The School-Based Health Care Services (SBHS) program is an optional Medicaid program administered by the Health Care Authority (HCA). The SBHS program reimburses contracted school districts, educational service districts, charter schools, and tribal schools for providing medically necessary services to Medicaid eligible children per their individualized education program (IEP) or individualized family service plan (IFSP).

This checklist is intended to help onboard school districts interested in participating in the SBHS program.

Step 1: Review SBHS Billing Guide and SBHS 101
• School districts interested in participating in the SBHS program should review the SBHS Billing Guide and the SBHS 101 training to ensure they understand program requirements, eligible provider types, covered services, etc.

Step 2: Complete Contractor Intake Form
• School districts interested in participating in the SBHS program must complete a Contractor Intake Form.
• Submit the completed form to the SBHS program manager via email at shanna.muirhead@hca.wa.gov.

Step 3: Sign SBHS contract
• After the school district submits the Contractor Intake Form to the SBHS program manager, HCA emails a SBHS professional services contract to the school district for electronic signature.
• The school district must sign and date the contract and return to the HCA’s Contracts Department at contracts@hca.wa.gov.
• HCA’s Contracts Department will sign and email the district a fully executed SBHS professional services contract.
• A sample SBHS contract is available to view on the SBHS webpage.

Step 4: Register for a National Provider Identifier
• School districts and individual providers participating in the SBHS program are federally required to obtain a National Provider Identifier (NPI).
• School districts and individual servicing providers can register for an NPI through the National Plan and Provider Enumeration System (NPPES) at https://nppes.cms.hhs.gov/#/.

Step 5: Enroll as a billing provider in ProviderOne
• ProviderOne (P1) is HCA’s secure, online Medicaid billing system.
• Contracted school districts must enroll as a billing provider in P1 in order to receive Medicaid reimbursement through SBHS.
• School districts may view the training How to Enroll as a Billing Provider for step-by-step instructions on how to set up the district’s P1 account or they may contact Provider Enrollment at 1-800-562-3022 ext. 16137.

Updated 7/2019
Step 6: Assign an SBHS coordinator and gain access to ProviderOne
- The district should assign 1-2 staff members as the SBHS coordinator(s).
- Once the district’s ProviderOne account is active, the SBHS coordinator must submit the ProviderOne User Access Request Form.
- ProviderOne Security assigns confidential login credentials to the person named on the form as the System Administrator.
- Once set up as the System Administrator, the SBHS coordinator must add the Super User profile to their name. School districts may view the training Creating Users and Adding Profiles for step-by-step instructions.
- SBHS coordinators should review the Checklist for New SBHS Coordinators for additional information.

Step 7: Enroll servicing providers
- Providers must hold licensure through the Department of Health (DOH) and must be on the list of SBHS eligible provider types as outlined in the SBHS Billing Guide.
- The SBHS coordinator must enroll each eligible provider as a servicing provider under the school district’s ProviderOne account.
- School districts may view the training How to Enroll Servicing Providers for step-by-step instructions on how to enroll servicing providers or they may contact Provider Enrollment at 1-800-562-3022 ext. 16137.

Step 8: Review SBHS training and resources
- School districts have the option to self-bill or they can work with a non-HCA affiliated billing agent for assistance with claim submission.
- If your district chooses to self-bill, contact the SBHS program manager to schedule ProviderOne training. When self-billing, the SBHS coordinator will be in charge of submitting all claims in ProviderOne.
- If the school district chooses to contract with a billing agent, additional training and resource are available through the billing agent. School districts should contact their billing agent for additional information.
- Whether the school district self-bills or contracts with a billing agent, all servicing providers are responsible for viewing the SBHS Billing Guide and the provider specific trainings available on the SBHS webpage.
- Additional ProviderOne/SBHS trainings/resources are available on the SBHS webpage.

Questions?
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