

Annual Checklist for SBHS Medicaid Coordinators

View the **Annual Training for SBHS Coordinators video**

Update the district's **Provider and Contact Update Form** and email to HCA's **SBHS Program Manager** by October 31:

- On the *Provider Information* page:
 - Enter information for new providers (name, provider type, taxonomy, NPI, license info, etc.)
 - Only list Department of Health licensed providers/assistants/interim permit holders
 - Add name of licensed supervisor(s) for any OTAs, PTAs, SLPAs, or interim permit holders
 - Add resignation date for any providers who have left the district within the past year
 - Update returning providers' license "last issue dates" and "expiration dates" as needed
- On the *Contact Information* page:
 - Confirm information for school district is up to date (address, contact information, etc.) and update as needed
 - Update "school year" field (Example: 2023-24) and update "date" field
- Directions on how to complete this form can be found on the *Provider Instructions* page and *Contact Instructions* page at the bottom of the form

Review/update information in **ProviderOne**:

- [Enroll new providers](#) in ProviderOne
- Review and update current providers' information in ProviderOne as needed (license expiration date, taxonomy, start date with school district, etc.)
- Review school district information to ensure information is up-to-date (email addresses on file, district address, managing employee information, etc.)
- If your district contracts with a billing agent, you will also need to add new providers to the billing agent's documentation system (EasyTrac, WAMR, EmbraceDS, DSCtop)

Share trainings and SBHS Program Billing Guide with providers

- Trainings are available on HCA's [SBHS webpage](http://www.hca.wa.gov/sbhs)



Resources for SBHS coordinators and providers

Resources for SBHS coordinators and providers		
SBHS coordinators		
Service providers		
SBHS billing information and fee schedule	Trainings and webinars	Additional resources
SBHS billing guide	SBHS 101 training - video pdf	Apply for a National Provider Identifier (NPI)
SBHS fee schedule	Billing for audiology services - video pdf	NPI registry
SBHS COVID-19 FAQ	Billing for mental health services - video pdf	Department of Health
SBHS program expansion FAQ	Billing for nursing services - video pdf	
	Billing for occupational therapy services - video pdf	
	Billing for physical therapy services - video pdf	
	Billing for speech-language therapy services - video pdf	

More information

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