

School-Based Health Care Services (SBHS) Annual Checklist

- **View [SBHS Annual Training for Returning School Districts](#)**
- **Update [Provider and Contact Update form](#) (HCA 12-325) and submit to the [SBHS program manager](#) by October 31**
 - Add new providers, add resignation dates for providers who no longer participate in the program, update current providers' license end dates as needed
 - Update school district contact information on Tab 1
 - Update "school year" date (Example: 2019-20)
 - Ensure SBHS coordinator and IGT/invoice contact are correct
 - Step-by-step directions are available on Tabs 3 and 4 at the bottom of the form
- **Update provider signature log** (do not submit to SBHS program manager)
 - Add new providers and remove any providers who no longer participate
 - 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 current provider information is correct (license expiration date, taxonomy)
- **Share SBHS Billing Guide and provider trainings with new providers**
 - [SBHS billing guide](#)
 - Billing for audiology service - [training video](#) / [pdf](#)
 - Billing for counseling services - [training video](#) / [pdf](#)
 - Billing for nursing services - [training video](#) / [pdf](#)
 - Billing for occupational therapy services -- [training video](#) / [pdf](#)
 - Billing for physical therapy services - [training video](#) / [pdf](#)
 - Billing for speech-language therapy services - [training video](#) / [pdf](#)
 - [NCCI edits training tool](#)
- **Questions?**
 - Contact the SBHS program manager at shanna.muirhead@hca.wa.gov or (360) 725-1153



SBHS Contact List/Resources

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

IGT/invoice information: HCASchoolBased@hca.wa.gov

- Districts A-M, Sara Doran, (360) 725-1811
- Districts N-Z, Angela Nguyen, (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/billers-providers-partners/programs-and-services/school-based-health-care-services-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