

## Community Health Workers planning to bill Yamhill Community Care (YCCO)

A Community Health Worker (CHW) 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.

**The following steps need to be taken in order to bill YCCO for CHW services.**

### — 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 grandfathering process visit <https://www.oregon.gov/oha/OEI/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/OEI/Pages/THW-OHA-Approved-Training-CEU.aspx>

### — STEP 2

#### Complete the oral health training requirement

Effective May 13, 2019, CHWs are required to complete the OHA's THW oral health training. OEI website provides a free oral health training:

<https://static.dhsoha.state.or.us/oha/oei/training/oral-health/>

*Note: Keep a copy of your proof of completion to submit with your THW certification application.*

## — STEP 3

### Email THW certification application and required documents

- Fill out application available on the OHA OEI website: [Traditional Health Worker Full Certification and Renewal Application](#)
- Documents should be mailed to [thw.program@state.or.us](mailto:thw.program@state.or.us) or can be faxed.
- Complete a background check – you will receive a notification email from the Office of Human Resources Shared Services Background Check Unit (BCU) with the link. Receiving this link meant your THW documents have been received by OHA OEI.

*Note: You have 21 days to complete your background check. A background check is required even if you have completed one in the past.*

## Steps 4-7 provide information on how to bill YCCO for CHW services.

## — STEP 4

### Obtain a National Provider Identification (NPI)

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

- Apply on the National Plan and Provider Enumeration System website: <https://npiregistry.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.
- Email completed forms to [map.enrollment@phtech.com](mailto:map.enrollment@phtech.com)

*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

### Deliver covered services to YCCO Members

For a list of service codes and description see:

[https://www.oregon.gov/oha/HSD/OHP/Tools/CHW\\_Billing%20Guide.pdf](https://www.oregon.gov/oha/HSD/OHP/Tools/CHW_Billing%20Guide.pdf)

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 7

### Send Claims to YCCO

Claims can be mailed to:  
Yamhill Community Care  
P.O. Box 5490  
Salem, OR 97304

**Or**

Submit electronically using the provider portal or by logging in directly to CIM. The Portal makes it convenient to access patient eligibility, review claims/payment information, submit a claim, check on the status of a referral, or submit one and has information regarding prior authorizations.

*Note: If you are a new provider who needs access to the portal, or if you are an established provider with portal questions, please call Customer Service at 855-722-8205.*

*Note: To receive electronic claims payments and/or remittances please register with Payspan. You will need a Registration Code and PIN in order to register. Please contact PaySpan Provider Services at 877-331-7154, Option 1 for assistance.*