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 contracting with the SBHS program.

Step 1: Review SBHS Billing Guide and SBHS 101
- Interested school districts 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 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 the SBHS professional services contract to the school district for electronic signature.
- The school district must sign, date, and return the contract to HCA’s Contracts Department at contracts@hca.wa.gov.

Step 4: Assign an SBHS coordinator
- Assign 1-2 school staff as the SBHS coordinator(s).
- The SBHS coordinator will be the point of contact between HCA and the district.
- The SBHS coordinator must [sign up](#) to receive SBHS email updates.

Step 5: 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/#/](https://nppes.cms.hhs.gov/#/).

Step 6: 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 ProviderOne in order to receive Medicaid reimbursement through SBHS.
- School districts should view the training [How to enroll as a billing provider](#) located on the [SBHS webpage](#) for assistance with setting up the district’s ProviderOne account.
- Once the school 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 in order to have full access to ProviderOne.
• School districts may view the training Creating users and adding profiles for step-by-step instructions on how to add the SuperUser profile and how to add additional users.

Step 7: Billing agent vs. self-biller
• School districts have the option to self-bill or to contract with a non-HCA affiliated billing agent for assistance with claim submission.
• Self-billing districts should view the How to submit SBHS claims training or they may contact the SBHS program manager to schedule ProviderOne training. When self-billing, the SBHS coordinator will be in charge of entering all claims in ProviderOne (providers do not enter their own claims in ProviderOne).
• If your district chooses to contract with a billing agent, the SBHS coordinator must enter the billing agent’s information in ProviderOne and must work with the billing agent for claims submission. Contact your billing agent for additional information.

Step 8: Enroll providers in ProviderOne
• 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 should view the training How to enroll servicing providers located on the SBHS webpage for assistance with enrolling servicing providers.
• Complete the Provider and Contact Update form and email to the SBHS program manager.
  ➢ Tab 1 of the form must contain current school district contact information
  ➢ Tab 2 of the form must contain information for all servicing providers currently participating in the SBHS program
  ➢ Detailed instructions are available on Tabs 3 and 4 of the form

Step 9: Share provider trainings with providers
• Whether your district self-bills or contracts with a billing agent, all servicing providers are responsible for viewing the provider specific trainings available on the SBHS webpage:
  ➢ Billing for audiology services
  ➢ Billing for counseling services
  ➢ Billing for nursing services
  ➢ Billing for occupational therapy services
  ➢ Billing for physical therapy services
  ➢ Billing for speech language therapy services
• Additional ProviderOne/SBHS trainings/resources are available on the SBHS webpage.

Questions?
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SBHS webpage: https://www.hca.wa.gov/billers-providers-partners/programs-and-services/school-based-health-care-services-sbhs

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