



Community Health Worker planning to bill Yamhill Community Care (YCCO)

A Community Health Worker is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This is a covered benefit for eligible OHP members.

2025



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▪ **STEP 1**

Meet OHA requirements for CHW certification

- Complete an approved training program; or
- Be grandfathered in as a CHW. To find out more about the Legacy Clause visit

<https://www.oregon.gov/oha/EI/Pages/THW-CHW.aspx>

Note: The requirements for Community Health Workers in terms of Certification and Provider Registry Enrollment; Certification Curriculum Standards; Training; Standards of Professional Conduct are addressed in OAR Chapter 410, Division 180.

A list of OHA approved trainings can be found here:

<https://www.oregon.gov/oha/EI/Pages/THW-Training-Programs.aspx>

▪ **STEP 2**

Complete the oral health training requirement

Effective May 13, 2019, THWs are required to complete the OHA's THW oral health training. To learn more about OHA's oral health training requirement and view available oral health trainings visit:

<https://www.oregon.gov/oha/EI/Pages/THW%20Oral%20Health%20Requirements.aspx>

Note: The training is free of charge. Once you complete the training you will receive an email from OHA notifying you that you have completed this task. You will need to save a copy of this notification to submit with your THW application as indicated below in Step 3.

▪ **STEP 3**

Submit THW certification application and required documents to OHA.

- Create an account in the Health Workforce Registry Applicant Portal: <https://healthworkforceregistry.oregon.gov/>
- Be sure to have the following documents before beginning application:
 - A clear copy of your government-issued identification
 - THW (Doula, CHW, NAV, PSS, PWS) training certificate
 - Oral health training certificate (name and hours must be on the certificate)
 - Any other required documents specific to the worker-type

*The Health Workforce Registry is now offered in Spanish, as well.

- [Traditional Health Worker Full Certification and Renewal Application - Spanish version](#)

Note: When setting up an account portal, use your original email address. After confirming your account is active you can then update any information

- Complete Background Check
 - The THW Program will review your application for completeness. If your application is complete, we will submit your information to the Background Check Unit (BCU) to start your background check. Completing the background check is a required step for all applicants - unless you have been approved by a background check initiated by our program within one year.
 - You will be sent an email from the BCU with a link to provide your consent and disclosure (also check your spam/junk folder). You have 7 days to complete this step or your application will be closed. If your background check closes, please email THW.program@odhsoha.oregon.gov to request a resubmission.
 - Occasionally, the BCU will require fingerprints or request more information regarding the details in your background. The THW Program will email you a fingerprint letter with thorough instructions on how to get your fingerprints taken. If more information is requested, the BCU will mail a letter with instructions. Your diligence in monitoring emails and following the process is greatly appreciated.
 - The BCU will notify you and the OHA THW Program once your background check is completed. If approved, the THW Program will then process your THW Certification application and provide you with your THW registration number. Your certification will automatically be added to the [THW Registry](#)

Note: This process will take around 4 weeks to complete.

▪ **STEP 4**

Obtain a National Provider Identification (NPI) Number

To bill Oregon Medicaid, you will need to obtain an NPI number.

- Apply on the National Plan and Provider Enumeration System website: <https://nppes.cms.hhs.gov/#/>

Note: For reference, the taxonomy code for CHW is 172V00000X.

▪ **STEP 5**

Apply and become an Oregon Medicaid Provider

To bill Oregon Medicaid, you will need to obtain an active Medicaid ID number.

• To enroll visit: <https://www.oregon.gov/OHA/HSD/OHP/Pages/Provider-Enroll.aspx?wp2488=l:100> to complete required forms OHP 3113. Enter provider Type 13, specialty code 601. Include your NPI and a copy of your OEI certification.

Note: For assistance obtaining an Oregon Medicaid ID number you may contact YCCO Provider Customer Service via email at <https://yamhillcco.org/contact-us/> or via phone at 855-722-8205 (TTY 711).

▪ **STEP 6**

Submit Provider Roster and Site Listing to YCCO THW Liaison

Reach out to the YCCO THW Liaison at hcaldwell@yamhillcco.org to obtain the Provider Roster and Site Listing document. Once completed, submit the forms via email to the THW Liaison at hcaldwell@yamhillcco.org.

Your participation ensures YCCO maintains the most up-to-date information on our THW Provider Network, helping to enhance accessibility and coordination of services for our members

▪ **STEP 7**

Deliver covered services to YCCO Members

Community Health Workers (CHWs) will be enrolled as “non-payable rendering provider.” CHWs must work and bill under the supervision of a licensed provider. Licensed health providers are responsible for the work that they order, delegate, or supervise when health care professionals work under their supervision. Therefore, the billing provider must be a clinic or a supervising licensed provider.

Note: Fee Schedule Information - For providers reimbursed at an encounter rate methodology (such as FQHCs, RHCs, and tribal/urban Indian health programs), these codes may be reimbursable under the applicable encounter rate rather than under fee schedule pricing. <https://www.oregon.gov/oha/HSD/OHP/Pages/Fee-Schedule.aspx>

▪ STEP 8

Send Claims to YCCO

Yamhill CCO will be billed for all services provided to Health Plan Members regardless of primary or secondary diagnosis position. All bills for service to Yamhill CCO Members should be submitted directly to Yamhill CCO. Members only receive a bill for non-covered services when there is an authorization denial from the health plan and a waiver form has been signed between a Member and the Provider. The waiver form "Client Agreement to Pay for Health Services" (Form OHP 3165) is available on the OHP website.

Oregon Medicaid billable code for CHW services and instruction for billing OHA are on the OHP Billing Tips page listed under the [CHW Billing Guide](#).

Claims for Yamhill CCO Members should be submitted electronically whenever possible. Paper claims can be mailed to:

Yamhill Community Care Claims

PO Box 5490
Salem OR 97304

Note: Yamhill CCO accepts electronic claims through various clearinghouses. For more information, please contact a Provider Relations Representative, call Yamhill CCO Customer Service at 855-722-8205, or refer to the YCCO Provider Handbook.

The YCCO Provider Handbook can be found here:
<https://yamhillcco.org/providers/policies-and-forms/>

The YCCO Member Handbook can be found here:
<https://yamhillcco.org/wp-content/uploads/Yamhill-Community-Care-Member-Handbook-2025.pdf>

If you are a new provider needing portal access or an existing provider with portal questions, please call Customer Service at 855-722-8205.