

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:

- o 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**:

- o 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)

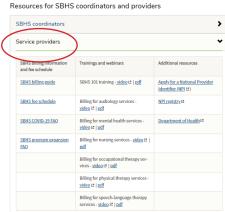
Share trainings and SBHS Program Billing Guide with providers

 Trainings are available on HCA's SBHS webpage(www.hca.wa.gov/sbhs)



More information

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Annual checklist for SBHS coordinators August 2023