

# 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
<a href="#">SBHS billing guide</a>	<a href="#">SBHS 101 training - video</a>   <a href="#">pdf</a>	<a href="#">Apply for a National Provider Identifier (NPI)</a>
<a href="#">SBHS fee schedule</a>	<a href="#">Billing for audiology services - video</a>   <a href="#">pdf</a>	<a href="#">NPI registry</a>
<a href="#">SBHS COVID-19 FAQ</a>	<a href="#">Billing for mental health services - video</a>   <a href="#">pdf</a>	<a href="#">Department of Health</a>
<a href="#">SBHS program expansion FAQ</a>	<a href="#">Billing for nursing services - video</a>   <a href="#">pdf</a>	
	<a href="#">Billing for occupational therapy services - video</a>   <a href="#">pdf</a>	
	<a href="#">Billing for physical therapy services - video</a>   <a href="#">pdf</a>	
	<a href="#">Billing for speech-language therapy services - video</a>   <a href="#">pdf</a>	

## More information

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