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 Training Video
- Interested school districts should review the SBHS Billing Guide and view the SBHS 101 Training Video 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. Fill out Boxes 1-5. Leave Box 6 blank.
- 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 or more 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/#/.

Updated August 2021
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.

Step 7: Enroll providers in ProviderOne
- A list of SBHS eligible provider types can be found in the SBHS Billing Guide.
- The SBHS coordinator must enroll licensed providers as servicing providers under the school district’s ProviderOne account.

Step 8: 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 submissions.
- 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.

Questions?
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SBHS webpage: https://www.hca.wa.gov/sbhs

Updated August 2021