

SBHS Program checklist for new school districts

Step 1: Visit the School-Based Health Care Services (SBHS) Program [webpage](#) and review the following:

- SBHS Program 101 training [video](#)
- SBHS Program [Billing Guide](#)
- Sample SBHS Program [contract](#)

hca.wa.gov/billers-providers-partners/programs-and-services/school-based-health-care-services-sbhs

Transhealth program	
Transportation services (nonemergency)	Additional information <ul style="list-style-type: none">• SBHS one-paper• SBHS 101 training video pdf• SBHS billing guide• SBHS checklist for interested/new school districts• Sample SBHS contract• Contractor intake form• List of SBHS contracted school districts

Step 2: Fill out the Contractor Intake Form

- School districts, ESDs, charter and tribal schools interested in participating in the SBHS Program must complete a [Contractor Intake Form](#). Fill out Boxes 1-5. Leave Box 6 blank.
- Submit completed form to HCA's [SBHS Program Manager](#) at Shanna.Muirhead@hca.wa.gov.

Step 3: Sign the SBHS contract

- HCA emails the SBHS contract to the district for review
- The district signs the contract electronically via DocuSign

Step 4: Get a National Provider Identifier

- School districts, ESDs, charter schools, tribal schools and school providers who participate in the SBHS Program are required to have a [National Provider Identifier](#) (NPI).
- School districts, ESDs, charter schools, tribal schools, and school providers can register for an NPI through the National Plan and Provider Enumeration System (NPPES) [website](#).

ABOUT THE SBHS PROGRAM

The SBHS Program provides fee-for-service Medicaid reimbursement to public school districts, educational service districts, charter, and tribal schools for certain early intervention health-related services or special education health-related services. The SBHS Program is administered by the WA State Health Care Authority (HCA).

Services are reimbursable when a student has Title XIX Medicaid coverage and the services are included in the student's current Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

Reimbursable services include audiology, counseling/mental health, nursing, occupational, physical, and speech-language therapy services. Services must be provided by or under the direction of WA State Department of Health licensed providers.

More information:
www.hca.wa.gov/sbhs

Step 5: Decide if your district will 'self-bill' or use a billing agent/clearinghouse

- School districts, ESDs, charter schools and tribal schools have the option to either self-bill or to contract with a non-HCA affiliated billing agent/clearinghouse for assistance with claim submissions.
- There are costs associated with contracting with a billing agent. Self-billing is free.
- School districts interested in self-billing may view the [How to Submit SBHS Claims training](#). HCA can also provide free 1:1 ProviderOne training to districts, ESDs, charter schools and tribal schools interested in self-billing.

Step 6: Set up the district's ProviderOne account and enroll providers

- ProviderOne (P1) is HCA's online Medicaid Management and Information System (MMIS). All SBHS Medicaid payments are processed through ProviderOne.
- Each school district, ESD, charter and tribal school interested in participating in the SBHS Program must set up a ProviderOne account. During the account set up, districts will also enroll eligible providers who will participate in the program.
- After HCA approves the district's ProviderOne account, the district must register with OneHealthPort (see Step 7).

Step 7: Register with OneHealthPort

- Districts, ESDs, charter and tribal schools must register with OneHealthPort in order to access their ProviderOne account: [OHP registration directions and FAQ](#)

Step 8: Schedule a virtual meeting with HCA's SBHS Program Manager to go over next steps:

- Claim submission process
- Role of the district's SBHS Medicaid coordinator
- Provider documentation requirements
- Obtaining parental consent
- Provider trainings
- Additional program requirements and information

More information

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