



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

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

December 31, 2012

TO: School District Special Education Directors
School District Business Managers

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

SUBJECT: Update to Enrolling Health Care Professionals under the School District's National Provider Identifier (NPI) Number

All school district performing health care providers must enroll their NPI numbers under their district by **June 30, 2013**. The following provides guidance to districts when enrolling their health care provider's NPI number under the district's billing NPI number.

HCA will implement the following changes on separate dates:
The following licensed health care providers must enroll under their district's billing NPI number before **January 1, 2013**:

- Audiologists
- Occupational Therapists
- Physical Therapists
- Speech-language Pathologists

Update to July 31, 2012 Program Update:

School districts must enroll all servicing provider NPIs before contacting Provider Enrollment at <http://hrsa.dshs.wa.gov/providerone/EnrollinganIndividualServicingProviderELearning.htm>. Districts should only contact Provider Enrollment at 1-800-562-3022 ext. 16137 when assistance is needed with the online enrollment process.

The following health care providers must enroll under their district's billing NPI number by **June 30, 2013**:

- Certified Occupational Therapist Assistants (COTA)
- Licensed Practical Nurses (LPN)
- Licensed Mental Health Counselors (LMHC)
- Licensed Clinical Social Workers (LiCSW) and Licensed Advanced Clinical Social Workers (LiACSW)
- Physical Therapy Assistants (PTA)
- Psychologists
- Registered Nurses (RN)
- Speech-language Pathology Assistants (SLPA)

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By October 31, 2013, new licensed health care professionals must enroll under the district's billing NPI number. School districts should continue current billing practices for services provided to Medicaid eligible students by licensed health care providers.

School districts are responsible for:

- Submitting to HCA a completed Provider Update Form (PUF) from the School-Based Services (SBS) website only. As instructed on the PUF, you must provide a listing of all licensed health care providers along with the required documentation.
- For the SBS program, discontinue the use of any other Washington provider update form(s).
- School districts will be able to use the NPI number of enrolled health care providers on claims once they enroll under the district's billing NPI number.

NOTE: School districts have a continuing responsibility to submit a Provider Update Form (PUF) annually (October), or when there are staff changes in their licensed health care providers. The required documentation on licensure and NPI numbers must accompany the form.

Send questions related to the Intergovernmental Transfer (IGT) process or accounting issues to HCASchoolBased@hca.wa.gov.

Direct questions related to Medicaid to Medicaid Customer Services at 1-800-562-3022 or <https://fortress.wa.gov/dshs/p1contactus/>.

Contact Provider Relations at providerrelations@hca.wa.gov for training-only questions related to ProviderOne (P1). You can find training opportunities through HCA on the SBS website at <http://hrsa.dshs.wa.gov/schoolbased/index.html>.

If you have questions or need additional clarification, please contact me at 360-725-1153 or james.harvey@hca.wa.gov.

cc: Preston W. Cody, Division Director, HCA
Todd D. Slettvet, Community Services Section Manager, HCA
Christine Bess, Family Health Care Services Supervisor, HCA
Cheryl Vance, Administrative Assistant, Community Services, HCA
Doug Gill, Office of Superintendent of Public Instruction
Mary Ellen Parish, Office of Superintendent of Public Instruction
Rebecca Kirby, Office of Superintendent of Public Instruction