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

• View Annual Training for SBHS Coordinators [training video]

• 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: 2021-22)
    ▪ 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

Claims issues/questions:

Self-biller: HCA Provider Relations, ProviderRelations@hca.wa.gov or
SBHS Program Manager, Shanna.Muirhead@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/SEAS: Contact your billing agent