th>Required</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Step Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Provider Basic Information</td>
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<td>02/06/2008</td>
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<tr>
<td>Step 2: Add Locations</td>
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<td>Step 3: Add Specializations</td>
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<td>Step 4: Add Ownership Details</td>
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<td>Step 5: Add Licenses and Certifications</td>
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<td>Step 6: Add Training and Education</td>
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<td>Step 7: Add Identifiers</td>
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<td>Step 8: Add Contract Details</td>
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<td>Step 13: Add EDI Submitter Details</td>
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</table>
Complete Additional Steps, cont.

• **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”.

Complete Additional steps, cont.

• **Step 9: Add federal tax ID details for the school district**
  - Enter information from the school district’s most recent W-9 form

• **Step 10: EDI submission method**
  - If your district contracts with a billing agent (example: Leader Services, PCG, Embrace), choose “Billing Agent/Clearinghouse”
  - If your district self-bills, choose “Web Interactive”

• **Step 12: EDI submitter details**
  - If your district contracts with a billing agent, enter the billing agent’s ProviderOne ID (district must obtain this from the billing agent)
  - Choose “yes” for all “authorized transaction responses”
  - If your district self-bills, you can skip this step
Complete Additional Steps, cont.

- **Step 14: Servicing provider information**
  - Districts can enter servicing provider information at this step OR districts can skip this step and enroll providers after their ProviderOne account is approved.
  - If your district chooses to enroll the providers now, you must:
    - Gather the names, DOBs, SS#s, license numbers, and NPIs for all servicing providers who will participate in the SBHS program
    - Enter servicing provider information under Step 14

- **Step 15: Payment and remittance details**
  - If your district contracts with a billing agent, enter their ProviderOne ID Under 835 Electronic Remittance Advice Information
  - If your district self-bills, you can skip this step
Submit Application for Review and Upload Documentation

• After you have completed all steps, you must upload the documents referenced on Slide 4.

• Download instructions for how to upload attachments in ProviderOne for assistance with uploading your documents.

• After you upload your documents, you must submit the Application by hitting the “submit enrollment” button.

• You are done!
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