

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) 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*:

Resources

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 counseling services - video & pdf	



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>

SBHS Billing Guide: <https://www.hca.wa.gov/billers-providers-partners/prior-authorization-claims-and-billing/provider-billing-guides-and-fee-schedules#s>

WAMR/EasyTrac/Embrace IEP: Contact your billing agent