

School Based Health Services (SBHS): Referring Provider Enrollment Instructions



Introduction

The following are best practice guidelines to meet CMS' corrective action plan for the Oregon Health Authority to enroll non-payable referring providers as Oregon enrolled Medicaid providers by June 1, 2024.

The Oregon corrective action plan impacts supervisory level medically qualified staff both employed by or contracted with the LEA (see School-Based Health Services Medicaid rules **410-133-0120 Medically Qualified Staff** <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1721>) as those individuals required to enroll as Oregon Medicaid providers. The corrective action plan does NOT include individuals licensed or certified as assistants.

This guide provides steps to:

- Determine if medically qualified staff are already enrolled with OHP
- How to enroll medically qualified staff that are not already enrolled

Referring Providers

Local Education Agencies (LEAs) must include medically qualified staff as the referring provider on claims submitted to the Oregon Health Authority (OHA). The referring provider field on each claim will accept either the National Provider Identifier (NPI) or the Medicaid ID of individual medically qualified staff. Supervisory level medically qualified staff (i.e.: registered nurses, licensed physical therapist, licensed occupational therapist, speech language pathologist, licensed psychiatrist, licensed audiologist, and licensed clinical social worker, etc.) providing covered services in school settings must be individually enrolled and have an active Medicaid provider ID.

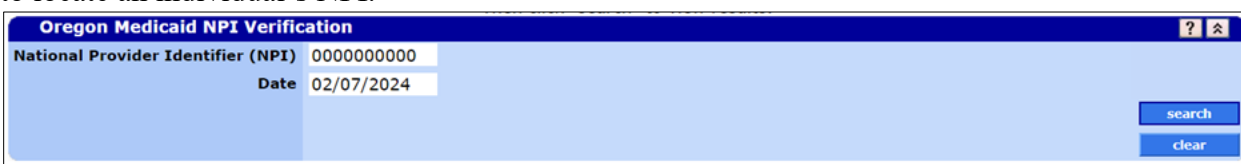
Steps to find out if each medically-qualified staff is enrolled with OHP

Some medically qualified staff providing services in school settings may already have a NPI and may already be enrolled with OHP. Use the [NPI Registry](#) to find an individual's NPI. If the individual has a NPI, perform a NPI validation on the [Medicaid Portal](#) to find out if the individual is already enrolled with OHP. Steps to determine whether medically qualified staff are enrolled providers by NPI:

1. Go to the [Medicaid Portal](#). You do not need to log in.
2. Select Validate NPI under the Home menu.



3. Enter the individual's NPI. (The date field defaults to today's date. Past dates are allowed and can be entered, if preferred.) The [National Plan & Provider Enumeration System](#) (NPPES) has a [search](#) feature to locate an individual's NPI.



4. Click the blue "search" button on the bottom right of the panel. bill only for services provided after the date the member signed the OHP 3165 form.

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

Steps to inquire if medically qualified staff are Oregon enrolled Providers using Oregon Provider IDs or first and last name using the MMIS Provider Web Portal

- Open the web-portal. Link to web-portal here: <https://www.oregon.gov/medicaid/ProdPortal/Account/Secure%20Site/tabid/63/Default.aspx>
- Enter web-portal account log-in information: Username and password
- Provider inquiry search
 - Select “Providers” from the top right menu
 - Select Benefits and HSC Inquiry
 - Adjacent to the Provider ID field, click on [Search]
 - Searchable options include Provider ID (NPI or Oregon Medicaid ID), Last Name, and First Name

Prepare to enroll medically qualified staff with OHP

If medically qualified staff are not enrolled with OHP, each must be enrolled individually as a non-payable provider. Once each individual enrollment is processed and completed, OHP will send a welcome letter, which contains the Medicaid (OHP) provider ID, to the individual at the mailing address on file.

Helpful tips for online enrollment:

- If you plan to enroll online, the MMIS System will time out after 5 minutes of inactivity and it will not save your work. We recommend that you work through the following steps to locate the information you need to enroll. Online enrollment may take up to 30 minutes.
- If you are enrolling online, you will need to attach required documents to your enrollment application. Due to the timeout issue noted above, we recommend that you fill out the required forms and have them ready to upload before you fill out your enrollment form online.
- Required forms may be filled out and signed electronically.

Steps to individually enroll each medically qualified staff providing services in school settings under the appropriate taxonomy, provider type, and specialty

Search by NPI to see if the individual is enrolled:

1. Locate the Taxonomy code.
 - a. Registered Nurse (RN) taxonomy code is: 163W00000X
 - b. Find appropriate taxonomy codes for other medically qualified staff at the link: [Find Your Taxonomy Code](#).
2. Locate the NPI.
 - a. Use the [NPPES NPI Registry search feature](#) to locate an existing NPI.
 - b. If the individual does not have one, they can apply for an NPI at this [link](#).
3. Locate the provider type and specialty.
 - a. RN provider type: 56 and specialty: 494
 - b. Find provider type and specialty codes for additional medically-qualified staff under the “Individuals” tab at this link: [Enrollable Provider Types and Specialties](#). (Note: type: 33 with specialty: 314 cannot be enrolled on the Medicaid Portal.)
4. Complete required forms.
 - a. [OHP 3113](#) - Non-Payable Provider Enrollment Form (Note: For physical therapists, answer “Yes” to the question on page 2.)

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

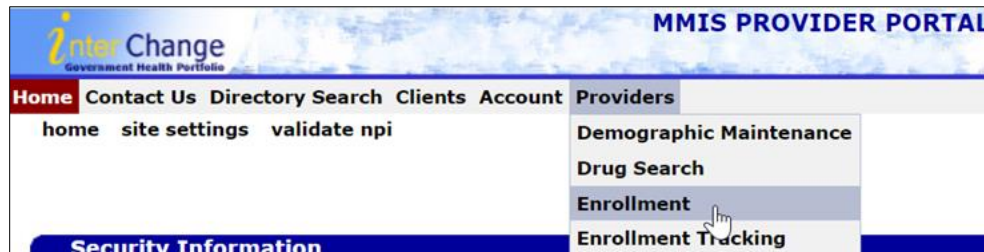
Enrollment effective date — (for new providers and inactive providers only)

Effective date requested for this enrollment:

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.

(Note: Page 4 allows a provider to request an Enrollment effective date. We recommend backdating one year from the date you submit the enrollment forms.

- b. [OHA 3975](#) – Provider Enrollment Agreement
5. Once you have located and completed all of the required information above, **Enroll with OHP**. There are two options:
 - a. **Option one:** Upload completed forms on the [Medicaid Portal](#) (please see [MMIS Provider Portal Provider Enrollment Guide](#)).
 - i. Select Enrollment under the Providers menu.



- ii. Complete each of the steps in the enrollment process,
 1. In the Service Location Section, choose your county, and then choose “other” for the Organization Code.

Service Location ?

County* 051 Multnomah ▼

Organization Code* ▼

- Corporation
- Estate/Trust
- Government Owned
- Group Practice
- Individual
- Limited Liability Corporation
- Limited Liability Partnership
- Limited Partnership
- Not-for_profit
- Other
- Partnership
- Professional Corporation
- Public Service Org
- Sole Proprietorship

previous next

- iii. Upload required forms.
 - iv. Click the blue “Save” button.
- b. **Option two:** Fax required forms to 503-378-3074.

Need help?

Contact OHP Provider Services Unit at DMAP.ProviderServices@odhsoha.oregon.gov, or by calling 1-800-336-6016

- Option #6 for enrollment, maintenance, and revalidation assistance
- Option #5 for Provider Web Portal claims assistance