School Based Health Services (SBHS): Provider Enrollment Instructions

OREGON **HEALTH** AUTHORITY

MEDICAID DIVISION

Oregon HEALTH PLAN

Introduction

The following are best practice guidelines to enroll as a provider with the Oregon Health Plan (OHP).

Each education agency (EA) seeking Medicaid reimbursement must enroll as a School Medical provider. Supervisory level medically qualified staff, both employed by or contracted with the EA, must enroll as an OHP provider.

This guide provides steps to:
- Determine if an individual or EA is already enrolled with OHP.
- How to enroll an individual or EA that is not already enrolled.

School Medical Providers (Education Agencies)

EAs must enroll with a separate National Provider Identifier (NPI) and Medicaid provider ID for each program area of services the EA provides. A separate provider enrollment is required to distinguish between health services provided pursuant to the Individuals with Disabilities Education Act (IDEA) and non-IDEA Individual Plans of Care (IPOCs).

Select the program area for each enrollment on the Provider Enrollment Attachment (OHP 3120). Program areas include:
- Early Intervention/Early Childhood Special Education (EI/ECSE).
- K-12 – IDEA Health Services (K12 IDEA).
- K-12 – Non-IDEA Health Services (K12 Non-IDEA).

Referring Providers (Medically Qualified Individuals)

EAs must include a supervisory level medically qualified individual as the referring provider on each claim submitted to the Oregon Health Authority (OHA). The referring provider field on each claim will accept either the NPI or the Medicaid ID of the individual. Supervisory level medically qualified individuals (e.g., registered nurses, licensed physical therapists, speech language pathologists, licensed audiologists, licensed clinical social workers, etc.) providing covered health services in education settings must be individually enrolled and have an active Medicaid provider ID.

Find out if an individual or education agency is enrolled.

Find out if an individual or EA is enrolled with OHP using one of two options on the Medicaid Portal. Medicaid Portal options:
- Validate NPI; or
- Benefits and HSC Inquiry

Option One – Validate NPI

EAs and medically qualified individuals may already have an NPI and may already be enrolled with OHP. The National Plan & Provider Enumeration System (NPPES) has a search feature to locate an NPI.

Use the NPI Registry to find an NPI. If the individual or EA has an NPI, perform an NPI validation on the Medicaid Portal to find out if the individual is already enrolled with OHP. Steps to determine whether an individual or EA is an enrolled provider:
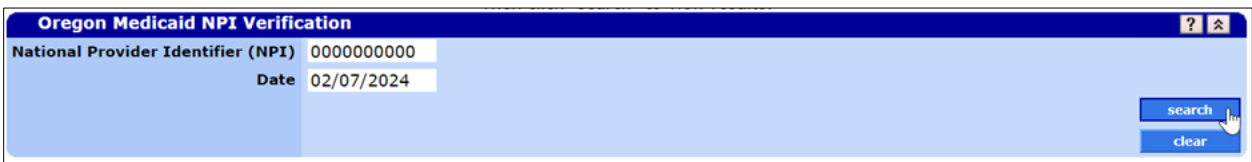
1. Go to the Medicaid Portal. You do not need to log in.
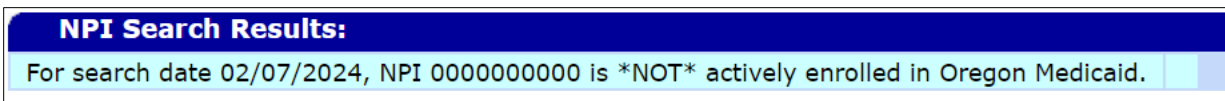2. Select Validate NPI under the Home menu.
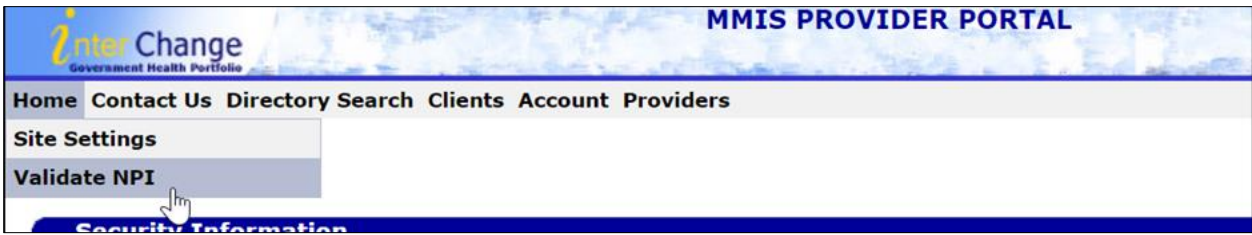
3. Enter the NPI. (The date field defaults to today's date. Past dates are allowed and can be entered, if preferred.)

4. Click the blue "search" button on the bottom right of the panel.


5. The NPI Search Results panel will pop up. If the NPI is actively enrolled, the search results will state the provider information.

Option Two – Benefits and HSC Inquiry

1. Go to the Medicaid Portal.
2. Log in: Enter username and password.
3. Select Benefits and HSC Inquiry under the Providers menu.
4. Adjacent to the Provider ID field, click on [Search].
5. Enter provider information in the available field(s).
6. Click the blue "search" button on the bottom of the Provider ID panel.
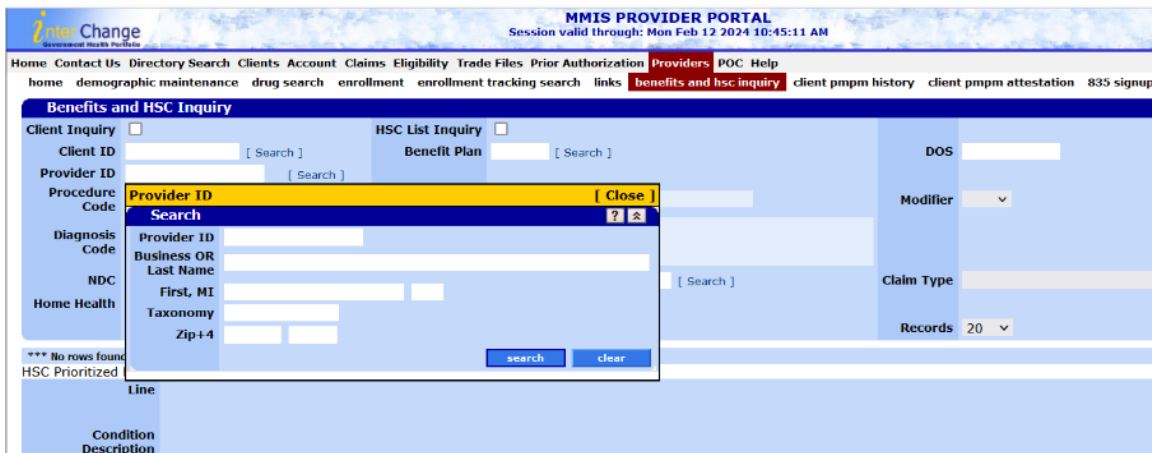
Enroll an individual or education agency.

An individual or EA may apply to enroll with OHP. There are two options to submit an OHP Provider Enrollment application: Medicaid Portal or FAX.

Once each enrollment application is processed and the individual or EA is enrolled, OHP will send a welcome letter to the applicant. The letterwill contain the Medicaid (OHP) provider ID, to the contact listed on the provider enrollment application. An EA may designate an individual to serve as the contact for a medically qualified individual working exclusively in educational settings. The contact may be changed by contacting OHP Provider Enrollment: provider.enrollment@odhsoha.oregon.gov or 800-336-6016 (option 6).

Helpful tips:
- Online enrollment may take up to 30 minutes.
- The Medicaid Portal will time out after 5 minutes of inactivity, and it will not save your work. It is recommended to work through the following steps to locate enrollment information and complete and save required documents in PDF format prior to beginning the Medicaid Portal process.
- Required forms may be filled out and signed electronically.

Enrollment information and required forms

OHP enrollment forms are available on the Oregon Health Plan (OHP) Provider Enrollment website. The application must include an NPI, a taxonomy code, and provider type and specialty codes.
1. Locate the Taxonomy code.
   a. Registered Nurse (RN) taxonomy code is: 163W00000X.
   b. Education Agency (EA) taxonomy code is: 251300000X.
   c. Find appropriate taxonomy codes for other applicants using: Find Your Taxonomy Code.
2. Locate the NPI.
   a. Use the NPPES NPI Registry search feature to locate an existing NPI.
   b. An individual or EA can apply for an NPI at this link.
3. Locate the provider type and specialty.
   a. School Medical provider type: 62
   b. School Medical provider specialties:
      i. Specialty 493: Education Agency EI/ECSE
      ii. Specialty 495: Education Agency IDEA (K12 IDEA)
      iii. Specialty 496: Education Agency Non-IDEA (K12 Non-IDEA)
   c. RN provider type: 56 and specialty: 494
   d. Find other provider type and specialty codes using: Enrollable Provider Types and Specialties. (**Note**: type: 33 with specialty: 314 cannot be enrolled on the Medicaid Portal.)
4. Complete required forms. Forms are listed by provider type under the "Fee-for Service (FFS) Enrollment Forms and How to Submit" section on the Oregon Health Plan (OHP) Provider Enrollment website. A medically qualified individual providing services exclusively in educational settings may apply to enroll as a Non-Payable Provider.

   Tip: For physical therapists, answer "Yes" to the following question.

   Physical therapists only: Does the provider provide services exclusively in a patient's home, in their personal home, in an institutional setting or a school setting?   ☐ Yes   ☐ No

Tip: The enrollment effective date will be the date the application is received. To request a different date (no more than 12 months prior to the application receipt date), enter the requested enrollment effective date in the following field.

> **Enrollment effective date – *(for new providers and inactive providers only)***
>
> Effective date requested for this enrollment (mm/dd/yyyy):
>
> *The effective date may be backdated up to one year from date received. If no effective date is provided, date of receipt will be used. Updates are effective the date received, and revalidation effective date is dependent on all information requested being received complete and accurate.*

Once all required enrollment information is located and forms are complete and saved in PDF format, apply to enroll with OHP through one of two options: Medicaid Portal or FAX.

Option One – Medicaid Portal

Upload completed forms on the Medicaid Portal. Use the MMIS Provider Portal Provider Enrollment Guide. The steps below indicate School Medicaid specific information. Complete each of the steps in the enrollment process. There are 10 screens.

1. Instructions

2. Provider Type
   a. School Medical provider type: 62 and specialty: 495
   b. RN provider type: 56 and specialty: 494
   c. For provider type and specialty codes, see: Enrollable Provider Types and Specialties. (**Note**: type: 33 with specialty: 314 cannot be enrolled on the Medicaid Portal.)

3. Base Information
   a. Application Type: For an individual working exclusively in education settings, Non-Payable Provider may be used.
   b. Birthdate:
      i. For an individual, enter the individual's birthdate.
      ii. For an EA, enter a generic date such as 01/01/2000.
   c. SSN:
      i. For an individual, enter the individual's Social Security Number (SSN).
      ii. For an EA, enter the agency's Federal Employer Identification Number (FEIN).

4. Service Location
   a. Organization Code:
      i. For an individual, select Individual.
      ii. For an EA, select Other.

5. Taxonomy (optional)

6. Tax ID

7. Addresses (Do not fill this out.)

8. Contacts
   a. OHP Provider Enrollment communicates with the Contact(s) listed here to request additional information and to send the Welcome Letter.
   b. For individuals, this contact may be the individual or the education agency.

9. Submit

10. Completion

Option Two – FAX

Fax required forms to OHP Provider Enrollment: 503-378-3074.

Need help?

For questions about enrollment, contact OHP Provider Enrollment:
provider.enrollment@odhsoha.oregon.gov or 800-336-6016 (option 6).
For questions about the Medicaid School Based Health Services Program, contact:
medicaid.sbhs@oha.oregon.gov.