



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

626 8th Avenue, SE • P.O. Box 45530 • Olympia, Washington 98504-5530

August 8, 2014

TO: Washington State School Districts

- Superintendents
- Business Managers
- Special Education Directors
- Medicaid Coordinators

FROM: Jim Harvey, Ed.S., AAC, BCPC-ABPC
School-Based Health Care Services Program Manager
Health Care Services/Community Services

SUBJECT: School-Based Health Care Services: Enrolling Licensed Health Care Practitioners

On April 26, 2013, contracted school districts were notified to enroll all licensed health care providers as a rendering provider under their school district's billing NPI number. This process was to be completed by **June 30, 2013** for all dates of service on and after July 1, 2013. The Health Care Authority (HCA) has identified several contracted school districts that have not enrolled their providers in ProviderOne.

Effective immediately all licensed rendering providers must be enrolled under their district's billing NPI number before submitting claims for Medicaid reimbursement. This requirement applies to districts that are not actively billing HCA for School-based Health Care Services (SBHS). **Medicaid reimbursement will be withheld if districts do not enroll all rendering providers in ProviderOne.**

School districts will continue to be responsible for submitting their claims for enrolled providers within 365 days from the date of service (DOS). The following types of licensed rendering providers must be enrolled under the district's billing NPI number:

- Licensed Advanced Clinical Social Worker
- Licensed Audiologist
- Licensed Independent Clinical Social Worker
- Licensed Mental Health Counselor Associate
- Licensed Mental Health Counselor
- Licensed Occupational Therapist
- Licensed Occupational Therapist Assistant
- Licensed Physical Therapist
- Licensed Physical Therapy Assistant
- Licensed Practical Nurse
- Licensed Psychologist
- Licensed Registered Nurse
- Licensed Speech-language Pathologist
- Speech-language Pathology Assistant

Note: The federal Centers for Medicare and Medicaid Services (CMS) expect State Medicaid agencies to require rendering providers to be enrolled before claims are processed for reimbursement. Additional information on this requirement can be found under federal law [42 CFR 455.410](#), [42 CFR 1002](#), [42 CFR 455.436](#), and HCA [Provider Policy 12.26](#).

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Understanding the importance of the policy requirements will help assist school districts in receiving timely reimbursement for SBHS programming. If districts need assistance with enrolling their rendering providers or have additional ProviderOne training questions, please contact the [Provider Relations Unit](#) or call:

- [Matt Ashton](#) at 360-725-1614
- [Jason Bergman](#) at 360-725-1242
- [Marci Thietje](#) at 360-725-1610

For program questions or additional clarification regarding this memo, please contact the [SBHS Program Manager](#) or call 360-725-1153.

If school districts have any questions or need additional information regarding Medicaid or the SBHS program, please contact:

- [Medicaid Customer Services](#) or call 1-800-562-3022 for Medicaid-related questions, or visit the
- [SBHS website](#) for additional resources related to the SBHS resources and Medicaid Provider Guide (MPG).

cc: Todd Slettvet, Community Services Section Manager, HCS, HCA
Stacey Bushaw, Family Health Care Services Unit Supervisor, HCS, HCA
Doug Gill, Office of Superintendent of Public Instruction