School-Based Health Care Services (SBHS) Annual Checklist for SBHS Coordinators

- **View Annual Training for Returning SBHS Coordinators** training video
  - Available on SBHS webpage ([www.hca.wa.gov/sbhs](http://www.hca.wa.gov/sbhs)) under Resources/SBHS coordinators

- **Update Provider and Contact Update form** (HCA 12-325) and submit to the SBHS program manager by October 31
  - **Provider Information** tab:
    - Add new providers
    - Add resignation dates for providers who no longer participate in the program
    - Update current providers’ last issue dates and license expiration dates as needed
  - **Contact Information** tab:
    - Update school district contact information as needed
    - Update “school year” date (Example: 2020-21)
    - Ensure SBHS coordinator and IGT/invoice contacts are correct
  - Step-by-step directions are available on the Provider Instructions and Contact Instructions tabs

- **Update provider signature log** (do not submit to SBHS program manager)
  - New providers must sign the log
  - Districts can use same signature log from previous years but can download a new signature log from the SBHS webpage if needed

- **Update provider information in ProviderOne**
  - Enroll new providers and end-date providers who no longer participate:
    - [How to enroll servicing providers](#)
    - [How to end-date providers](#)
  - Confirm information for current providers is correct (license expiration date, taxonomy)

- **Share SBHS Billing Guide and provider trainings with service providers**
  - Billing Guide and trainings are available on the SBHS webpage under Resources/Service providers:
SBHS Contact List/Resources

SBHS program manager: Shanna Muirhead, shanna.muirhead@hca.wa.gov, (360) 725-1153

IGT/invoice questions: HCASchoolBased@hca.wa.gov
  - Districts A-M, Sara Doran, (360) 725-1811
  - Districts N-Z, Michelle (Elle) Burgess, (360) 725-1933

Claims issues/questions:
  Self-biller: HCA Provider Relations, ProviderRelations@hca.wa.gov
  Non self-biller: Contact your billing agent

Updating information in ProviderOne/Enrolling New Providers/Revalidation:
ProviderEnrollment@hca.wa.gov, 1-800-562-3022 ext. 16137, closed Wednesdays

Locked out of ProviderOne: ProviderOneSecurity@hca.wa.gov, 1-800-562-3022 ext. 59991

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


WAMR/EasyTrac/Embrace IEP: Contact your billing agent