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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.

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### Step 1: Review SBHS Billing Guide and SBHS 101 Training Video

- Interested school districts should review the SBHS Billing Guide and the SBHS 101 training video to ensure they understand program requirements, eligible provider types, covered services, etc.
- Both of these resources and other helpful resources are available on the [SBHS webpage](#) under *Resources-Nonparticipating School Districts*.

### 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](mailto: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](mailto: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/#/>.

### 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 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.

### Step 8: 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.
- School districts should view the training [How to Enroll Servicing Providers](#) training for assistance with enrolling servicing providers.
- Complete the [Provider and Contact Update form](#) and email to the [SBHS program manager](#).
  - The *Contact Information* tab must contain current school district contact information.
  - Tab *Provider Information* tab must contain information for all licensed providers participating in the SBHS program.
  - Detailed instructions are available on the *Contact Instructions* and *Provider Instructions* tabs at the bottom 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 SBHS provider trainings. Trainings and other resources for providers are available under *Resources-Service Providers* on the [SBHS webpage](#).

### Questions?

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SBHS webpage: <https://www.hca.wa.gov/sbhs>